# Section V: Supplier Qualification RequirementS

1. **Legal and regulatory requirements**
   1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: Provision of Services. (For this, use Section VI – Annex B: Bid Submission Form)
2. **Legal status of the Bidder**
   1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
3. **Bidder’s eligibility**
   1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (Section VI – Annex A: Bid Submission Form)

* Listed as suspended or removed by the United Nations Procurement Division (UNPD);
* Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
* Included on the [UN 1267 list](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
* Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](http://web.worldbank.org/external/default/main?theSitePK=84266&contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](http://web.worldbank.org/WBSITE/EXTERNAL/OPPORTUNITIES/EXTCORPPROCUREMENT/0,,contentMDK:22030810~pagePK:64147231~piPK:64147158~theSitePK:438017,00.html).

1. **Financial stability**
   1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Ratio** | **2012** | **2013** | **2014** | **2015** | **2016** |
| Current ratio |  |  |  |  |  |
| Quick ratio |  |  |  |  |  |
| Debt ratio |  |  |  |  |  |

* 1. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.
  2. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

1. **Experience and Technical Capacity**

* Company’s managerial capabilities
* Evidence for quality assurance systems in place
* Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
* References in support of the satisfactory delivery of services specified above
* Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period

# Section VI: Bid and Returnable forms

**(25)**

Below find an overview of the attached Bidding and returnable forms required for the RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Bid Confirmation Form | Mandatory | PDF |
| Annex B: | Bid Submission Form | Mandatory | PDF |
| Annex C: | Bidder Identification Form | Mandatory | PDF |
| Annex D: | Bidder’s Previous Experience | Mandatory | PDF |
| Annex E: | Price Schedule Form | Mandatory | PDF |
| Annex F: | Joint Venture Partner Information Form | Optional | PDF |
| Annex G: | Checklist of Bid Forms | Not Applicable | Not Applicable |

# Section VI – ANNEX A: Bid Confirmation Form

*[Complete this page and return it prior to bid opening]*

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA | Date: |  |
|  | Ms. Lilia Velinova | Email: | velinova@unfpa.org |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | UNFPA/USA/RFP/17/035 | | |

|  |  |
| --- | --- |
|  | YES, we intend to submit a bid in response to the above mentioned RFP. |
|  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.

( ) The requested products are not available at the moment.

( ) We are unable to submit a competitive bid for the requested products/services at the moment.

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):

( ) Our current capacity is overbooked

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

|  |  |
| --- | --- |
|  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
|  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

# Section VI – Annex B: Bid Submission Form

Date: [Insert Month, Day, Year]

To: UNFPA

Marmorvej 51

2100 Copenhagen

Denmark

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/USA/RFP/17/035 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

|  |  |  |
| --- | --- | --- |
| Original term/condition per RFP UNFPA/USA/RFP/17/035 and the subsequent revisions | Proposed deviation (alternate clause), by the undersigned | Reason for proposing alternate clause |
|  |  |  |

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

|  |  |  |
| --- | --- | --- |
|  | On behalf of Business Authority | On behalf of Legal Authority |
| Signature: |  |  |
| Name: |  |  |
| Title: |  |  |
| Name of Company: |  |  |
| Telephone: |  |  |
| Email: |  |  |

# Section VI – Annex C: Bidder Identification Form

UNFPA/USA/RFP/17/035

|  |  |
| --- | --- |
| 1. **Organizational Information** | |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co. Ltd, NGO/institution/other (specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

|  |  |
| --- | --- |
| 1. **Quality Assurance Certification** | |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) |  |

|  |  |
| --- | --- |
| 1. **Expertise of Staff** | |
| Total number of staff |  |
| Number of staff involved in similar supply LTAs |  |

|  |  |
| --- | --- |
| 1. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation** | |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex D: Bidder’s Previous Experience

**For bidders bidding on more than one LOT, this form is to be submitted as part of the technical proposal for each LOT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature and stamp of the Bidder: |  | Countersigned by and stamp of Chartered Accountant |  |
| Name and title: |  | Name and title: |  |
| Name of Company: |  | Name of Company: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

# Section VI – Annex E: Price Schedule Form LOT 1

**LOT 1: Evaluations of humanitarian assistance**

1. Submit this document in a separate email from the Technical Bid.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If one evaluator covers more than one thematic area, please indicate so on the form.
4. Please indicate the currency of the bid: *(insert currency)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Profile | Daily Rate | Number of days (financial evaluation purposes only)[[2]](#footnote-2) | Total |
| 1. Professional Fees | | | | |
| 1. | Team Leader |  | 125 |  |
| 2. | Evaluator (thematic area: Sexual and Reproductive Health) |  | 70 |  |
| 3. | Evaluator (thematic area: Gender Equality) |  | 70 |  |
| 4. | Evaluator (thematic area: Population Dynamics) |  | 70 |  |
| 5. | Evaluator (thematic area: Adolescents and Youth) |  | 70 |  |
| 6. | Data analyst/researcher |  | 70 |  |
| 7. | Organization and logistics assistant |  | 30 |  |
| 8. | Local experts (each) |  | 40 |  |
| 9. | Quality assurance activities |  | 5 |  |
| *Total Professional Fees, financial evaluation purposes only* | | | |  |
| 1. Auxiliary services | | | | |
| Item | Service | Rate per 1,000 words | Number of words (financial evaluation purposes only) | Total |
| 10. | Translation (English to French), including editing |  | 7,500 |  |
| 11. | Translation (English to Spanish), including editing |  | 7,500 |  |
| 12. | Editing of English-language documents |  | 7,500 |  |
| 13. | Professional design of documents | [insert **hourly** rate] | Number of hours (financial evaluation purposes only): 40 |  |
| 14. | Printing (400 reports and 500 evaluation briefs, financial evaluation purposes only) |  |  |  |
| Item | Service | Daily rate | Number of days (financial evaluation purposes only) | Total |
| 15. | Interpretation (English - French) |  | 5 |  |
| 16. | Interpretation (English - Arabic) |  | 5 |  |
| 17. | Interpretation (English - Russian) |  | 5 |  |
| 18. | Interpretation (English - Spanish) |  | 5 |  |
| *Total Auxiliary Services, financial evaluation purposes only* | | | |  |
| ***Total Price LOT 1, financial evaluation purposes only*** | | | |  |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex E: Price Schedule Form LOT 2

**LOT 2: Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation**

1. Submit this document in a separate email from the Technical Bid.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If one evaluator covers more than one thematic area, please indicate so on the form.
4. Please indicate the currency of the bid: *(insert currency)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Profile | Daily Rate | Number of days (financial evaluation purposes only)[[3]](#footnote-3) | Total |
| 1. Professional Fees | | | | |
| 1. | Team Leader (or two co-team leaders) |  | 190 |  |
| 2. | Senior thematic experts in FGM and harmful practices |  | 90 |  |
| 3. | Senior thematic expert in gender equality and on social norm change |  | 90 |  |
| 4. | Organization and logistics assistant |  | 30 |  |
| 5. | Local experts (each) |  | 35 |  |
| 6. | Quality assurance activities |  | 5 |  |
| *Total Professional Fees, financial evaluation purposes only* | | | |  |
| 1. Auxiliary services | | | | |
| Item | Service | Rate per 1,000 words | Number of words (financial evaluation purposes only) | Total |
| 7. | Translation (English to French), including editing |  | 7,500 |  |
| 8. | Translation (English to Spanish), including editing |  | 7,500 |  |
| 9. | Professional editing of English-language documents |  | 7,500 |  |
| 10. | Professional design of documents | [insert **hourly** rate] | Number of hours (financial evaluation purposes only): 40 |  |
| 11. | Printing (400 reports and 500 evaluation briefs, financial evaluation purposes only) |  | |  |
| Item | Service | Daily rate | Number of days (financial evaluation purposes only) | Total |
| 12. | Interpretation (English - French) |  | 5 |  |
| 13. | Interpretation (English - Spanish) |  | 5 |  |
| 14. | Interpretation (English - Portuguese) |  | 5 |  |
| 15. | Interpretation (English - Arabic) |  | 5 |  |
| 16. | Interpretation (English – Russian) |  | 5 |  |
| *Total Auxiliary Services, financial evaluation purposes only* | | | |  |
| ***Total Price LOT 2, financial evaluation purposes only*** | | | |  |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex E: Price Schedule Form LOT 3

**LOT 3: Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights**

1. Submit this document in a separate email from the Technical Bid.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If one evaluator covers more than one thematic area, please indicate so on the form.
4. Please indicate the currency of the bid: *(insert currency)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Profile | Daily Rate | Number of days (financial evaluation purposes only)[[4]](#footnote-4) | Total |
| 1. Professional Fees | | | | |
| 1. | Team Leader |  | 125 |  |
| 2. | Evaluator (thematic area: Family Planning) |  | 90 |  |
| 3. | Evaluator (thematic area: Sexual and Reproductive Health and Rights) |  | 90 |  |
| 4. | Evaluator (thematic area: Maternal Health) |  | 90 |  |
| 5. | Evaluator (thematic area: Health Systems of Developing Countries and Humanitarian Settings) |  | 90 |  |
| 6. | Evaluator (thematic area: Health Logistics and Procurement) |  | 90 |  |
| 7. | Evaluator (thematic area: Gender and Human Rights) |  | 90 |  |
| 8. | Data analyst/researcher |  | 45 |  |
| 9. | Organization and logistics assistant |  | 30 |  |
| 10. | Local experts |  | 90 |  |
| 11. | Quality Assurance activities |  | 5 |  |
| *Total Professional Fees, financial evaluation purposes only* | | | |  |
| 1. Auxiliary services | | | | |
| Item | Service | Rate per 1,000 words | Number of words (financial evaluation purposes only) | Total |
| 12. | Translation (English to French), including editing |  | 7,500 |  |
| 13. | Translation (English to Spanish), including editing |  | 7,500 |  |
| 14. | Editing of English-language documents |  | 7,500 |  |
| 15. | Professional design of documents | [insert **hourly** rate] | Number of hours (financial evaluation purposes only): 40 |  |
| 16. | Printing (400 reports and 500 evaluation briefs, financial evaluation purposes only) |  |  |  |
| Item | Service | Daily rate | Number of days (financial evaluation purposes only) | Total |
| 17. | Interpretation (English - French) |  | 5 |  |
| 18. | Interpretation (English - Spanish) |  | 5 |  |
| 19. | Interpretation (English - Arabic) |  | 5 |  |
| 20. | Interpretation (English - Russian) |  | 5 |  |
| 21. | Interpretation (English - Chinese) |  | 5 |  |
| *Total Auxiliary Services, financial evaluation purposes only* | | | |  |
| ***Total Price LOT 3, financial evaluation purposes only*** | | | |  |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex F: Joint Venture Partner information form

*[The Bidder shall fill in this Form in accordance with the instructions below.]*

Date: *[insert date (as month, day, and year) of Bid Submission*]

UNFPA/CCC/RFP/YY/NNN

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative information  Name: *[Insert name of JV’s Party authorized representative]*  Address: *[Insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)
2. The number of days/words is provided in the Price Schedule for the sole purpose of facilitating financial evaluation of the bids. It is not to be construed as a purchase commitment, or as an indication of purchase volume under the LTA. [↑](#footnote-ref-2)
3. The number of days/words is provided in the Price Schedule for the sole purpose of facilitating financial evaluation of the bids. It is not to be construed as a purchase commitment, or as an indication of purchase volume under the LTA. [↑](#footnote-ref-3)
4. The number of days/words is provided in the Price Schedule for the sole purpose of facilitating financial evaluation of the bids. It is not to be construed as a purchase commitment, or as an indication of purchase volume under the LTA. [↑](#footnote-ref-4)