

Subject: Request for Proposals for development of Country Factsheets

Dear Sir/Madam,

1. You are requested to submit a proposal for development of the Country Factsheets. Your proposal could form the basis for a contract between your firm/institution and the Joint United Nations Programme on HIV/AIDS (UNAIDS).
2. To enable you to submit a proposal, please find enclosed:
 - a) Annex I: Terms of Reference (TOR), containing a description of UNAIDS requirements for which these services are being sought;
 - b) Annex II: Proposal Submission Form, to be completed and returned with your proposal
 - c) Annex III: A draft of the form of contract under which the services would be performed, including the "General Conditions for UNAIDS Contracts for Professional Services"
3. Kindly contact Mr. Ali Safarnejad at the following telephone: +41 22 791 4917 or e-mail: (safarnejada@unaids.org) to obtain more details or additional information on the work assignment.

This letter is not to be construed in any way as an offer to contract with your firm/institution.

Manner of Submission

3. Your proposal shall be prepared in the English language.
4. Your proposal shall comprise the following documents:
 - (a) Proposal Submission Form;
 - (b) Technical Component; and
 - (c) Price Component.
5. Your proposal shall be prepared in duplicate with one marked "Original" and the other marked "Copy". In the event of any discrepancy between them, the original shall govern. The proposal shall be sealed in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed as follows:

ATTN: CHIEF FMA
REF: Country Factsheet Development/EVA/CMS/01
DRM/FMA
UNAIDS
20 Avenue Appia, 1211 Geneva 27, Switzerland

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Proposal" and contain the Proposal Submission Form and Technical Component of your proposal. The second inner envelope shall be marked "Price Proposal" and include your financial cover letter (paragraph 15, below) and Price Component.

6. Proposals must be received by UNAIDS at the above address on or before 21 June, 2010. Any proposal received after this date may be rejected. UNAIDS may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The



extension of the deadline may accompany a modification of the solicitation documents prepared by UNAIDS at its own initiative or in response to a clarification requested by a prospective proposer.

7. You are requested to hold your proposal valid for 90 days from the deadline for submission. UNAIDS will make its best effort to select a firm/institution within this period.
8. Assuming that a contract can be satisfactorily concluded by 25 June, 2010, the assignment is expected to commence immediately.
9. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution, particularly from a developing country, to enable a full range of expertise to be proposed. UNAIDS strongly encourages association with a local firm/institution in the country of assignment. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

Any firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services which may result from or be associated with the project of which this assignment forms a part.
10. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
11. Any requests for clarification should be referred to Mr. Ali Safarnejad, Programme Development Adviser, Country Monitoring Systems Team at the following telephone: +41 22 7914917 or e-mail: safarnejada@unaids.org. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNAIDS.

Content of Proposal

Technical Component

12. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:
 - a) Description of the Firm and the Firm's Qualifications
A brief description of your firm/institution and an outline of recent experience that highlights your experience in related projects, including experience working with the UN system worldwide or similar experience. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.
 - b) Understanding of the Requirements for Services, including Assumptions
Include any assumptions as well as comments on the services as indicated in the TOR, or as you may otherwise believe to be necessary.
 - c) Proposed Approach, Methodology, Timing and Outputs
Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR.
 - e) Proposed Project Team Members
The curriculum vitae of the senior professional members of the team including their specific responsibilities on this project, relevant experience and qualifications.

Price Component

13. Your separate price component must contain an overall quotation in a single currency, either in US Dollars or in the currency of your home country. If you opt for the latter, and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.

14. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

- (a) a summary of the price; and
- (b) the period of its validity.

In preparing your proposal, please note carefully from Annex III the various contract provisions regarding UNAIDS policies on limitations on advance payments, retention, performance bonds, etc.

15. In addition, the price component must cover all the services to be provided and must itemize the following:

- a) Price per consultancy day, presented separately for the type of consultant (depending on expertise and seniority)
- b) Communication costs
- c) Estimated travel costs.
- d) Summary of total cost for the services proposed. [N.B.: The remuneration received by your firm/institution and persons performing services for your firm/institution will not be subject to tax liability in the host country].
- e) A proposed schedule of payments, all of which must be expressed and will be affected in the currency of the proposal.

16. You should also indicate any comments or reservations to the draft form contract.

Payment Provisions

17. UNAIDS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

18. Please note that UNAIDS' policy is not to grant advance payments except in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNAIDS, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made. In any case where an advance payment for \$50,000 or more is requested and subsequently approved, UNAIDS will normally require a bank guarantee or other suitable security arrangement.

19. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal. Further information may be requested by UNAIDS at the time of finalizing contract negotiations with the selected proposer.



UNAIDS
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

UNHCR
UNICEF
WFP
UNDP
UNEP
UNRWA
UNODC
ILO
UNESCO
WHO
WORLD BANK

Evaluation of Proposals

20. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is [100].
21. The technical component, which has a total possible value of [70] points, will be evaluated using the following criteria:
- a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (30 points);
 - b) the approach in responding to the TOR and the detailed work-plan (20 points); and
 - c) the qualifications and competence of the personnel proposed for the assignment for a total of (20 points). The personnel will be rated in accordance with:
 - i) their general qualifications (10 points); and
 - ii) suitability for the assignment (10 points)
22. a) The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of 40 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.
- b) The maximum number of points for the Price Component is 30. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:
- $$\frac{\text{Points for the Price Component of a proposal being evaluated}}{= \frac{[\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}}$$
23. Please note that the UNAIDS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UN general principles, including economy and efficiency, UNAIDS does not bind itself in any way to select the firm/institution offering the lowest price.
24. An invitation to submit proposals has also been sent to a number of other firms.

Yours sincerely,

Deborah Rugg,
Chief, Monitoring and Evaluation Division