

**Request for Quotation (RFQ) for Complex Goods or Works**

**Reference No.: RFQ 001/2019**

**Procuring goods and services to launch income generating activities of women self-help groups in Batken oblast**

August 13, 2019

Dear Sir/Madam,

**Subject**: Request for Quotation (RFQ) for goods and services to launch income generating activities of women self-help groups in Batken oblast.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of goods and services to launch income generating activities of women self-help groups in Batken oblast as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
3. This Invitation letter and Quotation Instruction Sheet (QIS)
4. [Terms of Reference (TOR) (Annex 1)](#_Detailed_Technical_Specifications_2)
5. [Quotation Submission Form and Quotation Format (Annex 2)](#_QUOTATION_SUBMISSION_FORM)
6. [UN Women General Conditions of Contract (Annex 3)](#_UN_WOMEN_GENERAL_2)
7. [Voluntary Agreement (Annex 4)](#_VOLUNTARY_AGREEMENT_1)
8. [Model Form of Contract (Annex 5)](#_MODEL_FORM_OF)
9. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.

1. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
2. The following aspects will be considered for the evaluation;
3. Suitability of the approach and methodology including firm’s capacity to undertake the services.
4. Qualifications and experience of proposed staff/personnel.
5. It is UN Women’s intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.
6. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women’s core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
7. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
8. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
9. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.

# QUOTATION INSTRUCTION SHEET (QIS)

|  |  |
| --- | --- |
| **Instruction to Suppliers** | **Specific Requirements** |
| **Deadline for Submission of Quotation** | Date and Time : August 19, 2019 5:00 PM  Bishkek, Kyrgyzstan, Kyrgyzstan Time (GMT+6)(for local time reference, see [www.greenwichmeantime.com](http://www.greenwichmeantime.com))  This is an absolute deadline, Quotation received after this date and time will be disqualified. |
| **Method of Submission** | Personal Delivery/ Courier mail/ Registered Mail  Electronic submission of Quotation |
| **Address for Quotation Submission** | Personal Delivery/ Courier mail/ Registered Mail:  144 Koenkozov St., Bishkek 720033, Kyrgyzstan, UN Women Country Office, bids are acted only during working hours from 9 am through 6 pm  “NOT TO BE OPENED BY REGISTRY”  Electronic submission of Proposal: [bids.kyrgyzstan@unwomen.org](mailto:bids.kyrgyzstan@unwomen.org) (for technical). |
| **Language of the Quotation** | English  French  Spanish  Other (pls. specify) \_Russian or Kyrgyz\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Quotation Currencies** | Any freely convertible currency: *\_\_*KGS\_\_\_\_\_\_\_\_\_\_\_ |
| **Quotation Validity Period commencing after closing date of RFQ** | 60 days  UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing. |
| **Payment Terms** | 100% upon completion and satisfactory receipt of service(s)  Others. 60% upon providing the workplan, 40% upon completion and satisfactory receipt of service |
| **Clarifications of solicitation documents** | Requests for clarification may be submitted 3 days before the submission date to: Bids.kyrgyzstan@unwomen.org.  If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.  Clarification requests of this RFQ shall include the following subject header format: “*RFQ#* Request for Clarification from *Vendor Name*”  Suppliers shall not communicate with any other UN personnel regarding this RFQ.  UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary. |
| **Contact for requesting clarifications** | Address:144 Koenkozov St., Bishkek 720033, Kyrgyzstan, UN Women Country Office  E-mail address dedicated for  this purpose: procurement.kyrgyzstan@unwomen.org  Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.  UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address. |
| **Responses to clarification requests will be binding on all Suppliers and will be distributed via:** | Postal Mail  E-mail  [UN Women Website](http://www.kg.one.un.org), where tender announcement was made by August 15, 2019  Other |
| **Expected Delivery Date and Time.**  **Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR** | As per Service Delivery Schedule attached  Time : by October 15, 2019  Time Zone of Reference : Kyrgyzstan time (GMT +6) |
| **Value Added Tax on Proceed Quotation** | Must be inclusive of VAT and other applicable indirect taxes  Must be exclusive of VAT and other applicable indirect taxes |
| **Evaluation Criteria** | Technical responsiveness/Full compliance to minimum requirements under Annex I  Qualifications and experience of proposed staff/personnel  Lowest price offer  Comprehensiveness of after-sales services  Full acceptance of the PO/Contract General Terms and Conditions  Earliest Delivery / Shortest Lead Time  Others |
| **Type of Contract to be Signed** | Purchase Order  Long-Term Agreement  Professional Service Contract  Other Type/s of Contract - Institutional Service Contract |

1. UN Women’s [vendor protest procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides further details regarding UN Women’s vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women’s list of registered suppliers.

1. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>.
2. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Rafik Kamarli

Operations Manager

UN Women Kyrgyzstan Country Office

**ANNEX 1**

# TERMS OF REFERENCE (TOR)

* 1. Background/Context for required services/results

UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate *to assist Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women*. Since 2001, UN Women (previously as UNIFEM) in Kyrgyzstan has implemented catalytic initiatives on promoting women’s economic, political and social rights. In 2012, a full Country Office was established.

UN Women works towards promoting gender equality by involving - particularly young - women in all aspects of public life and economic activity, and by building support systems to ensure their rights, especially those related to living a life free of violence. In scope of the second phase of the project *Cross-border Cooperation for Sustainable Peace and Development*, funded by the UN Peacebuilding Fund, six cluster of cross-border villages with high and medium conflict potential in border areas of Tajikistan and Kyrgyzstan were selected for project outreach to sustain long-lasting peace. Project activities focus on bridging ethnic divisions by promoting equal opportunity regardless of ethnic origin, by facilitating side-by-side and cross-border learning of life- and livelihood skills and by actively building knowledge of how to be a good citizen based on respecting diversity. In the border area of Batken and Sughd, UN Women works in close coordination and collaboration with FAO, UNDP, UNICEF and WFP.

Small-scale cross-border conflicts at communal level quickly create ripple effects that affect other communities living in the border areas, which exacerbate distrust and a negative perception of the ‘other’. Furthermore, local conflicts can escalate to higher level violence and a deterioration in the political climate between Tajikistan and Kyrgyzstan. The potential for conflict is especially high around the access to and use of natural resources, notably water resources.

The component of the UN Women is to contribute to strengthening potential of women as peace activities, so that women i) can participate effectively in dialogue and consultations, ii) are increasingly involved in decision-making at the community level, and iii) have their needs and preferences sufficiently taken into consideration across project outputs. For women peace activists to maximize their support of peacebuilding and conflict prevention, they should play key roles in their families and communities, working across borders to help build inter-communal trust and practical cooperation based on common interests, and with policy makers to ensure that women’s contributions to peace and security is integrated into broader policy change and discussions. In addition, the women-related activities need to focus on enhancing capacity of women leaders for conflict analysis, prevention and mediation & increase social ties and build tolerance between women leaders through joint cross-border initiatives. Women leaders in the community who are equipped with peacebuilding skills can effectively mitigate some tensions and conflicts, and can strengthen inter-community ties, reduce fear and distrust of the other, thus, building the foundations of sustainable peace.

The clusters of cross-border villages with high and medium conflict potential were selected for project outreach and mitigation measures to sustain long-lasting peace. The project methodology is focused on promoting participatory decision making and empowerment of youth, women and CSOs, along with building capacity of local-self-government units, border-control and law enforcement agencies, ideally providing scope for peer-to-peer learning across the border and in both directions to effectively assess and monitor conflict risks and contribute to conflict resolution.

**Table I Cluster of villages targeted by Cross-border project**

|  |  |  |
| --- | --- | --- |
| **№** | **Cluster** | **Ayil Okmotu and Rayon in Kyrgyzstan** |
| **1** | AkSay-Kapchigai-UchDobo-TashTumshuk-AkTatyr | AkSay, Ak-Tatyr- Batken rayon |
| **2** | Koktash, Samarkandek, Ortoboz, PaskyAryk | AkSay, Samarkandek, Aktatyr-Batken rayon |
| **3** | MinOruk (section of PaskyAryk village)-MinBulak (section of KokTash village) | AkSay, Samarkandek - Batken rayon |
| 4 | Karabak, ChonTaala, Dobo | Karabak, Tort-Gyl - Batken rayon |
| **5** | International, Kulundu, Razzakov, AkAryk, Maksat | Kulundu, Leilek rayon |
| **6** | Arka, Borborduk | Jenijer, Leilek rayon |

* 1. Objectives of the assignment

Across these six village clusters targeted by Cross-border project, UN Women has been working to establish SHGs with over 180 women mobilized into 36 SHGs across targeted clusters of villages. These SHGs, mainly comprising of 4-8 women in each group, were established using the following criteria:

- Economically vulnerable women (single headed households, women with disability, unemployed women)

- Women in the age group of 20-40

- Girls not in the educational system, without professional skills

- Returning migrant women.

As the key triggers of cross-border conflicts are commonly referred to land disputes and water scarcity, UN Women aimed to capacitate women SHGs on efficient natural resource management, and provide training on green entrepreneurship, business planning and income generating activities. These trainings were focused on thematic areas, such as efficient farming, agricultural production/sustainable business development to equip women with knowledge and skills, enabling them to address some of environmental and social insecurities.

UN Women is to support small-scale initiatives of SHGs, that contribute to growing entrepreneurial partnership of women from Kyrgyzstan and Tajikistan, and address causes of insecurity, such as scarcity of land and water, inefficient use of natural resources. As part of the Selection process, women SHGs were required to fill out the Application for small-scale initiative (SSI) in the form of a business plan, outlining compliance to the selection criteria, nature of the initiative and the goal, income statement, highlighting expected revenues, expenses and profit. The Selection Committee, composed of LSG representatives and project staff, was to evaluate and shortlist SHG proposed initiatives based on selection criteria. These are outlined as the following: 1) sustainability of the initiative and input to promoting cross-border entrepreneurship; 2) existence of necessary conditions, such as building and human resources to launch the initiative; 3) inputs to promoting women economic empowerment and gender equality; 4) profitability; 5) creation of jobs for vulnerable women and 6) contribution of LSGs. Women SHGs presented their planned initiatives at the meetings with members of the Selection Committee, held in their respective municipalities.

* 1. Scope of work

Out of 36 SHGs in Batken oblast initially outreached, 22 have submitted their proposals for Small-Scale Initiatives (SSI). Among submitted applications, Selection Committee approved 17, that are grouped in following directions:

* Agriculture-related initiatives: strawberry farms, beekeeping, goat keeping, and milk processing workshops (7 SHGs involved);
* Sewing and bakery workshops (7 SHGs involved);
* Creation of the centers for health and development (3 SHGs involved).

In order to implement small-scale initiatives, UN Women plans to work with an organization or several organizations, that has experience in procuring goods and services to launch income generating activities, preferably related to women’s economic empowerment and providing consultations/coaching on usage and maintenance of requested equipment.

Under the direct supervision of the UN Women Field Specialist and overall guidance of the UN Women Peace and Security Project Coordinator, the Contractor will closely collaborate with the UN Women Consultant on Community Mobilisation in planning and delivering the requested goods and services.

This work will contribute towards achieving **Project Output 2:** “Communities restore cross-border linkages and cooperation by jointly addressing interdependent needs/challenges associated with community infrastructure and natural resources”, and **Project Output Indicator 1.2.3:** Number of joint cross-border initiatives responding to specific gender equality and women’s empowerment (GEWE) issues are implemented by women activists, Baseline: 7; Target: At least 4 cross-border women’s initiatives (small projects) implemented by women.

In the time period of 26 August to 15 October 2019, the Contractor/Contractors will be responsible for procuring the following goods or services grouped in the lots bellow:

RFQ Lot 1: Procure seeds, goods and services to launch income generating activities in agriculture related field

RFQ Lot 2: Procure sewing equipment to launch sewing workshops and bakery equipment to start the bakery

RFQ Lot 3: Creation of the centers for health and centers for education and development of children, youth and women.

The Bidder/ Bidders are eligible to provide quotations for separate RFQ Lots.

**RFQ Lots to procure goods and services for SHs initiatives**

1. **Procure seeds, goods and services to launch income generating activities in agriculture related field**

| **Nr.** | **Direction of the initiatives** | **Description of the initiative** | **Name of SHGs** | **Location: village** | **Ayil okmotu (AO)** | **Nr. SHG members** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Cultivation of strawberries (the plant type “Albion”) | This strawberry plant is commonly used by farmers in Tajikistan and yield several times a year, enabling efficient use of a small farming land. The initiative will contribute to cross-border trade and cooperation. | SHG “Maksat” | Maksat | Kulundu | 5 |
| SHG “Zirek” | Samarkandek | Samarkandek | 6 |
| SHG “Yrysky” | Paskyaryk | Samarkandek | 5 |
| 2 | Processing of milk products, packaging & farming of dairy goats | As processing milk and producing kurut is practiced by many women as income source, packaging these products in appealing way will increase amount of sold products, and contribute to cross-border trade. | SHG “Aigul Gulu” | Samarkandek | Samarkandek | 6 |
| SHG “Meerim” | Mingbulak | Aksai | 5 |
| SHG “Kelechek” | Tortgul | Tortgul | 5 |
| 3 | Expansion of beekeeping and honey producing workshop | The initiative contributes to expanding cross-border trade of honey, as nearby bazars are located in Tajikistan, where demand for honey is high. | SHG “Bal Azyk” | Koktash | Aksai | 5 |
|  | **Total** |  |  | **6 villages** | **4 AOs** | **37** |

1. **Procure sewing equipment to launch sewing workshops and bakery equipment to start the bakery**

| **Nr.** | **Direction of the initiatives** | **Description of the initiative** | **Name of SHGs** | **Location: village** | **Ayil okmotu (AO)** | **Nr. SHG members** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Expansion of the sewing workshops (including sewing of shoes) | The initiative will contribute to cross-border trade of sewing products, as large bazars are located in Tajikistan, and exchange of experience with sewing workshops in Tajikistan. | SHG “Kelechek” | Maksat | Kulundu | 5 |
| SHG “Yntymak” | Aktayr | Aktatyr | 7 |
| SHG “Yntymak” | Koktash | Aksai | 5 |
| SHG “Yntymak” | Uchdobo | Aksai | 5 |
| SHG “Yrysky” | Paskyaryk | Samarkandek | 5 |
| SHG “Kyzburak” | Samarkandek | Samarkandek | 5 |
| **2** | Bakery workshop | The workshop will be producing bakery products, to sell them in bazars of Tajikistan. | SHG “Dobo” | Dobo | Karabak | 5 |
|  | **Total** |  | **7 SHGs** | **6 villages** | **5 AOs** | **37** |

1. **Creation of the centers for health and development**

| **Nr.** | **Direction of the initiatives** | **Description of the initiative** | **Name of SHGs** | **Location: village** | **Ayil okmotu (AO)** | **Nr. SHG members** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Centers for education and development, offering courses of Russian language, baking and computer courses for young women and children. | Through offering Russian language, computer and baking courses, the Center would work with unemployed, vulnerable women and young people, equipping them with skills and offering job opportunities (preparing bakery products etc.).  The center for children of pre-school age was indicated as necessary, as child care facilities are extremely limited, restraining young mothers from running errands or engaging in income generating activities. | SHG “Yntymak” | Arka | Janyjer | 6 |
| SHG “Kelechek” | Koktash | Aksai | 5 |
| 2 | Center for health and development, offering massaging, physio therapy services on the border side | The center will address the need in medical services, especially massaging and physio therapy. The venue for the center and repairing work will be covered by AO. The venue is located close to the border side, enabling people in Tajikistan using medical services. | SHG « Onuguu » | Ortoboz | Aktatyr | 5 |
|  | **Total** |  | **3 SHGs** | **3 villages** | **3 AOs** | **16** |

**Nota Bene:**

* The Contractor/Contractors will be required to procure requested goods, deliver and install the procured equipment at the SHGs locations, provide necessary consultations as requested by SHGs on using and operating the equipment.
* The Bidder may apply to one of the lots, or all three, if the Bidder has the capacity to procure all required goods and services.
* The Bidder should indicate the unit price of each requested item, along with the total price for delivery and installation of the equipment at the places requested by the SHGs. In case if the price range of the equipment varies, the bidder should provide the price quotations for several options, highlighting unit price for each item.
* After procuring equipment and goods to implement initiatives of SHGs, the Contractor will have to provide consultations on usage of the equipment or growing plants in case of agricultural initiatives. These consultations should be available in period of one month after installation of the equipment/ delivery of procured goods. As a result of provided consultations, the Contract will provide report, with details on the SHG that requested a consultation, the nature of provided consultation: over the phone or site visits; degree of resolution of the problems and issues faced.
* All initiatives require some contribution from SHGs in the form of human capital, preparation and repairing of the venue, where the initiative will be organized, purchase of raw materials etc. Some initiatives assume contribution of the LSGs.
* After procuring equipment and goods, and providing these to SHGs, some of procured equipment will be transferred to the ownership of the LSGs with the right of usage by SHGs, given that LSGs will check compliance of the implemented initiative with the goals set in the Application for SSI. The details on transfer acceptance will be discussed later, at the stage of awarding the contract.

The detailed list of all inputs and services required, along with specifications on equipment for SHGs initiatives is below:

**RFQ lot 1: Procure seeds, goods and services to launch income generating activities in agriculture related field**

**Growing strawberry plants "Albion"**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **SHGs involved and villages** | | | **Total** |
| **Name of the goods/ services required** | **Units** | **SHG “Maksat”** | **SHG “Zirek”** | **SHG “Yrysky”** | **3 SHGs** |
|  |  | Maksat | Samarkandek | Paskyaryk | **3 villages** |
| "Albion" strawberry plants | units | 1000 | 1000 | 1000 | **3,**000 |
| Agrotextile (5 hundredth of a hectare each) | per sq. m | 500 sq. m. | 500 sq. m. | 500 sq. m. | **1,500 sq. m.** |
| Drip irrigation system (for 5,00 m of land each) | units | 1 | 1 | 1 | **3** |
| Fertilizers (per sq. m) | per sq. m | 500 sq. m. | 500 sq. m. | 500 sq. m. | **1,500 sq. m** |
| Costs related to providing consultations | lump sum |  |  |  |  |
| Delivery and installation costs | lump sum |  |  |  |  |

**Processing of milk products and dairy goat keeping**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the goods/ services required** | **Units** | **SHGs involved and villages** | | | **Total** |
| **SHG “Meerim”** | **SHG “Aigul gulu”** | **SHG “Kelechek”** | **2 SHGs** |
|  |  | Mingbulak | Samarkandek | Chong-Talaa | **2 villages** |
| Separator | units | 4 |  |  | **4** |
| Freezer | units | 1 |  |  | **1** |
| Plastic boxes (0.3 litr) to sell milk products |  | 200 | 200 |  | **400** |
| Plastic boxes (0.5 litr) to sell milk products |  | 300 | 300 |  | **600** |
| Packaging machine | units |  | 1 |  | **1** |
| Refrigerator | units |  | 1 |  | **1** |
| Weights (electronic, capacity 20 kg) | units |  | 1 |  | **1** |
| Container to pour and store milk (12 liter capacity) | units |  | 6 |  | **6** |
| Dairy goat of Saanen breed | units |  |  | **5** | **5** |
| Delivery and installation costs | lump sum |  |  |  |  |

**Expanding beekeeping and honey producing workshop**

|  |  |  |
| --- | --- | --- |
| **Name of the goods/ services required** | **Units** | **SHGs involved and villages** |
| **SHG “Bal Azyk”** |
|  |  | Koktash |
| Bee families | units | 20 |
| Honey separator | Units | 1 |
| Honey comb base | units | 1 |
| Delivery and installation costs | lump sum |  |

Note: Due to seasonality and specificity of procurement for agriculture initiatives, the quotations of different Bidders in relation to 1) growing strawberry plants; 2) processing milk products and dairy goat keeping; 3) expanding beekeeping and honey producing can be considered separately.

**RFQ Lot 2: Procure sewing equipment to launch sewing workshops and bakery equipment to start the bakery**

**Expanding sewing workshops**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the goods/ services required** | **Units** | **SHGs involved and villages** | | | | | | **Total** |
| SHG “Kelechek” | SHG “Yntymak” | SHG “Yntymak” | SHG “Yntymak” | SHG “Yrysky” | SHG “Kyz-Burak” |
|  |  | Maksat | Aktatyr | Koktash | Uchdobo | Paskyaryk | Samar-  kandek |  |
| Two needle lockstitch machine (multi-functional, suitable for lightweight and medium weight fabric) [[1]](#footnote-2) | units | 3 | 4 | 1 | 3 | 2 |  | **13** |
| Five Thread Overlock Sewing Machine (multi-functional, suitable for lightweight and medium weight fabric) | units | 1 | 1 | 1 | 1 | 1 |  | **5** |
| Steam iron | units | 1 | 1 | 1 | 1 | 1 |  | **5** |
| Manufacturing production table (1,80\*6\*0,80 m) | units | 1 | 1 | 1 | 1 | 1 |  | **5** |
| Electric shears | units | 1 | 1 | 1 | 1 | 1 |  | **5** |
| Tambur embroidery machine (2 needle, multi-functional, suitable for lightweight and medium weight fabric) for embroidery on national clothes | units |  |  | 1 |  | 1 |  | **2** |
| Chairs for sewing | units | 4 | 5 | 2 | 4 | 3 |  | **18** |
| Edging machine | units |  |  |  | 1 |  |  | **1** |
| Leather skiving machine | units |  |  |  |  |  | 1 | **1** |
| Overlock machine (for shoes) | units |  |  |  |  |  | 1 | **1** |
| Two needle lockstitch machines (for shoes) | units |  |  |  |  |  | 1 | **1** |
| Shoe lasts for sewing shoes for children (size 20 to 30), 10 items | units |  |  |  |  |  | 10 | **10** |
| Shoe lasts for sewing shoes for men (size 36 to 46), 10 items |  |  |  |  |  |  | 10 | **10** |
| Delivery and installation costs | lump sum |  |  |  |  |  |  |  |

**Launching bakery workshop**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the goods/services required** |  | **SHGs involved and villages** | |  |
| **Units** | **SHG "Yntymak"** | **SHG "Dobo"** | **Total** |
|  |  | Arka | Dobo |  |
| Bakery gas oven with combined (electric and gas) stoves | units | 1 |  | **1** |
| Single-phase high end stove | units |  | 1 | **1** |
| Dough mixing machine (10 liter) | units | 1 | 1 | **2** |
| Mixer (10 liter) | units | 1 | 1 | **2** |
| Weighing-machine (electronic, with 20 kg capacity) | units |  | 1 | **1** |
| Set of forms for baking products (muffins, cookies and cakes) |  |  | 1 | **1** |
| Bakery display case | units |  | 1 | **1** |
| Production table |  | 1 | 1 | **2** |

**RFQ Lot 3: Creation of the centers for health and development**

**Launching two Centers for development and learning (one center by SHG “Yntymak” for school students and adults, one center by SHG “Kelechek” for children of pre-school age)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the goods/ services required** |  | **SHGs involved and villages** | |  |
| **Units** | **SHG "Yntymak"** | **SHG "Kelechek"** | **Total** |
|  |  | Arka | Koktash |  |
| Bookcase | units | 1 |  | **1** |
| Desk (for study, 10 to 16 years) | units | 6 |  | **6** |
| Desk (for study, 1 to 6 years) | units |  | 10 | **10** |
| Chairs (for study. 10 to 16 years) | units | 13 |  | **13** |
| Chairs (for study, 1 to 6 years) |  |  | 20 | **20** |
| Bed (60 \*120 cm) | units |  | 2 | **2** |
| Cupboard for children (1 to 6 years) | units |  | 20 | **20** |

**Launching of the health center**

|  |  |  |
| --- | --- | --- |
| **Name of the goods/services required** |  | **SHG involved and village** |
| **Units** | **SHG "Onuguu"** |
|  |  | Ortoboz |
| Massaging bed ( with individual adjustment and spinal scan function) | units | 1 |
| Ultrahigh frequencies therapy machine (UHF-60) | units | 1 |
| Electrophoresis Machine (for physio therapy) | units | 1 |

* 1. Inputs

UN Women will provide the Contractor with background and resource materials beyond those available online or otherwise published that the Contractor will need to obtain directly.

* 1. Deliverables

|  |  |
| --- | --- |
| **Deliverable** | **Timeframe** |
| Provide the workplan with timeline on procurement of goods and equipment to be delivered to women Self-help Groups (SHGs) in Batken oblast | 26 August 2019 |
| 1. List of procured goods and services, dates of delivery and installation 2. Report with detailed information on procured services and goods, required by SHGs to launch initiatives 3. Report with details on consultations provided on using and maintenance of procured equipment, per requests of SHGs | 15 October 2019 |

* 1. Minimum requirements

|  |  |
| --- | --- |
| **UN Women Minimum Requirement** | **Offerors Response** |
| * Team composition | |
| Project Manager  Shall have work experience in market based approaches to women economic empowerment at community level | Yes *(Provide curriculum vitae using the format available in Annex 2, Section C “Sample CV template”)*  No |
| Subcontractors (if any):  The offeror shall not sub-contract > 50% of the work. | Yes *(Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities)*  No |
| * Relevant Experience of the Firm | |
| The Organisation shall have experience in procuring requested goods and services and providing consultation on their use and maintenance | Yes *(Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 “Relevant Experience”)*  No |
|  | Yes (*Include examples of case studies as an Annex to your bid submission form)*    No |
| * Reference |  |
| *Minimum three client references that include the name of the contact person, title and contact information* | Yes, a minimum of three (3) references available  *Fill in below:*  *1.*   * *Employer’s name (company/entity):* * *Nature of contract (service for xxx):* * *Contract #:* * *Contract start and end date:* * *Contract value:* * *Contact person: (email, phone and name)*     *2.*   * *Employer’s name (company/entity):* * *Nature of contract (service for xxx):* * *Contract #:* * *Contract start and end date:* * *Contract value:* * *Contact person: (email, phone and name)*   *3.*   * *Employer’s name (company/entity):* * *Nature of contract (service for xxx):* * *Contract #:* * *Contract start and end date:* * *Contract value:* * *Contact person: (email, phone and name)*   No, a minimum of three (3) references are not available. |

* 1. Payment terms

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Specific deliverables expected per each activity and indicators** | **Payment amount (% of the contract amount)** | **Timeframe** |
| 1 | Provided workplan with timeline on procurement of goods and equipment to be delivered to women Self-help Groups (SHGs) in Batken oblast. | 60 % | 26 August 2019 |
| 2 | 1. Procured and delivered list of goods, services and equipment required for women led small-scale initiatives (SSI); 2. Report with detailed information on procured services and goods, dates of delivery and installation. | 40% | 15 October |

*Note: The 40% of the contract amount is a reimbursement payment, that will be paid upon successful completion of requested services, procuring goods, specified in TOR and providing requested deliverables.*

* 1. Evaluation criteria

The submitted quotations will be evaluated in relation to Technical responsiveness/Full compliance to minimum requirements, specified in Section F Minimum requirements of this TOR, following the criteria below:

* Suitability of the approach and methodology including firm’s capacity to undertake the services;
* Qualifications and experience of proposed staff/personnel;
* Comprehensiveness of after-sales services;
* Full acceptance of the PO/Contract General Terms and Conditions;
* Earliest Delivery / Shortest Lead Time.

A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.

**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**INTENT TO RESPOND FORM**

**Solicitation no:** RFQ 004/2019

**Title: Procuring goods and services to launch income generating activities of women self-help groups in Batken oblast**

**Deadline Date/Local time:** August 19, 2019 5:00 PM, Bishkek, Kyrgyzstan, Kyrgyzstan Time, (GMT +6)

**Please complete (A), (B), or (C) and return to** 144 Koenkozov St., Bishkek 720033, Kyrgyzstan, UN Women Country Office, or bids.kyrgyzstan@unwomen.org (for technical) by August 19, 2019 5:00 PM, Bishkek, Kyrgyzstan time.

|  |  |
| --- | --- |
| **(A) We intend to submit our proposal by:\_\_\_\_\_\_\_\_\_\_\_ (date/time)** | **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(B) We may submit our proposal and will confirm our intent by:\_\_\_\_\_\_\_\_\_\_\_\_\_ (date/time)** | **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(C) We do not intend to submit a proposal for the following reason(s):** | * **Our current workload does not permit us to take on additional work at this time** * **We do not have the required expertise** * **There is insufficient time to prepare a proper submission in response to this solicitation** * **Our funds or other resources are insufficient to carry out the work required** * **We choose not to participate due to a conflict of interest involving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: *UN Women Country Office* Date: *[insert date of Quotation Submission]*

*144 Koenkozov St., Bishkek 720033, Kyrgyzstan*

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the RFQ, the following ***[Title of Services]*** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
4. We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **[\_\_\_]** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| SIGNATURE AND CONFIRMATION OF THE RFQ | |
| PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL. | |
| *Exact name and address of company*  COMPANY NAME: \_\_\_\_\_\_\_\_\_\_  ADDRESS: \_\_\_    PHONE NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT)  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Technical Information**

|  |
| --- |
| **Section A: Expertise and Capability of Supplier** |
| 1.1 The organization   * Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings. * Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). * Financial capacity: Include latest Audited Financial Statement duly certified by a public accountant * Provide certificate(s) for any accreditation of processes, policy (e.g. ISO). * Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in. |
| 1.2 Adverse judgments or awards   * The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment; * The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| 1.3 Subcontracting and partnerships   * Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal. * Explain any partnerships that are planned for the implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included. |
| 1.4 Relevance of Specialized Knowledge and Experience on Similar Projects   * Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations. * References and/or samples of work must be provided upon request |

|  |
| --- |
| **Section B: Proposed Work Plan and Approach** |
| 2.1 Analysis approach, methodology   * Provide a description of the Supplier’s approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR. * Explain your organization’s understanding of UN Women’s needs for the services or works. * Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:   a) Best Value for money  b) Fairness, integrity and transparency  c) Effective competition  d) The best interests of UN Women |
| **Section C: Resource Plan, Key Personnel** |
| 3.1 Composition of the team proposed to provide, and the work tasks (including supervisory)  Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each. |
| 3.2 Gender profile   * Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier’s organization, women in leadership positions, and percentage of women shareholders. * Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women’s core mandate. |
| Provide Curriculum vitae of the proposed team that will be involved either full time or part time.  Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.  ***No substitution*** of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution. |

**Sample CV template:**

CV’s may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | |  | |
| Position for this Assignment: | | |  | |
| Nationality: | | |  | |
| Language Skills: | | |  | |
| Educational and other Qualifications | | |  | |
|  | | | | |
| Employment Record: [Insert details of as many other appropriate records as necessary]  From [Year]: To [Year]:  Employer:  Positions held: | | | | |
|  | | | | |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary] | | | | |
| Period: From - To | Name of project/organization: | | | Job Title, main project features, and Activities undertaken |
|  |  | | |  |
|  | | | | |
| References (minimum 3) | | (Name/Title/Organization/Contact Information – Phone; Email) | | |

**Financial Quotation**

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Quotation should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

**Cost Breakdown by Resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Quantity** | **Number of Unit** | **Unit Cost (USD)** | **Total Cost (USD)** |
| Team Leader | 1 person | Day/week/month |  |  |
| Team Member | XX person | Day/week/month |  |  |
| Operational cost, Please detail the following:   * + - * 1. Estimated return tickets for travel (if any)         2. Accommodation and other expenses away from home (if any)         3. Local transportation         4. Any relevant overhead costs (report preparation, communication, stationary, etc.) | 1 lump sum  1 lump sum  1lump sum  1 lump sum |  |  |  |
| Technical assistance and capability building (training, working group meeting, workshop) | 1 lump sum |  |  |  |
| Publication (seminar/launching of the report, printing, etc.) |  |  |  |  |
| TOTAL |  |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

**End of Annex 2**

**ANNEX 3**

# UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN Women website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

Complex Goods or Works

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-general-conditions-of-contract-mixed-goods-services-en.pdf?la=en&vs=5631>

**ANNEX 4**

# VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

**Voluntary Agreement to Promote Gender Equality and Women’s Empowerment**

**Between**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Contractor)**

**And**

**The United Nations Entity for Gender Equality and the Empowerment of Women**

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

☐ Acknowledge values & principles of [gender equality](http://www.unwomen.org/en/about-us/guiding-documents) (http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment](http://weprinciples.org/Site/PrincipleOverview/) (http://weprinciples.org/Site/PrincipleOverview/);

☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;

☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;

☐ Establish high-level corporate leadership for gender equality;

☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;

☐ Ensure health, safety and wellbeing of all women and men workers;

☐ Promote education, training and professional development for women;

☐ Hold gender-specific trainings or courses for staff;

☐ Implement enterprise development, supply chain and marketing practices that empower women;

☐ Promote equality through community initiatives and advocacy;

☐ Measure and publicly report on progress to achieve gender equality.

**On behalf of the Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name, Title:­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**  \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

DD MM YYYY

**ANNEX 5**

# MODEL FORM OF CONTRACT

**CONTRACT – INSTITUTIONAL SERVICES**

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. **CONTRACT DOCUMENTS**

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

1. This document;
2. UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
3. Terms of Reference, annexed hereto as Annex B (“TOR”);
4. [other annexes that may be relevant]
5. **SCOPE**

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

1. **DURATION**

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract.

1. **PRICE & PAYMENT** [[2]](#footnote-3)

**(Select one option and delete the other)**

**OPTION 1 (FIXED FEE)** [[3]](#footnote-4) **(Delete title immediately above after selecting option)**

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of [*insert currency & amount in figures and words*]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

MILESTONE AMOUNT TARGET DATE

Upon..... ...... ./../....

......... ...... ../../....

**OR**

**OPTION 2 (TIME-BASED CONTRACTS)** [[4]](#footnote-5)  
**(Delete title immediately above after selecting option)**

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [*insert currency & amount in figures and words*] (“the Maximum Total Amount”). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [*insert annex number*] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every [*insert period of time or milestones*].

1. **INVOICES**

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

[*Insert address and contact details for submission of invoices*].

1. **PAYMENT**

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor’s invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor’s bank account, as follows:

**Name of Bank:**

**Bank Address:**

**Bank ID:**

**Account No:**

**Title/name:**

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

1. **NOTIFICATIONS**

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

**For UN Women:**

[Insert Name, Address, Phone and Email]

**For the Contractor:**

[Insert Name, Address, Phone and Email]

**IN WITNESS WHEREOF**, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women: For and on behalf of the Contractor:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CONTRACTOR RETAINS 1 ORIGINAL CONTRACT AND RETURNS TO UN WOMEN 1 DULY SIGNED AND DATED ORIGINAL.*

1. For two needle lockstitch machine, five threat overlock sewing machine and tambur embroidery machine, Jack F4 machines are recommended, as suitable to above mentioned criteria. [↑](#footnote-ref-2)
2. Advance payments should not be made using this template. Please use the Model Institutional Services Contract or Professional Services Contract for services valued at USD30,000 or above or for procurement actions for services valued below USD30,000, where the nature of services or terms and conditions are novel or complex. Please note that advance payments should be granted only in exceptional cases, and that they must comply with UN Women policies and procedures. [↑](#footnote-ref-3)
3. This option is to be used for fixed fee contracts. Fixed price contracts should normally be used when it is possible to estimate with reasonable accuracy the costs of the activities which are the subject of the Contract. Compensation for services is usually referred to as the fee. In a fixed fee contract, there are no “rates”; the amount of the fee is fixed. [↑](#footnote-ref-4)
4. This option should be used for time and materials contracts. Normally, such contracts should be used where the compensation of the contractor is based on time spent in performing the services, and possibly with reimbursement of expenses incurred by the contractor. Cost reimbursable contracts are not normally used for the provision of services. Instead, where the contractor’s compensation is based on time spent in performing the services (and possibly reimbursement of expenses for materials), a time and materials contract should be used; see POM, sec. 11.2. [↑](#footnote-ref-5)