



United Nations Population Fund
Addis Ababa, Ethiopia
Menelik II Avenue, UNECA Congo
Bldg. 1st Floor, Ethiopia,
Telephone: 251115444072
Website: <http://www.unfpa.org>

20 February, 2018

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/ETH/RFP/2018/001

For the establishment of a:
CONTRACT FOR PROFESSIONAL SERVICES

In regards to:

Provision of Consultancy Services for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the **Provision of Consultancy Services for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region**. Your Company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Template of Proposed Contract for Professional Services

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

UNFPA/ETH/RFP/2018/001



All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than 19 March, 2018, at 2:30 PM Addis Ababa time¹:

You have to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 0 Submission of hard copy Bids, and should reach the following address:

**United Nations Population Fund
UNECA Compound, Congo Building, 1st Floor, South Wing
International Operations Manager Office
Addis Ababa, Ethiopia**

5. Bids received after the stipulated date and time will be rejected.
6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: *Ermias Wosenyeleh, Procurement Associate*,: wosenyelehasefa@unfpa.org no later than 12 March, 2018 and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.

7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: *Ermias Wosenyeleh, Procurement Associate*, at email: wosenyelehasefa@unfpa.org

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](http://www.ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.
10. This letter is not to be construed in any way as an offer to contract with your company/institution.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ermias Wasenyeleh', is written over a horizontal line.

*Ermias Wasenyeleh,
Procurement Associate
Ethiopian CO
UNFPA*

Process reviewed and approved by:

A handwritten signature in blue ink, appearing to read 'Paul Makwinja', is written over a horizontal line.

*Paul Makwinja,
[International Operations Manager
Ethiopian CO
UNFPA*





Table of Contents

SECTION I: INSTRUCTIONS TO BIDDERS6

A. INTRODUCTION6

1. General6

2. Eligible Bidders6

3. Cost of Bid7

4. Fraud and Corruption7

5. Zero Tolerance.....9

6. Disclaimer9

B. SOLICITATION DOCUMENTS.....9

7. UNFPA Bidding document (5).....9

8. Clarifications of Bidding document10

9. Amendments to Bidding documents.....10

C. PREPARATION OF BIDS10

10. Language of the Bid.....10

11. Bid currency and prices (7).....10

12. Conversion to single currency11

13. Most favored pricing11

14. Validity of Bids (8)11

15. Bidders’ conference (9) **Error! Bookmark not defined.**

D. SUBMISSION OF BIDS11

16. Documents establishing eligibility and conformity to Bid documents.....11

17. Technical Bid.....11

18. Financial Bid13

19. Partial Bids.....14

20. Submission, sealing, and marking of Bids (10)14

20.3. Submission of electronic Bids (11) **Error! Bookmark not defined.**

20.4. Submission of hard copy Bids (12)14

21. Deadline for submission of Bid and late Bids15

22. Modification and withdrawal of Bids15

23. Storage of Bids.....15

E. BID OPENING AND EVALUATION.....15

24. Bid opening (13)15

25. Clarification of Bids.....16

26. Preliminary examination of Bids (14)16

27. Non-conformities, errors, and omissions.....17

28. Evaluation of Bids (15).....17



29.	Technical evaluation (16)	18
30.	Supplier qualification requirements (17)	20
31.	Financial evaluation (18)	20
32.	Total score (19).....	21
F.	AWARD OF CONTRACT AND FINAL CONSIDERATIONS	21
33.	Award of Contract	21
34.	Rejection of Bids and annulments.....	21
35.	Right to vary requirements and to negotiate at time of award	21
36.	Signing of the Contract.....	22
37.	Publication of Contract Award	22
38.	Payment Provisions	22
39.	Bid protest	22
40.	Documents establishing sustainability efforts of the Bidder	22
	SECTION II: TERMS OF REFERENCE (TOR).....	23
	SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID	30
	SECTION II – ANNEX B: SPEND ANALYSIS AND DEMAND FORECAST	Error! Bookmark not defined.
	SECTION III: GENERAL CONDITIONS OF CONTRACT	31
	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT.....	32
	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS.....	34
	SECTION VI: BID AND RETURNABLE FORMS.....	37
	SECTION VI – ANNEX A: BID CONFIRMATION FORM	38
	SECTION VI – ANNEX B: BID SUBMISSION FORM	39
	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM	40
	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE.....	42
	SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT	43
	SECTION VI – ANNEX F: PRICE SCHEDULE FORM	44
	SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM	45
	SECTION VI – ANNEX H: BANK GUARANTEE FOR ADVANCE PAYMENT	46
	SECTION VI – ANNEX I: PERFORMANCE SECURITY	47
	SECTION VI – ANNEX J: CHECKLIST OF BID FORMS	48
	SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES	54



SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. UNFPA's Ethiopian Country Office wishes to establish a contract for professional services with a qualified supplier for the provision of **Consultancy Services for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region** in support of UNFPA's *Programs* located in *Ethiopia*
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
- 1.3. In the event of UNFPA signing a contract the following shall apply:
 - 1.3.1. The successful Bidder shall accord the same terms and conditions to any other organization with the United Nations Systems, that wishes to avail itself of such terms, after written consent from UNFPA's CO ;
 - 1.3.2. The contract template specified in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested *services* **Provision of Consultancy Services for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region** and have legal capacity to perform - *the consultancy for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region* in the country, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - 2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
 - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause **Error! Reference source not found.**. However, this does not limit the participation of subcontractors in more than one Bid.
 - 2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
 - 2.3.4. The following information must be disclosed in the Bid:
 - 2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved



- in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
- 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
 - 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
- 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
 - 2.4.3. Included on the [UN 1267 list](#) 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;
 - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA
- 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- 2.7.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
 - 2.7.2. All parties to the JV shall be jointly and severally liable; and
 - 2.7.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.
- 3. Cost of Bid**
- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.
- 4. Fraud and Corruption**
- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
 - 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.



- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
 - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - 4.4.4. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 4.4.5. "Obstructive practice" means acts intended to materially impede the exercise of UNFPA's contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
 - 4.4.6. "Unethical practice" means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA's procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. Suppliers, their subsidiaries, agents, intermediaries, and principals must cooperate with UNFPA's Office of Internal Audit and Investigation Services (OIAS), as well as with any other investigations authorized by the Executive Director and with the UNFPA Ethics Officer 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 and submission of all requested documents, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA's list of registered suppliers.
- 4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)



5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

6. Disclaimer

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder's Previous Experience
Annex E:	Checklist on UNFPA General Conditions of Contract
Annex F:	Price Schedule Form
Annex G:	Joint Venture Partner Information Form
Annex H:	Bank Guarantee for Advance Payment
Annex I:	Performance Security
Annex J:	Checklist of Bid Forms
Section VII:	Template of Proposed Contract for Professional Services

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.

7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.



8. Clarifications of bidding document

8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ermias Wosenyeleh, Procurement Associate: wosenyelehasefa@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than 12 March, 2018 at 4:00 PM Addis Ababa Time².

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org)

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices

11.1. All prices shall be in US dollars (USD) or any other convertible currency.

² <http://www.timeanddate.com/worldclock/city.html?n=69>



11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

12. Conversion to single currency

12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

13. Most favored pricing

13.1. By submitting a Bid, the Bidder certifies that the same services **consultancy Services for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region** have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

14. Validity of Bids

14.1. Bids must remain valid for *120 calendar days* after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

15. Documents establishing eligibility and conformity to Bid documents

15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 16.1.19 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version. (Use CD and USB)

16. Technical Bid

16.1. Documents establishing the eligibility of the Technical Bid:

16.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX A: BID CONFIRMATION FORM

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

To: UNFPA: Paul Makwinja
International Operations Manager

Date:
Email: makwinja@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/ETH/RFP/2018/001**

- 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

UNFPA/ETH/RFP/2018/001



- 16.1.2. SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format.
- 16.1.3. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
- 16.1.4. Completed Bidder's Previous Experience; SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE in PDF format.
- 16.1.5. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in **Error! Reference source not found.** in PDF format
- 16.1.6. Completed and signed Checklist on General Conditions of Contracts; SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT in PDF format.
- 16.1.7. Supporting documents/information per the Supplier Qualification Requirements;
- 16.1.8.
- 16.1.9.
- 16.1.10.
- 16.1.11.
- 16.1.12.
- 16.1.13.
- 16.1.14.
- 16.1.15.
- 16.1.16.

- 16.1.17. SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 16.1.18. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 16.1.19. Copy of last three consecutive years of audited financial statements.

17. Financial Bid

- 17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 17.2. Please consider the following information when completing the Price Schedule Form:
 - 17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX F: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
 - 17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
 - 17.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
 - 17.2.4. Submit this Financial Bid in a separate envelope from the rest of the Technical Bid.



18. Partial Bids

18.1. Partial Bids are **not** allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

19. Submission, sealing, and marking of Bids

19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

19.2. UNFPA provides alternative methods of Bid submission:

19.2.1. Hard copy Bids must be delivered personally, or by courier in accordance with the guidelines provided in clause 19.3

19.2.2. The above options is acceptable and **only one** method is required.

19.3. Submission of hard copy Bids

19.3.1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a **USB or CD** containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

19.3.2. Marking of hard copy Bids

19.3.2.1. The outer envelope must be clearly marked with:

UNITED NATIONS POPULATION FUND

[Insert your local street/ mailing address]

[Insert your city and local area code]

[Insert Country]

UNFPA/ETH/RFP/2018/001, Company Name

Attention: *Paul Makwinja*

TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

DO NOT OPEN BEFORE: 19 March, 2018 at 2:30 PM Addis Ababa Time

19.3.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

19.3.2.3. The inner envelopes must be clearly marked with:



UNITED NATIONS POPULATION FUND

[Insert your local street/mailling address]

[Insert your city and local area code]

[Insert Country]

UNFPA/ETH/RFP/2018/001, Company Name

Attention: *[Name of the Procurement Official]*

TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

Submission 1 of 2: **UNFPA/ETH/RFP/2018/001 [Company name]**, Technical Bid

Submission 2 of 2: **UNFPA/ETH/RFP/2018/001 [Company name]**, Financial Bid

20. Deadline for submission of Bid and late Bids

- 20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

21. Modification and withdrawal of Bids

- 21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL". Any revision to the Bid must be received by the deadline.
- 21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

22. Storage of Bids

- 22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA's RFP.

E. BID OPENING AND EVALUATION

23. Bid opening

- 23.1. UNFPA will conduct an internal Bid opening on 20 March, 2018, at 10:30 AM and Addis Ababa³ at the office of UNFPA Country Office, UNECA Compound, Congo Bldg.

³ <http://www.timeanddate.com/worldclock/city.html?n=69>



- 23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

24. Clarification of Bids

- 24.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

25. Preliminary examination of Bids

- 25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 25.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - 25.3.1. Affects in any substantial way the scope, quality, or services specified; or
 - 25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
 - 25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 25.4. UNFPA considers material deviations to include, but not be limited to the following:
 - 25.4.1. During preliminary examination of Bids
 - 25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
 - 25.4.1.2. The Bidder indicates in the Bid that they do not accept important contract conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;



- 25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
 - 25.4.1.4. Non-eligibility of the Bidder;
 - 25.4.1.5. Financial information is included in the Technical Bid.
 - 25.4.2. During technical evaluation of Bids and qualification of Bidders:
 - 25.4.2.1. Bids do not reach the minimum threshold on technical score.
 - 25.4.2.2. The Bidder does not meet the minimum conditions for qualification.
 - 25.4.3. During Financial evaluation of Bids:
 - 25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3
 - 25.4.3.2. Required price components are missing;
 - 25.4.3.3. The Bidder offers less quantity than what is required
- 25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

26. Non-conformities, errors, and omissions

26.1. Provided that a Bid is substantially responsive:

- 26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 26.1.3. UNFPA shall correct arithmetical errors on the following basis:
 - 26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
 - 26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

27. Evaluation of Bids

- 27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
- 27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of **70%** and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.



27.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of contract award shall not be disclosed to Bidders or any other person not officially concerned with such process until the contract award is published.

27.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or contract award decisions may result in the rejection of its Bid.

27.5. Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

28. Technical evaluation

28.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

SUMMARY OF TECHNICAL PROPOSAL

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	20%	200
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	40%	400
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation - Age/size of the firm - Strength of the Project Management Support - Project Management Control	70
1.3	Relevance of: - Specialized Knowledge - Experience on Similar Programs / Projects - Experience on Projects in the Region - Work for UN/ major multilateral/ or bilateral programs	80
SUB TOTAL		200

Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55

2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task Manager / Team Leader General Qualification Suitability for the Project	
	-Knowledge on national policies and strategies on Maternal health, sexual and reproductive health, Family Planning and Adolescent and Youth	40
	-knowledge of working in the further analyses focus areas, evidenced by previous publications in peer-reviewed journal or other published monographs;	30
	-Experience working with Demographic and Health (DHS) data and alternative data sources in the areas of family planning, reproductive health, adolescents and youth, maternal health and maternal mortality	30
	-Experience in advanced statistical techniques for trend analysis, multivariate methods, decomposition methods and multi-level analysis, among others;	30
	- Knowledge of context	40
	Ability to write clearly and concisely in English	30
SUB TOTAL		200
3.2	Senior Expert / Lead Consultant General Qualification Suitability for the project	
	-Knowledge on the national policies, and strategies on Maternal health, sexual and reproductive health	40
	-knowledge of working in the further analyses focus areas, evidenced by previous publications in peer-reviewed journal or other published monographs;	40
	-Experience working with Demographic and Health (DHS) data and alternative data sources in the areas of family planning, reproductive health, adolescents and youth, maternal health and maternal mortality	40
	-Knowledge of the context	40
	-Ability to write clearly and concisely in English	40
SUB TOTAL		200
Aggregate		1000

28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79



Partially meets the requirements, but it is not technically compliant	[50 / 69]
Does not meet the requirements or no information provided to assess compliance with the requirements	0

29. Supplier qualification requirements

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
1	Legal and regulatory requirements	UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)	
2	Bidder is established as a company and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		
4	Financial stability		

29.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the services satisfactorily before deciding on award.

29.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

30. Financial evaluation

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX F: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All



other Financial Bids will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

31. Total score

31.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

$$\text{Total Score} = 70\% \text{ Technical Score} + 30\% \text{ Financial Score}$$

F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

32. Award of Contract

32.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.

32.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

33. Rejection of Bids and annulments

33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA's perspective is not in a position to deliver pursuant to the contract.

33.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

34. Right to vary requirements and to negotiate at time of award

34.1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.

34.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.



35. Signing of the Contract

35.1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the Bid/ Contract only after both parties sign the contract.

35.2. UNFPA reserves the right to discontinue the contract if the supplier's performance is not satisfactory to UNFPA.

36. Publication of Contract Award

36.1. UNFPA will publish the following contract award information on United Nations Global Marketplace <http://www.ungm.org>, unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

37. Payment Provisions

37.1. UNFPA's 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.

38. Bid protest

38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit Bettina Maas: UNFPA, Representative, Ethiopia Country Office: maas@unfpa.org Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief of the Procurement Services Branch at procurement@unfpa.org.

39. Documents establishing sustainability efforts of the Bidder

39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.



SECTION II:

TERMS OF REFERENCE FOR CONSULTANCY FIRM

Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jigjiga council of Somalie Region

1. Brief background

Drought is having a devastating impact on the lives and livelihoods of Ethiopians. Based on the Government endorsed 2017 Humanitarian Requirement Document (HRD), the drought has caused an upsurge in humanitarian needs for an estimated population of 8.5 million at mid-year of 2017. Of the total population identified for urgent humanitarian assistance, UNFPA estimates the number of women of reproductive age in the drought affected areas to be 1.98 million.

The Somali region, which has a total population of 5.7 million (Male = 53.8%, Female = 46.1%), is regularly experiencing recurrent droughts, the most recent one caused by failing rains in 2017. Furthermore, the El Nino weather phenomenon in 2015/16 and the Indian Ocean Dipole effect in 2016 affected household food security in the pastoralist areas of the region resulting in an increased livestock mortality and wasting in animals. Drought is the primary cause of displacement in the region for an estimated 54% of the displaced population in 287 displacement sites. The region further host a large permanent food insecure population that receives food transfers from the PSNP in the months where own production is not enough.

The Somali region is predominantly a Muslim community where religion, culture and the clan system plays a big role in the health seeking behavior, including utilization of family planning and other sexual and reproductive health services. For example, the contraceptive prevalence rate is only 1.5 % compared to the national average of 35.9 %. The total fertility rate is 7.2, compared to the national figure of 4.6 (EDHS 2016).

2. Rationale

An agreement has been signed between UNFPA and Denmark embassy for implementation of project entitled "TOWARDS UNIVERSAL ACCESS TO SEXUAL REPRODUCTIVE HEALTH AND RIGHTS SERVICES: Through strengthened linkages between humanitarian food distribution and SRHR in the Somali region". The overall focus of the project is to reach women affected by drought in Faffan and Siti Zones of Somali Region and provide them information and access to family planning, GBV and adolescent and youth RH services in order to reduce vulnerability and enhance resilience. As part of implementation of this project, it is important to set baseline of key indicators to assist project implementation and monitoring.



3. Objectives

General

- To determine contraceptive use, and factors that influence use of family planning methods among women of reproductive age in UNFPA operational drought affected 8 districts and IDP sites in Faffan and Siti Zones and Jigjiga council of Somali Region.

Specific

The below specific objectives are also anticipated to be generated from the survey

- To determine number of unintended pregnancies, unsafe abortions and maternal deaths averted as a result of modern contraceptive use currently in the UNFPA assisted project operational districts in Faffan and Siti Zones of Somalie region.
- To determine percent of currently married women age 15-49 years that are using any modern contraceptive method in communities receiving Humanitarian Food Assistance (including PSNP) from WFP
- To assess knowledge of contraceptive methods, adolescent and youth RH services and GBV responses among women of reproductive age in IDP sites and PSNP beneficiaries in UNFPA operational areas
- To assess attitudes / perception of women and reproductive age group in IDP camps and PSNP beneficiary areas towards modern contraceptive methods, adolescent and youth RH services and GBV responses
- To identify barriers to the use of contraceptive methods, adolescent and youth RH services and GBV responses among women of reproductive age group
- To determine preferred sources of contraceptive methods among the study group
- To assess the knowledge, attitude and role of partner, service providers, religious, and clan leaders in promoting FP method use in the context of Somalie region
- To conduct facility audit in terms of offering family planning services (methods offered, availability of methods, integration of services, use of missed opportunities such as post abortion care, post-partum contact etc.), referral linkages
- To assess the functionality of supply chain management system (LMIS, Inventory Management, Storage etc.)
- To assess the role of health management units in the public sector as well as partners (private, CSOs, other UN agencies in family planning)
- To assess the perception of the community and young people on adolescent and youth reproductive health services

4. Scope of Work:

The work will comprise the following:

- Work closely with UNFPA to conduct the study
- Lead all activities pertaining to the study
- Produce a concept Note/Proposal both narrative and financial
- Avail all the EDHS results and relevant studies/national documents
- Develop data collection tools, undertake data collection, clean data entered in the statistical software, analysis and writing up
- Develop dummy tables, and analysis plan



- Produce draft report to be submitted for UNFPA
- Produce final report and power point presentation
- Communicate regularly with UNFPA assistant representative/program officer on the progress made
- Provide progress report to UNFPA assistant representative/program officer every two weeks via email
- Present the findings of the analysis to stakeholders-disseminate findings
- Technically and administratively reports to Population and Development Team at UNFPA Ethiopia
- Flexibility and high level of commitment to deliver on time
- Relevant experience in use of computer data analysis applications

5. Methodology

The consultancy firm will be responsible to conduct literature review on previous studies carried out in similar humanitarian setting and target populations and develops the study protocol and data collection tools. The methodology shall be refined to incorporate both qualitative and quantitative methods to ensure an appropriate level of precision and confidence in the conclusions to be drawn. Additionally, the consultancy firm will be responsible to develop survey questioners, training of data collectors and data entry staff. The firm will directly oversee data collection in the project implementation districts and provides supervision and support during data collection. It will also supervise data entry, data cleaning, and data analyses and produce a final survey report. The report should include recommendations on appropriate interventions to be considered by UNFPA Program based on survey findings and contextual analysis.

Data collect on:

The data collection shall be undertaken by using mixed methods qualitative and quantitative methods that include survey, key informant interviews, focus group discussions, and observation of facilities by using checklist and review of records

Data analysis:

The firm shall ensure the use of robust analysis of data by using software for both the quantitative and qualitative data in close collaboration with UNFPA CO colleagues

6. Key Deliverables

- Inception report or proposal (including detailed task completion road map and specification of deliverables).
- Survey methodology and comprehensive tools for data collection designed and submitted to UNFPA CO
- Review of literature on similar studies and other key documents is carried out and the survey inception report produced and shared to the UNFPA CO
- Presentation on the survey protocol is carried out to the UNFPA CO and other relevant government ministries, bureaus, NGOs , and UN agencies to obtain comments and feedback
- Final study protocol and data collection tools is submitted to the CO



- Meeting with various stakeholders at regional level and IDP sites is carried out for the smooth data collection process
 - Training for data collectors is provided
 - Preliminary dummy tables
 - Adequate supervision during data collection is carried out by the principal investigators
 - Data entry, cleaning and analysis is carried out in the agreed time table
 - Presentation on preliminary findings of the survey is made by inviting stakeholders at the district, zonal, regional and national level
 - Compilation of comprehensive survey report is prepared
 - Draft technical report
 - Power point presentation (simple and clear with key findings and adequate data visualizations).
 - Final report and cleaned and entered data set of the survey is provided to UNFPA CO (with additional annexes of tables if necessary)
 - Financial utilization report is generated and submitted to UNFPA CO
 - Policy brief
 - Raw data
 - 2 hard copies and electronic copy of the final report
- Any other tasks as required by the UNFPA CO is carried out and result is delivered

7. Time line:

Sixty days (60) days from date of signing of contract. Detailed timeline with corresponding deliverables to be provided as part of the inception report by the consulting firm.

8. Quality Assurance

In the assurance of quality, the consulting firm should clearly show as to how they ensure the quality of the research work expressing team composition engaged in the task. In order to ensure quality of work, both primary and secondary sources of data collected through various methods and tools should be triangulated. To assure the quality of the work, UNFPA CO programme staff and management will actively participate and take responsibility in the review of inception report, supervision and close follow up during data collection time and draft analysis reports and forward their substantive/constructive comments to enrich the output.

On the other hand, quality assessment procedure will be put in place to select competent firm that meets the expected required service setting criteria to evaluate technical and financial proposals.

9. Required qualifications and competency of the firm

The consultant team must offer the following demonstrated experience, knowledge and competencies, and the selected firm will be required to have in-depth knowledge of the area under considerations and development issues in the Ethiopia:

- Demonstrable knowledge of working in the further analyses focus areas, evidenced by previous publications in peer-reviewed journal or other published monographs;



- Hands on experience working with Ethiopia Demographic and Health (DHS) data and alternative data sources in the areas of family planning, reproductive health, adolescents and youth, maternal health and maternal mortality;
- Knowledge and in-depth understanding of the nature, contents, structure of the DHS data as well as the DHS survey designs, such as sample weighting, reporting domains, strata, clusters among other statistical aspects of the survey;
- Hands on experience of the women-and child-based structure of the DHS data file; and generating these different data bases as per the requirements of the indicators to be generated;
- Knowledge of the different indicators to be generated via this further analysis, which include, but not limited to, their definitions, methods of computation, interpretations, and their reliability. The reliability of each indicator should be reported as part of the quality assurance;
- In-depth understanding and hands on experiences on how to check data quality and detecting data errors;
- Hands on experience in advanced statistical techniques for trend analysis, multivariate methods, decomposition methods and multi-level analysis, among others;
- Ability to write clearly and concisely in English;
- Degree in social science/health/statistics, with post graduate qualification in public health, demography, epidemiology, statistics, Sociology, gender studies or any related field of study with extensive knowledge and skill in Sexual and reproductive health. PhD degree will be preferred in related fields;
- At least 10 years of experience in supporting, advising or working with Government/NGO in population research study, designing probability samples for household surveys/research with quantitative and qualitative analysis;
- Experience in training national staff, analyzing, and reporting on the results of big scale surveys of the countries in the region, preferably in respect of Ethiopia;
- Ability to work independently in a cross-cultural environment, and demonstrated capacity to build strong relationships with local counterparts;
- Familiar with the national policies and strategies on Maternal health, sexual and reproductive health
- Proficiency in English. Knowledge of local languages as added advantage;
- Good communications, negotiation and coordination skills;
- Flexibility and high level of commitment to deliver on time.

10. Payment milestones and authority

The prospective Institution will indicate the cost of services for each deliverable in US dollars all-inclusive lump sum contract amount when applying for this consultancy. The consulting will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.



The qualified consultancy firm shall receive its lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1st Installment	Upon Submission of Inception report (with first comments incorporated after presentation) and certified by the respective designated personnel	UNFPA Authorized Personnel	30%
2nd Installment	Upon submission of first draft report (and draft policy briefs) and certified by the respective designated personnel	UNFPA Authorized Personnel	30 %
3rd Installment	Upon submission of the final report + final policy briefs+ power Point presentations and presentation in workshop certified by the respective designated personnel (Hard Copy and Soft Copy)	UNFPA Authorized Personnel	40%
Total			100%

11. Institutional arrangement

- The Contracted firm will be directly responsible to/ reporting to/ seeking approval/acceptance of output from UNFPA designated personnel.
- The selected consulting firm need to attach the name and CV of those team members and have the obligation to maintain the team composition indicated on their proposal during the courses of the consultancy.
- The Contracted firm is expected to liaise/interact/collaborate/meet with in the course of performing the work with UNFPA designated personnel.
- Any travel and other logistics costs related to this task will be fully covered by the contracted firm.

12. Criteria for Selecting the Best Offer

Selecting of the best offer will be made based on: Combined Scoring method: where methodology, expertise of the firm and expertise of the experts will be weighted a maximum of 70%, and combined with the price offer which will be weighted with a maximum of 30%.

13. Ownership and confidentiality of the output

Copyright of the final report of the baseline survey produced and all information gathered by the firm in the process solely belongs to the UNFPA Ethiopia Country Office. Therefore, the consulting firm



shall not be entitled either directly or indirectly to make use of such documents for other purposes without prior written consent of UNFPA.

As the owner of this Research, UNFPA reserves the right to use and/or multiply the report of the study.

14. Required Documentation

During the tender advertisement, the potential consultancy firm is expected to submit two bids (it is a two envelop system) to UNFPA for consideration, as follows:

i) Technical Bid: Setting out a full technical proposal for carrying out the work, without reference to the costs of carrying out the consultancy work. Each technical bid should be supported by the following information:

- a) CVs of the Consultants expected to undertake the work, including a list of consultancies/contracts carried out satisfactorily and their credentials,
- b) A forwarding letter addressed to UNFPA, confirming the capacity to deliver the consultancy work, following the specified timeframes,
- c) Proposed methodology of the study;
- d) Renewed Relevant Trade License.

ii) Financial Bid: Cross-referenced to the technical bid should be a financial bid, giving the overall cost but with as much breakdown of costs as possible to allow analysis of reasonableness of the offer. (Refer the bid document)



SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. 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. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. Copies of current certificates such as GMP/quality, FSC/CEP, manufacturer's ISO certificate for any product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc. as and if applicable
13. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.



SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

<u>De Minimis Contracts (Low value Contracts)</u>	For contract/PO values below USD 100,000, covering both goods and/or services	<u>English</u>	<u>French</u>	<u>Spanish</u>
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SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

CONTRACT RATES	The rates charged for the services performed shall not be adjustable.
GOODS AND SERVICES DEFINED	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p>
KEY PERFORMANCE INDICATORS	<p>Successful Bidder's performance will be monitored and evaluated by UNFPA as per the ToR to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Services:</p> <ul style="list-style-type: none"> • Expected output achieved • Satisfactory level of quality and technical competence • Effective and timely communication and professionalism <p>Goods and Services:</p> <ul style="list-style-type: none"> • Timely delivery of goods and services based on client requirements • Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) • Effective and timely communication and documents handling • Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions) <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
PAYMENT TERMS	<p>UNFPA's policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA's policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p>



	<p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>
LIQUATED DAMAGES	<p>In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct [2%] of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.</p>



- () 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:
Post Title:

E-mail:
Telephone



3.1. SECTION VI – ANNEX B: 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](#) 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](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

4. Financial stability

4.1. 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	2015	2016	2017
Current ratio			
Quick ratio			
Debt ratio			
.....			

4.2. 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.

4.3. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

5. 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 services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period



SECTION VI: BID AND RETURNABLE FORMS

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:	Checklist on UNFPA Conditions of Contract	Mandatory	PDF
Annex F:	Price Schedule Form	Mandatory	PDF & Excel
Annex G:	Joint Venture Partner Information Form	Optional	PDF
Annex J:	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: Paul Makwinja
International Operations Manager

Date:
Email: makwinja@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/ETH/RFP/2018/001

- 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:
Post Title:

E-mail:
Telephone

UNFPA/ETH/RFP/2018/001



SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA

United Nations Population Fund
UNECA Compound, Congo Building, 1st Floor, South Wing
International Operations Manager Office
Addis Ababa, Ethiopia

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/ETH/RFP/2018/001 , hereby offers to provide the **Provision of Consultancy Services for Study to determine contraceptive use among women of reproductive age in drought affected 8 woredas of Faffan and Siti Zones and Jijjiga council of Somalie Region**, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

We agree to abide by this Bid for a period of **120** 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 contract within the time frame stipulated.

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 contract is concluded on the basis of the Technical and Financial Bids and

We have no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

Best regards

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



SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM
UNFPA/ETH/RFP/2018/001

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)	

2. 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)	

3. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	



4. 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

Order No. & Date	Description ⁴	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:

Name and title:

Name of Company:

Telephone:

Email:

Date:

⁴ Please indicate relevant contracts to the one requested in the RFP.



SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT

Complete and submit this document as part of the Technical Proposal.

Criterion	Response from the Bidder
Bidder reviewed the original RFP UNFPA/ETH/RFP/2018/001 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids?	
Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/ETH/RFP/2018/001 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders? (if your answer is other than YES fill in the table below)	

Original term/condition per RFP UNFPA/ETH/RFP/2018/001 and the subsequent revisions	Proposed deviation (alternate clause), if any, by the Bidder	Reason for proposing alternate clause

Special Note: If Bidder proposes any deviations from the Terms and Conditions stipulated on the RFP document, such deviations must be included on this Form. Such deviations should not be indicated within the main body or any other part of your Technical Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. UNFPA strongly encourages avoiding the deviations for semantic changes.

	On behalf of Business Authority	On behalf of Legal Authority
Signature		
Name		
Title		
Company		
Email address		
UNGM Registration No.		



SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Example Price Schedule below: *Delete after properly completing the Price Schedule also develop excel version*

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
<i>Total Contract Price (Professional Fees + Out of Pocket Expenses)</i>					\$\$

Signature and stamp of the

Bidder:

Name: _____

Title: _____

Name of Company: _____

Telephone: _____

Email: _____



SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM

Date: *[insert date (as month, day, and year) of Bid Submission]*
UNFPA/ETH/RFP/2018/001

Page _____ of _____ pages

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



SECTION VI – ANNEX H: BANK GUARANTEE FOR ADVANCE PAYMENT

No advance payment shall be requested.



SECTION VI – ANNEX I: PERFORMANCE SECURITY

No performance security shall be requested.



SECTION VI – ANNEX J: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder's internal reference and does *not* need to be submitted with the Bid.

ACTIVITY	LOCATION	YES/NO / N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed the Bidder's Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder's Previous Experience Form?	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX F: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form? If any?	SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES		
Have you prepared a copy of your company's registration in the			



	<p>() We are unable to submit a competitive bid for the requested products/services at the moment.</p> <p>() We cannot meet the requested specifications.</p> <p>() The information provided for bidding purposes is insufficient and unclear</p> <p>() Your RFP document is too complicated</p> <p>() Insufficient time is allocated to prepare an adequate Bid.</p> <p>() We cannot meet the delivery requirements.</p> <p>() We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):</p> <p>() Our current capacity is overbooked</p> <p>() We are closed during the holiday season</p> <p>() We had to give priority to other clients' requests</p> <p>() We do not sell directly, but through distributors</p> <p>() We have no after-sales service available in the recipient country</p> <p>() The person handling bid is away from the office</p> <p>() Other (please specify)</p> <p><input type="checkbox"/> YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.</p> <p><input type="checkbox"/> No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.</p> <p>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:</p> <p>Name: _____ E-mail: _____ Post _____ Telephone _____ Title: _____</p> <p>SECTION VI – ANNEX B: BID SUBMISSION FORM & Section I: Instructions to Bidders clause 2.4</p>		
<p>Have you provided a copy of any of your company's environmental or social policies, and any related</p>	<p>Section I: Instructions to Bidders, clause 39</p>		



documentation? If applicable and if any ?			
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 39		
Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (hard copy Bids) or or clause 20 (Submission through an online system)?	Section I: Instructions to Bidders, clause 0 & Error! Reference source not found.		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		

<p>Have you provided sufficient documentation of your company's ability to undertake the services, i.e.,</p> <ul style="list-style-type: none"> - List of similar contracts/LT As executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements 	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE &</p> <p>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p>		
<p>Have you provided sufficient documentation of your company's managerial capability?</p> <ul style="list-style-type: none"> - Details of company's managerial structure. - Quality assurance systems in place. 			
<p>Have you supplied clients' certificates in support of the</p>	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p>		



<p>satisfactory operation of the goods/services as specified above?</p>			
<p>Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats?</p>	<p>Section I: Instructions to Bidders, clauses 16 & 16.1.19</p>		



SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES