

Website: www.unfpa.org

Date: August, 15, 2022

REQUEST FOR QUOTATION RFQ № UNFPA/BAR/RFQ/22/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

"Consultancy to support the development a self-paced online course to strengthen the institutional capacity of the regional health sector to respond to family violence in the Caribbean"

UNFPA requires the provision of consultancy services firm for the development a self-paced online course to strengthen the institutional capacity of the regional health sector to respond to family violence in the Caribbean

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: <u>UNFPA about us</u>

Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

- Background information [Background of the assignment and the contexts, overall goal of the project, previous related work, constraints, etc.]
- Development objective(s)
- Immediate objective(s)
- Outputs / Deliverable(s)
- Activities
- Inputs
- Timing / Schedule

Please see Terms of Reference document attached entitled – "ToR_Online course_ to strengthen health sector capacity _Regional Spotlight Programme".



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Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Tommy Allen
Tel Nº:	876-346-8787
Email address of contact person:	talle@unfpa.org

The deadline for submission of questions is Tuesday, August 22, 2022 at 5:00pm (Barbados time). Questions will be answered in writing and shared will parties as soon as possible after this deadline.

II. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the <u>Compendium of United Nations Security Council</u> <u>Sanctions Lists</u> and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on <u>UN</u>
 Supplier Code of Conduct.

III. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

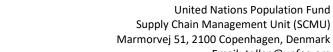
IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: Friday, August 26th 2022 at 5:00 PM Barbados Time¹.

Name of contact person at UNFPA:	Tommy Allen
Email address of contact person:	srocprocurement@unfpa.org

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







Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/BAR/RFQ/22/004 [Company name], Technical Bid
 - o UNFPA/BAR/RFQ/22/004 [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- 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.
- The total email size may not exceed 20 MB (including email body, encoded attachments and headers).
 Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not
 constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a
 contract to any bidder as a result of this RFQ.

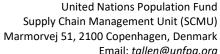
V. Overview of Evaluation Process

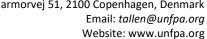
The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	







Profile of the company and relevance to the Project.	100	15%	
Grand Total All Criteria	500	100%	

The following scoring scale will be used to ensure objective evaluation:

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	1 – 69	
Does not meet the requirements or no information provided to assess compliance with the requirements	0	

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
Tillalicial score =	Quote being scored (\$)	X 100 (Maximum score)

Total score

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

VI. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.



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VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: <u>Fraud Policy</u>. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor 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 vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at <u>UNFPA</u> Investigation Hotline.

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: Zero Tolerance Policy.

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Rasheed Amusa at amusa@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, Supply Chain management Unit at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

Vendor's Comments:

it expires.

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation Nº:	UNFPA/BAR/RFQ/22/004
Currency of quotation :	USD
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: (The quotation must be valid for a period of	at least 3 months after the submission deadline

Quoted rates must be exclusive of all taxes, since UNFPA is exempt from taxes.

Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
ofessional Fees				
		Total Prof	essional Fees	\$\$
ut-of-Pocket expenses				
	То	tal Out of Poo	ket Expenses	\$\$
			\$\$	
	ofessional Fees It-of-Pocket expenses	Description of Staff by Level ofessional Fees at-of-Pocket expenses To	Description of Staff by Level Total Profit-of-Pocket expenses Total Out of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Description of Staff by Rate Total Out of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Description of Staff by Level Total Out of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Pocket Control of Staff by Level Total Cut of Staff	Description of Staff by Level Hourly Description of Staff by Level Total Professional Fees Total Professional Fees

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed
RFQ UNFPA/BAR/RFQ/22/004 including all annexes, amendments to the RFQ document (if applicable) and
the responses provided by UNEPA on clarification questions from the prospective service providers. Further,

the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until

Click here to enter a date.

Name and title

Date and place



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ANNEX I: General Conditions of Contracts: De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: <u>English</u>, <u>Spanish</u> and <u>French</u>