



Date: *January 5, 2021*

REQUEST FOR QUOTATION RFQ N° UNFPA/JAM/RFQ/21/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Evaluation of the 6th Sub-regional Programme of the UNFPA’s Sub-regional Office for the Caribbean”.

UNFPA requires the provision of a suitably qualified firm to perform the evaluation of the 6th Sub-regional Programme of the UNFPA’s Sub-regional Office for the Caribbean for the period 2017 to July 2020.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

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: [UNFPA about us](#)

Service Requirements/Terms of Reference (ToR) - Please see attached

Objectives and scope of the Services

- Background information
- Development objective(s)
- Immediate objective(s)
- Outputs / Deliverable(s)
- Activities
- Inputs
- Timing / Schedule

Please see Terms of Reference document attached entitled - ToR Country Programme Evaluation Caribbean (2017-2021 FINAL).



II. Questions

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

Name of contact person at UNFPA:	<i>Tommy Allen</i>
Tel N°:	<i>876-346-8787</i>
Fax N°:	<i>876-906-8593</i>
Email address of contact person:	<i>tallen@unfpa.org</i>

The deadline for submission of questions is *Friday, January 15, 2021, 16:00 hrs EST GMT-5*. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- 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: *Wednesday, January 20, 2021, 16:00 hrs EST GMT-5*¹.

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

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/JAM/RFQ/20/001 – Evaluation of the 6th Sub-regional Programme of the UNFPA's Sub-regional Office for the Caribbean**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered. **The technical and financial proposals are to be submitted as separate documents.**
- 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. **The technical and financial proposals are to be submitted as separate attachments.**
- 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

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



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
Sound technical approach, methodology and level of understanding of the overall and specific project	100		19%	
Prior experience /proven ability of conducting a project of this nature having employed similar methodologies, data collection, risks etc. as those defined in RFQ	100		19%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	75		14%	
Professional technical experience of the staff that will be employed to the project such as, expertise in evaluation and related processes of projects in multiple countries / Description of qualifications (CVs, etc.) of the subcontractors and history of their experience working together	125		24%	
Profile of the company including the financial stability of the company and its relevance to the project	50		10%	
Working knowledge in Caribbean region	75		14%	
<i>Grand Total All Criteria</i>	525		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)
	Quote being scored (\$)	

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.

Total score = 70% Technical score + 30% Financial score

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.



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: [Fraud Policy](#). 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 [UNFPA 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 Alison Drayton at drayton@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, Procurement Services Branch 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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/JAM/RFQ/20/001
Currency of quotation :	JMD
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes. **Please use the following link: to download an excel spreadsheet version of the price quotation form below.**

https://docs.google.com/spreadsheets/d/1LrWsoMPcDgMvRHjt-eGUnF6va_evQ_s31ABpWuixQN8/edit?usp=sharing

Item	Description	Number & Description of Staff by Level	Daily rate	Days to be Committed	Total
1. Professional Fees					
	Programme evaluation design				
	Data collection				
	Data analysis				
	Stakeholder mapping				
	Evaluation Inception Report				
	First draft of evaluation report				
	Second draft of evaluation report				
	Final evaluation report				
	Completion of valuation brief				
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$



Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>	\$\$
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Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/JAM/RFQ/20/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA 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 it expires.

	Click here to enter a date.	
Name and title	Date and place	



United Nations Population Fund
Procurement Services Branch
Marmorvej 51, 2100 Copenhagen, Denmark
Email: tallen@unfpa.org
Website: www.unfpa.org

**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: [English](#), [Spanish](#) and [French](#)