



Date: June 9, 2025

**Re-advertisement:**

**REQUEST FOR QUOTATION  
RFQ N° UNFPA/GUY/RFQ/25/003**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Conduct of Emergency Obstetric New-born Care (EmONC) Needs Assessment in Guyana”.**

UNFPA requires the provision of a suitably qualified Consultancy Firm or Consultancy Team to conduct an Emergency Obstetric New-born Care (EmONC) needs assessment in Guyana.

This Request for Quotation is open to all legally-constituted Consultancy Firms or Consultancy Teams that can provide the requested services and have legal capacity to perform such services in Guyana, 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](http://unfpa.org/about-us)

**II – Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services**

**Background information**

Guyana continues to experience high maternal mortality (169 per 100,000 live births), reflecting persistent challenges in maternal and newborn care. The last comprehensive EmONC assessment was conducted in 2011. Subsequent attempts lacked adequate scope to inform strategic planning. UNFPA is partnering with the Ministry of Health to conduct a new, comprehensive assessment to improve maternal and newborn outcomes in line with SDG targets.

**Development objective(s)**

To contribute to the reduction of maternal and neonatal mortality in Guyana by strengthening the delivery of quality Emergency Obstetric and Newborn Care (EmONC) services.



### Immediate objective(s)

- Assess the current state of EmONC service delivery in selected health facilities across Guyana.
- Identify gaps in infrastructure, human resources, supplies, and practices.
- Inform national policies and strategies for improved maternal and newborn care.

### Outputs / Deliverable(s)

- Inception report outlining methodology and tools.
- Trained data collection team and quality data collection completed.
- Draft EmONC Needs Assessment Report.
- Final EmONC Needs Assessment Report with recommendations.
- National dissemination of findings.

### Activities

- Develop study protocol and sampling strategy.
- Adapt and finalize data collection tools.
- Train and manage a data collection team.
- Coordinate with regional health authorities.
- Collect, clean, and analyze data.
- Prepare and submit reports.
- Disseminate findings to stakeholders.

### Inputs

- Technical support from UNFPA and the Ministry of Health.
- Consultancy team with experience in SRH, data analysis, and EmONC assessments.
- Own IT equipment and virtual communication tools.
- Access to health facilities and administrative support for internal travel.

### Timing / Schedule

- **Duration:** 45 days (July – August 2025)

#### **Phases:**

- **Phase I (Initial Preparation):** 17 days
- **Phase II (Data Collection):** 10 days
- **Phase III (Data Cleaning, Analysis and Report Writing):** 18 days

Please see the attached Terms of Reference document; for the conduct of an Emergency Obstetric New-born Care (EmONC) needs assessment in Guyana.

## **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>Ellenmae Sobion</i> |
|----------------------------------|------------------------|



|                                  |                                  |
|----------------------------------|----------------------------------|
| Email address of contact person: | <i>trinidad.office@unfpa.org</i> |
|----------------------------------|----------------------------------|

The deadline for submission of questions is **Friday, June 13, 2025, 16:00 hrs (4pm) Guyana time.**

Questions will be answered via a virtual meeting on **Monday June 16, 2025 at 13:30hrs (1:30pm) Guyana time.**

See link here for access to the virtual meeting:

Question & Answer: RFQ N° UNFPA/GUY/RFQ/25/003 - Conduct of Emergency Obstetric New-born Care (EmONC) Needs Assessment in Guyana  
Monday, June 16 · 1:30 – 2:30pm  
Time zone: America/New\_York  
Google Meet joining info  
Video call link: <https://meet.google.com/xdi-gtdi-bgi>  
Or dial: (TT) +1 868-224-5972 PIN: 888 571 526 5180#  
More phone numbers: <https://tel.meet/xdi-gtdi-bgi?pin=8885715265180>

### III. 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 [Compendium of United Nations Security Council Sanctions Lists](#) 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 [UN Supplier Code of Conduct](#).

### IV. 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) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) 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.**

### V. 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: **Monday June 23, 2025, 16:00 hrs (4:00pm) Guyana time.**<sup>1</sup>

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | <i>Ellenmae Sobion</i>   |
| Email address of contact person: | <a href="mailto:srocprocurement@unfpa.org">srocprocurement@unfpa.org</a> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/GUY/RFQ/25/003-Conduct Emergency Obstetric New-born Care (EmONC) Needs Assessment in Guyana**. 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 attachments.**
- 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.

#### VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Services - De Minimis Contract on a fixed-cost basis to the Bidder(s) that obtains the lowest-priced most technically acceptable offer.

#### VIII. 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.

#### IX. 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.

#### X. 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

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



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](#).

#### **XI. 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](#).

#### **XII. 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 Director, a.i., Sub-regional Office for the Caribbean, Laura González Garcés at [gonzalezgarces@unfpa.org](mailto:gonzalezgarces@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Director for the Sub-regional Office, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

#### **XIII. 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).

#### **XIV. Personal Data Protection**

In addition to the publishing of the contract award in accordance with the UNFPA Procurement Procedures as from time to time updated or modified by UNFPA, available at:

<https://www.unfpa.org/resources/procurement-procedures> (or such other URL as UNFPA may from time to time decide) as reflected in this document, the proposer acknowledges and agrees that UNFPA may process, collect, use, store, transfer and publish ("process") the proposer's information and data relating to, or in connection with this solicitation exercise (the "Information") for purposes of evaluating all offers received in response to the solicitation exercise, including the subsequent contracting (the "Specified Purposes").

UNFPA will not process the proposer's Information in a form that could identify an individual ("Personal Data") except to the extent necessary to achieve the Specified Purposes. UNFPA will process Personal Data in accordance with the UN Personal Data Protection and Privacy Principles adopted by the United Nations on 11 October 2018, available at:

[https://archives.un.org/sites/archives.un.org/files/\\_un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf](https://archives.un.org/sites/archives.un.org/files/_un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf) (or such other URL as the United Nations may from time to time decide), the UNFPA Policy and Procedures on Personal Data Protection (the "UNFPA DP Policy") as from time to time updated or modified by UNFPA, available at

<https://www.unfpa.org/admin-resource/unfpa-policy-and-procedures-personal-data-protection> (or such other URL as UNFPA may from time to time decide) and any guidance notes, guidelines, procedures, directives or other documentation issued by UNFPA pursuant to or in connection with the UNFPA DP Policy. The proposer will comply with the applicable data protection laws to which the proposer is subject in the processing of personal data and will ensure an adequate level of personal data protection essentially equivalent to the standard reflected in the UNFPA DP Policy.

## PRICE QUOTATION FORM

|  |                      |
|--|----------------------|
| <b>Name of Bidder:</b>   |                      |
| <b>Date of the quotation:</b>  |                      |
| <b>Request for quotation N°:</b>   | UNFPA/GUY/RFQ/25/003 |
| <b>Currency of quotation:</b>  | GYD                  |
| <b>Delivery charges based on the following 2020 Incoterm:</b>  |                      |
| <b>Validity of quotation:</b>  |                      |
| <i>(The quotation shall 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.

| Item                              | Description                       | Number & Description of Staff by Level | Daily rate | Days to be Committed | Total |
|-----------------------------------|-----------------------------------|--|------------|----------------------|-------|
| <b>1. Staff Cost</b>              |                                   |  |            |                      |       |
| 1.1                               | Team Leader                       |  |            |                      | 0     |
| 1.2                               | Technical Staff                   |  |            |                      | 0     |
| 1.3                               | Support Staff                     |  |            |                      | 0     |
|                                   |                                   |  |            |                      |       |
| <i>Total Staff Cost</i>           |                                   |  |            |                      | 0     |
| <b>2. Travel Cost</b>             |                                   |  |            |                      |       |
| 2.1                               | Field Visit                       |  |            |                      | 0     |
| 2.2                               | Air Fare                          |  |            |                      | 0     |
| 2.3                               | Daily Subsistence Allowance (DSA) |  |            |                      | 0     |
| 2.4                               | Vehicle [Ground transportation]   |  |            |                      | 0     |
|                                   |                                   |  |            |                      |       |
|                                   |                                   |  |            |                      |       |
| <i>Total Travel Cost</i>          |                                   |  |            |                      | 0     |
| <b>3. Programme Cost</b>          |                                   |  |            |                      |       |
| 3.1                               | Procurement of Materials          |  |            |                      | 0     |
| 3.2                               | Hiring of Equipment               |  |            |                      | 0     |
|                                   |                                   |  |            |                      |       |
| <i>Total Programme Cost</i>       |                                   |  |            |                      | 0     |
| <b>4. Local Operational Costs</b> |                                   |  |            |                      |       |
| 4.1                               | Hiring Local Staff                |  |            |                      | 0     |
| 4.2                               | Mobilising Local Volunteers       |  |            |                      | 0     |
|                                   |                                   |  |            |                      |       |



|   |                       |   |                   |                                 |              |
|---|-----------------------|---|-------------------|---------------------------------|--------------|
| <i>Total Local Operational Costs</i>  |                       |   |                   |                                 | 0            |
| <b>5. Publication</b>   |                       |   |                   |                                 |              |
| 5.1   | Printing of Materials |   |                   |                                 | 0            |
| 5.2   | Printing of Reports   |   |                   |                                 | 0            |
|   |                       |   |                   |                                 |              |
| <i>Total Publication</i>  |                       |   |                   |                                 | 0            |
| <b>6. Other</b>   |                       |   |                   |                                 |              |
| 6.1   | Communication         |   |                   |                                 | 0            |
| 6.2   | Visibility            |   |                   |                                 | 0            |
| 6.3   | Supplies              |   |                   |                                 | 0            |
|   |                       |   |                   |                                 |              |
| <i>Total Other</i>  |                       |   |                   |                                 | 0            |
| <b>Total Project Cost</b>   |                       |   |                   |                                 | 0            |
| <b>Item</b>   | <b>Description</b>    | <b>Number &amp; Description<br/>of Staff by Level</b> | <b>Daily rate</b> | <b>Days to be<br/>Committed</b> | <b>Total</b> |
| <b>7. Out-of-Pocket expenses</b>  |                       |   |                   |                                 |              |
|   |                       |   |                   |                                 |              |
| 7.1   |                       |   |                   |                                 | 0            |
| 7.2   |                       |   |                   |                                 | 0            |
| <i>Total Out of Pocket Expenses</i>   |                       |   |                   |                                 | 0            |
| <b>Total Contract Price<br/>(Professional Fees + Out of Pocket Expenses)</b>  |                       |   |                   |                                 | 0            |
| Vendor's comments:  |                       |   |                   |                                 |              |
| I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GUY/RFQ/25/003 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. |                       |   |                   |                                 |              |
|   |                       |   |                   |                                 |              |
| <b>Name, title and signature</b>  |                       | <b>Date and place</b>                                 |                   |                                 |              |

## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

|    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| 1. | The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:   | YES                      | NO                       |
|    | a. Fraud;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | b. Corruption;   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | c. conduct related to a criminal organization;   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | d. money laundering or terrorist financing;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | e. terrorist offences or offences linked to terrorist activities;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | f. sexual exploitation and abuse;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | g. child labour, forced labour, human trafficking; or  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | <input type="checkbox"/> | <input type="checkbox"/> |

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



|    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).   | <input type="checkbox"/> | <input type="checkbox"/> |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund  
Sub-regional Office for the Caribbean/Guyana  
107-108 Duke Street, Kingston, Georgetown (UN House)  
E-mail: [guyana.office@unfpa.org](mailto:guyana.office@unfpa.org)  
Website: [www.unfpacaribbean.org](http://www.unfpacaribbean.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](#)