

Date: August 9, 2023

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/BRB/RFQ/23/002**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Implementation of the UN Joint SDG Fund Programme on “Integrated Population and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat”**

UNFPA requires the effective implementation of key population and data activities under the UN Joint SDG Fund Programme on “Integrated Population and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat”. This should result in a strengthened data systems and production of evidence that take into account population changes and other megatrends (including aging and climate change), in development policies and programmes, especially those related to sexual and reproductive health and reproductive rights and gender equality.

**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)

**II. Service Requirements/Terms of Reference (ToR) (See Attachment I)**

**III. Questions**

Questions or requests for further clarification, 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>
Email address of contact person:	<i>tallen@unfpa.org</i>

**The deadline for submission of questions is August 16, 2023, 5:00 pm Jamaica Time.** Questions will be answered in writing and shared with parties as soon as possible after this deadline. Answers to all questions submitted will also be

**IV. 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 deliver 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](#).

**V. 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 in **Section II**.
- 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.

**VI. Instructions for submission**

Proposals should be prepared based on the guidelines set forth in **Section V above**, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : **August 25, 2023, at 5:00 PM Jamaica Time<sup>1</sup>**.

Name of contact person at UNFPA:	<i>Rasheed Amusa</i>
Official Email address;	<a href="mailto:srocprocurement@unfpa.org">srocprocurement@unfpa.org</a>

Please note the following guidelines for electronic submissions to UNFPA’s SROC dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/BRB/RFQ/23/002 – United Nations Population Fund, Technical Bid
  - UNFPA/BRB/RFQ/23/002 – United Nations Population Fund, 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- 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.

## VII. 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. <b>Please refer to section II. Service Requirements/Terms of Reference (ToR) to the scope of the work</b>	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives and specific deliverables. <b>Please refer to section II. Service Requirements/Terms of Reference (ToR) - Timing schedule and Timing deliveries</b>	100		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes  (CVs, etc.) Please refer to section II. Service Requirements/Terms of Reference (ToR)- Required expertise, qualifications and competencies, including language requirement	100		25%	
Specific experience and expertise relevant to the assignment (including GIS, delayed syncing, training and documentation.) <b>Please refer to section II. Service</b>	100		30%	

<b>Requirements/Terms of Reference (ToR)</b>				
Profile of the company and relevance to the Project, including details of similar assignments <b>Please refer to section II. Service Requirements/Terms of Reference (ToR)</b>	100		10%	
<i>Grand Total All Criteria</i>	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 50 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 = 50 Technical score + 50 Financial score
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### VIII. Award Criteria

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

### IX. 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.

### X. 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.

### XI. 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](#).

### XII. 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](#).

### XIII. 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, Mrs. Elizabeth Talbert, Director Sub Regional Office for The Caribbean at [arnold-talbert@unfpa.org](mailto:arnold-talbert@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](mailto:procurement@unfpa.org).

### XIV. 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**

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/BRB/RFQ/23/002
<b>Currency of quotation:</b>	USD
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

**PLEASE ATTACH YOUR QUOTATION**

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

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BBO/RFQ/23/01 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

**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](#).