



Date: November 7, 2023

REQUEST FOR QUOTATION RFQ N° UNFPA/GUY/RFQ/23/015

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

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

UNFPA requires the provision of a suitably qualified consultancy firm/consultancy team to support operationalization of the ESP service delivery guidelines across the critical Health, Social Services, Policing, Justice, and Coordination sectors.

This Request for Quotation is open to all legally-constituted consultancy firms/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](#)

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 – to operationalize the service delivery guidelines of the Essential Services Package for survivors of Gender-Based Violence (GBV) 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:	Nichola Duncan
Tel N°:	1-592-223-6571
Fax N°:	
Email address of contact person:	Guyana.office@unfpa.org

The deadline for submission of questions is **Wednesday, November 15, 2023, 16:00 hrs Guyana time**. 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:

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

Both parts of the quotation must be signed by the bidding consultancy firm/ consultancy team 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, November 17, 2023, 16:00 hrs Guyana time**.

Name of contact person at UNFPA:	Nichola Duncan
Email address of contact person:	srocprocurement@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/GUY/RFQ/23/015 - 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. **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.

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



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 /TOR 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
1. Team composition in consideration of the work required and TORs				
1.1 Academic titles of the team leader and experts and relevance with the health, social services, police, justice, and coordination sectors in GBV	150		19%	
1.2 Experience in similar consultancies (in terms of subject, methodology and complexity) of the team (see minimum experience period)	150		19%	
2. Feasibility of the proposed methodology				
2.1 Presentation of the Technical Proposal according to requirements; demonstrating extensive knowledge of the team leader and experts in the sectors offering GBV prevention and response services across the critical health, social services, police, justice, and coordination sectors.	100		12%	
2.2 Proposed methodologies for ensuring a human right based, gender-sensitive, socially inclusive, survivor centred approach in all processes. The community development approach should also be applied.	100		12%	
2.3 The proposal should reflect the experts complementary profiles to adequately address the capacities and gaps of actors [previously assessed] of all the sectors involved in the prevention and response to GBV. Accordingly, the proposal should reflect the GBV specialists' specific focus on the health sector, on the policing and justice sector, on the social services sector, and on the coordination sector.	80		10%	
2.4 Level of responsiveness of the proposed methodology to the objectives of the consultancy; reflecting the experience of the consultancy team addressing GBV prevention and response in the health, justice, policing,	100		12%	

social services and coordination sectors and through referral pathways.				
3. Work Plan and timeframe				
3.1 Realism of the proposed time frame	60		8%	
3.2 Compliance of the proposed schedule with the expected duration of the consultancy	60		8%	
<i>Grand Total All Criteria</i>	800		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.

I Fraud and Corruption

X.

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 Director, Sub-regional Office for the Caribbean, Elizabeth Arnold-Talbert at arnold-talbert@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.

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:	
Request for quotation N°:	UNFPA/GUY/RFQ/23/015
Currency of quotation :	GYD
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.

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



	Sub-total				0
5. Publication					
5.1	Printing of Materials				0
5.2	Printing of Reports				0
	Sub-total				0
6. Other					
6.1	Communication				0
6.2	Visibility				0
6.3	Supplies				0
	Sub-total				0
	Total Project Cost				0
Item	Description	Number & Description of Staff by Level	Daily rate	Days to be Committed	Total
7. Out-of-Pocket expenses					
7.1					0
7.2					0
<i>Total Out of Pocket Expenses</i>					0
<i>Total Contract Price</i> <i>(Professional Fees + Out of Pocket Expenses)</i>					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/23/001 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.

Name and title	Date and place	



DECLARATION FORM

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

1.	The Company and its Management ¹ 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"/>

¹ "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.



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"/>
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:



United Nations Population Fund
Supply Chain Management Unit (SCMU)
Marmorvej 51, 2100 Copenhagen, Denmark
Email: tallen@unfpa.org
Website: www.unfpa.org

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
Website: 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](#)