

Date: *January 16, 2023*

## **REQUEST FOR QUOTATION RFQ N° UNFPA/GUY/RFQ/23/001**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“To support operationalization of the service delivery guidelines of the Essential Services Package (ESP) for survivors of Gender-Based Violence (GBV) 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:	<i>Nichola Duncan</i>
Tel N <sup>o</sup> :	1-592-223-6571
Email address of contact person:	<a href="mailto:duncan@unfpa.org">duncan@unfpa.org</a>

The deadline for submission of questions is **Monday, January 23, 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:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TOR.
- 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 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: **Monday, January 30, 2023, 16:00 hrs Guyana time**.

Name of contact person at UNFPA:	<i>Nichola Duncan</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<sup>o</sup> UNFPA/GUY/RFQ/23/001 – To support operationalization of the service delivery guidelines of the Essential Services Package (ESP) for survivors of Gender-Based Violence (GBV) 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
<b>1. Team composition in consideration of the work required and TORs</b>				
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%	
<b>2. Feasibility of the proposed methodology</b>				
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, social services and coordination sectors and	100		12%	

through referral pathways.				
<b>3. Work Plan and timeframe</b>				
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
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### 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 Deputy Head of the Business Unit Jenny Karlsen at [karlsen@unfpa.org](mailto:karlsen@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Deputy Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/GUY/RFQ/23/001
<b>Currency of quotation :</b>	GYP
<b>Delivery charges based on the following 2010 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>	

- 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
	<b>Sub-total</b>				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
	<b>Sub-total</b>				0
<b>3. Programme Cost</b>					
3.1	Procurement of Materials				0
3.2	Hiring of Equipment				0
	<b>Sub-total</b>				0
<b>4. Local Operational Costs</b>					
4.1	Hiring Local Staff				0
4.2	Mobilising Local Volunteers				0

	<b>Sub-total</b>				0
<b>5. Publication</b>					
5.1	Printing of Materials				0
5.2	Printing of Reports				0
	Sub-total				0
<b>6. Other</b>					
6.1	Communication				0
6.2	Visibility				0
6.3	Supplies				0
	<b>Sub-total</b>				0
	<b>Total Project Cost</b>				0
<b>Item</b>	<b>Description</b>	<b>Number &amp; Description of Staff by Level</b>	<b>Daily rate</b>	<b>Days to be 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 (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/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.

	<a href="#">Click here to enter a date.</a>	
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](#)