

Request for Quotation (RFQ) for Services

Reference No.:RFQ-PHL-2017-006

*Community Organizer : Forming and Strengthening Safe Cities Task Forces
and youth leaders in barangays in Quezon City*

21 March 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for Community Organizer: Forming and Strengthening Safe Cities Task Forces and youth leaders in barangays in Quezon City, for UN Women Philippines Safe Cities Metro Manila Programme Phase II

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of Community Organizer: Forming and Strengthening Safe Cities Task Forces and youth leaders in barangays in Quezon City as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. [Terms of Reference \(TOR\) \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
 - f. [Model Form of Contract \(Annex 5\)](#)
3. Quotations submitted by email must be limited to a maximum of 10 MB, virus-free or corrupted contents to avoid rejection, and no more than three (3) email transmissions.
4. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. The following aspects will be considered for the evaluation;
 - i. Suitability of the approach and methodology including firm's capacity to undertake the services.
 - ii. Qualifications and experience of proposed staff/personnel.
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.

7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time: March 31, 2017 5:00 PM</p> <p>Bangkok, Thailand Time (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Electronic submission of Quotations: procurement.bangkok@unwomen.org</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
Quotation Currencies	PHP
Quotation Validity Period commencing after closing date of RFQ	<p>120 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Payment Terms	<p><input type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)</p> <p><input checked="" type="checkbox"/> Others As per the payment schedule</p>
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 5 days before the submission date to: procurement.bangkok@unwomen.org and jean.ricohermoso@unwomen.org</p> <p>If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.</p>

	<p>Clarification requests of this RFQ shall include the following subject header format: "RFQ# Request for Clarification from Vendor Name" Clarification requests of this RFQ shall include the following subject header format: "<i>RFQ# Request for Clarification from Vendor Name</i>"</p> <p>Suppliers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
Contact for requesting clarifications	<p>E-mail address dedicated for procurement.bangkok@unwomen.org and jean.ricohermoso@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input type="checkbox"/> Postal Mail</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> UN Women Website</p> <p><input type="checkbox"/> Other <i>[pls. specify]</i></p>
Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	<p><input type="checkbox"/> <i>[indicate number]</i> days from the issuance of the purchase order</p> <p><input checked="" type="checkbox"/> As per Service Delivery Schedule attached</p> <p>Time: 5:00PM Bangkok Time</p>
Value Added Tax on Proceed Quotation	<p><input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes</p>

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I <input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel <input checked="" type="checkbox"/> Lowest price offer <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <input checked="" type="checkbox"/> Other Type/s of Contract Institutional Service Contract

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Welder Mitsi
 Regional Operations Manager
 UN Women Regional Office for Asia
 and the Pacific

ANNEX 1

TERMS OF REFERENCE (TOR)

Community Organizer : Forming and Strengthening Safe Cities Task Forces and youth leaders in barangays in Quezon City, for UN Women Philippines Safe Cities Metro Manila Programme –Phase II

Purpose : To provide services for organizing Safe Cities Task Forces at the community (barangay) level, which include grassroots training for village council officials, women and youth leaders in barangays in Quezon City (#SCYTAG – Safe Cities Youth Theater Advocacy Group).



I. BACKGROUND


Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates the United Nations' efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women's Safe Cities and Safe Public Spaces is a global flagship programme that contributes to the emerging international knowledge base on effective strategies to eliminate sexual violence and harassment against women and girls in urban public spaces. It aims to build more inclusive, sustainable and safe cities for all.

Safe Cities Metro Manila Programme aims to break the silence about sexual harassment in public spaces, and to raise the profile of this human rights issue because it limits women's autonomous mobility and affects their health and wellbeing.

With additional support from AECID, the Safe Cities Metro Manila Programme is embarking on Phase II and extends its implementation to deepen the institutional changes already achieved. The next phase is critical – to ensure that UN Women and Quezon City Government can support the pillars of the justice system (police, prosecutors, judges) and local communities to implement the law, empower women and girls, and achieve lasting gains for their safety in public spaces. Key Strategies will be implemented in the next phase, February 2017 to December 2018:

-  Capacity building of communities, local government and security officials in Quezon City to implement the law
-  Mentoring and support to the other 16 cities in Metro Manila to develop and enact their own local legislation, with QC government's leadership

 Enhanced data collection to inform strategies to prevent and respond to sexual harassment and SVAWG in public spaces

Formation and support to Safe Cities Task Forces, led by grassroots women as change agents to reduce sexual harassment and SVAWG in public spaces, engage men and boys, and support women and girls to enjoy public spaces free from fear and free from violence.

UN Women Philippines Project Office is, thus, in need of services of **an experienced community-based grassroots organization in barangays in Quezon City** that can provide community organizing services to form and strengthen Safe Cities Task Forces, and to train barangay officials, women and youth leaders on the issue of sexual harassment in public spaces (SHiPS) and other forms of sexual violence against women and girls (SVAWG).

II. SCOPE OF WORK AND SPECIFIC TASKS

The organization will be responsible for **organizing community trainings and community theater plays around the issue of SHiPS and SVAWG** to educate public on the new law passed in Quezon City increasing penalties for SHiPS and SVAWG, with aims to increase reporting, both by bystanders/witnesses, and by the women and girls who experience various forms of sexual violence.

They will work together with UN Women in order to:

- a) Increase awareness on the issue and advocacy of Safe Cities Metro Manila through a travelling theater, bringing the advocacy theater plays of the previously formed #SCYTAG – Safe Cities Youth Theater Advocacy Group to new barangays;
- b) Conduct organization strengthening and strategy planning to support
- c) Train village council officials, and women and youth leaders on key topics to help them better prevent and respond to SHiPS and SVAWG.

Specifically, the organization will:

1. Conduct project planning and design sessions to localize the Safe Cities Metro Manila Training Program, and create and maintain a database of youth and community members trained.
2. Conduct organization strengthening and strategy planning workshop with the community-based organization leaders (women and youth) for approx. 30-40 persons.
3. Conduct community visits do: (1) scoping / asset-mapping
4. Conduct Leadership Training / Youth Camp covering contents of the Safe Cities Metro Manila Training Program:
 - *Addressing Sexual Harassment in Public Spaces (SHiPS) and Sexual Violence Against Women and Girls (SVAWG)*

- *Gender Responsive Education and Advocacy Training (GREAT) – this is an updated form of Gender Sensitivity Training (GST)*
- *Women’s safety, Assertiveness, VAW Education & Sexuality (WAVES)*

Attend Safe Cities Metro Manila Programme Training of Trainers and Campaign activities, especially during 18-day Campaign to End Violence Against Women, and International Women’s Day / National Women’s Month.

5. Conduct the #SCYTAG Traveling Theater – present community plays in the selected barangays (8-10) and engaging community members: reaching at least 800-1,000 women, men and young people
6. Organize community leaders to form Safe Cities Task Forces made up of association leaders, involving barangay officials (e.g. BPSO, *Tanods*, especially GAD and VAWC focal persons) on preventing and responding to SHiPS and SVAWG reaching at least 300 officials, women and youth leaders from selected barangays within the project duration. Conduct 3 additional community visits to: (1) conduct coaching on how to respond to SHiPS and SVAWG in their own barangay, and (2) improve gender equality and women’s empowerment (GEWE) through improved Gender and Development (GAD) budgeting.
7. Conduct follow-up 4 to 6 Learning Sessions for the youth, spread out in the 18-month period, to strengthen various key advocacy skills – including on the following topics:
 - Understanding relationship of GEWE, human rights, and prevention of all forms of violence against women and girls; including women’s and girls’ safety in public and other intersecting issues (e.g., disaster response, LGBT rights, women with disabilities)
 - Advanced theater acting and script-writing skills
 - Training Facilitation, Media and Communications: How to talk about SHiPs and SVAWG
 - Peer Education and Feminist Counseling
8. Conduct Evaluation Meeting with stakeholders
9. Coordinate with UN Women programme manager for Safe Cities Metro Manila Programme and share updates and reports on status of planned activities, community actions and initiatives, including identifying barangay support needs to better prevent and respond to sexual harassment of women in public spaces.

III. PAYMENT SCHEDULE AND DELIVERABLES

The contractor will work under the direct supervision of UN Women National Project Officer for Safe Cities Manila Programme who will be responsible for the quality assurance of the deliverables.

TASK (Based on Scope above)		DELIVERABLES	TARGET DATE	PAYMENT
1	Project Planning and Workshop Design	1.1. Minutes of Planning Meeting (1) 1.2. 18-Month Work Plan with clear timelines for submitting deliverables 1.3. Session Design for Leadership Training: Localized version of Safe Cities Metro Manila Training Program - with Materials (Powerpoint presentations and handouts), with input from youth and community leaders 1.4. Database of Youth Leaders and Members of #SCYTAG 1.5. Compiled Parents' Consent Forms 1.6. Compiled Child Protection and Preventions of Sexual Exploitation and Abuse (PSEA) Forms signed by all staff	20 April	25%
2	Conduct strategy planning workshop with the community-based organization leaders (women and youth) for approx. 30-40 persons.	2.1. 18-month workplan 2.2. Minutes of the meeting and attendance forms 2.3. Schedule of Learning Sessions and Community Visits	30 June	25%
3	Conduct community visits to do support barangay officials	3.1. Conduct of at least 1 community visit to the target barangyas (8-10) 3.2. Conduct in each of scoping / asset-mapping 3.3. Scoping / Asset Mapping Report		
4	Conduct Leadership Training / Youth Camp covering contents of the Safe Cities Metro Manila Training Program	4.1. Conduct of the 3-day Training 4.2. Proceedings Report of the Leadership Training with all Annexes: PPTs, Handouts, attendance forms, evaluation forms 4.3. 2-3 High Resolution Photographs of event		

		4.4. Attendance in Safe Cities Training of TOT Workshop conducted by UN Women and Quezon City Government		
5a	Conduct the #SCYTAG Traveling Theater – present community plays in the selected barangays (8-10) and engaging community members: reaching at least 800-1,000 women, men and young people	5.1. Conduct of at least 3 Theater Presentations 5.2. Minutes on Community Discussion and Handouts used 5.3. 3-5 High Resolution Photographs of events 5.4. Attend Safe Cities Metro Manila Programme Campaign activities, especially during 18-day Campaign to End Violence Against Women	30 November 2017	10%
6a	Organize community leaders to form Safe Cities Task Forces made up of association leaders, involving barangay officials (e.g. BPSO, <i>Tanods</i> , especially GAD and VAWC focal persons) on preventing and responding to SHIPS and SVAWG reaching at least 300 officials, women and youth leaders from selected barangays within the project duration.	6.1. Conduct of at least 1 community visit to the selected barangays (8-10) 6.2. Conduct in each of coaching on how to respond to SHIPS and SVAWG in their own barangay and budget allocation for women's safety in barangays		
7a	Conduct a follow-up Learning Sessions for the youth during the project period to strengthen various key advocacy skills	7.1. Conduct of at least 1 Learning Session for the youth on the approved topics		
	YEAR 2			
5b	Conduct the #SCYTAG Traveling Theater – present community plays in the selected barangays (8-10) and engaging community members: reaching at least 800-1,000 women, men and young people	5.1b. Conduct of at least 2 Theater Presentations 5.2b Minutes on Community Discussion and Handouts used 5.3b. 3-5 High Resolution Photographs of events 5.4b. Attend Safe Cities Metro Manila Programme Campaign activities, especially International Women's Day / National Women's Month.	30 April 2018	20%
6b	Organize community leaders to form Safe Cities Task Forces	6.1. Conduct of at least 1 community visit to the selected barangays (8-10)		

	made up of association leaders, involving barangay officials (e.g. BPSO, <i>Tanods</i> , especially GAD and VAWC focal persons) on preventing and responding to SHiPS and SVAWG reaching at least 300 officials, women and youth leaders from selected barangays within the project duration.	6.2. Conduct in each of coaching on how to respond to SHiPS and SVAWG in their own barangay and budget allocation for women's safety in barangays		
7b	Conduct a follow-up Learning Sessions for the youth, during the project period, to strengthen various key advocacy skills	7.1b. Conduct of at least 1 Learning Session for the youth on the approved topics 7.2b. Attend Safe Cities Metro Manila Programme Campaign activities		
5c	Conduct the #SCYTAG Traveling Theater – present community plays in the selected barangays (8-10) and engaging community members: reaching at least 800-1,000 women, men and young people	5.1c. Conduct of at least 3 Theater Presentations 5.2c. Minutes on Community Discussion and Handouts used 5.3c. 3-5 High Resolution Photographs of events	15 August 2018	10%
6c	Organize community leaders to form Safe Cities Task Forces made up of association leaders, involving barangay officials (e.g. BPSO, <i>Tanods</i> , especially GAD and VAWC focal persons) on preventing and responding to SHiPS and SVAWG reaching at least 300 officials, women and youth leaders from selected barangays within the project duration.	6.1. Conduct of at least 1 community visit to the selected barangays (8-10) 6.2. Conduct in each of coaching on how to respond to SHiPS and SVAWG in their own barangay and budget allocation for women's safety in barangays		
7c	Conduct a follow-up Learning Sessions for the youth, during the project period, to strengthen various key advocacy skills	7.1b. Conduct of at least 2 Learning Sessions for the youth on the approved topics 7.2b. Attend Safe Cities Metro Manila Programme Campaign activities, especially during 18-day Campaign to End Violence Against Women, and		

		International Women's Day / National Women's Month.		
8	Conduct of Evaluation Meeting with Stakeholders	8.1. Conduct of the Evaluation Meeting 8.2. Proceedings Report of the Meeting with all Annexes: PPTs, Handouts, attendance forms, evaluation forms 8.3. 2-3 High Resolution Photographs of event	30 September 2018	10%
			TOTAL	100%

IV. DURATION

The total duration of the engagement is for a period of eighteen (18) months from 17 April 2017 to 16 October 2018. The bidder(s) should propose a work plan and number of working days through which the outlined deliverables will be achieved and cost each deliverable separately.

V. MINIMUM REQUIREMENT

1. At least 3 years experience in working on social justice and human rights issues, especially on gender and violence against women and girls issues is essential
2. Registered organization (provide copy of proof such as business registration, SEC registration, BIR Registration and any other related documents)
3. At least 10 years of experience in community organizing and training grassroots women, men, and young people
4. Experience working with UN agency is an advantage
5. Experience working on the issue of sexual harassment in public spaces and sexual violence against women and girls is preferred

• Reference	
<p><i>[Minimum three client references that include the name of the contact person, title and contact information]</i></p>	<p><input checked="" type="checkbox"/> Yes, a minium of three (3) references available</p> <p><i>Fill in below:</i></p> <p>1.</p> <ul style="list-style-type: none"> – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> <p>2.</p>

	<ul style="list-style-type: none"> – <i>Employer’s name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> <p>3.</p> <ul style="list-style-type: none"> – <i>Employer’s name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> <p><input type="checkbox"/> No, a minimum of three (3) references are not available.</p>
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ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: *[insert solicitation reference no.]*

Title: Community Organizer: Forming and Strengthening Safe Cities Task Forces and youth leaders in Barangays in Quezon City, for UN Women Philippines Safe Cities II Project

Deadline Date/Local time: 31 March 2017, COB Bangkok time

Please complete (A), (B), or (C) and return to procurement.bangkok@unwomen.org by 31 March 2017, COB Bangkok time

<p>(A) We intend to submit our proposal by: _____ (date/time)</p>	<p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>
<p>(B) We may submit our proposal and will confirm our intent by: _____ (date/time)</p>	<p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>
<p>(C) We do not intend to submit a proposal for the following reason(s):</p>	<p> <input type="checkbox"/> Our current workload does not permit us to take on additional work at this time <input type="checkbox"/> We do not have the required expertise <input type="checkbox"/> There is insufficient time to prepare a proper submission in response to this solicitation <input type="checkbox"/> Our funds or other resources are insufficient to carry out the work required <input type="checkbox"/> We choose not to participate due to a conflict of interest involving: _____ <input type="checkbox"/> Other (please specify): _____ Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____ </p>

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **[Title of Services]** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Technical Information

Section A: Expertise and Capability of Supplier

1.1 The organization

- Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.
- Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in.

1.2 Adverse judgments or awards

- The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment;
- The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

1.3 Subcontracting and partnerships

- Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal.
- Explain any partnerships that are planned for the
-
- implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included.

1.4 Relevance of Specialized Knowledge and Experience on Similar Projects

- Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations.
- References and/or samples of work must be provided upon request

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the Supplier's approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR.
- Explain your organization's understanding of UN Women's needs for the services or works.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency

- c) Effective competition
- d) The best interests of UN Women

Section C: Resource Plan, Key Personnel

3.1 Composition of the team proposed to provide, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each.

3.2 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier's organization, women in leadership positions, and percentage of women shareholders.
- Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women's core mandate.

Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

Quotation based on the above specifications, with a lump sum amount for each of the first eight (8) deliverables listed in the Scope of Work Section. For each of the eight, the quote should also include details of all applicable costs in the proposal (e.g., travel, venues for theater show, meals).

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2...		

	Total	100%	PHP
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All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

End of Annex 2

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

[Select applicable link and delete the others]

[GCCs for Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

[or](#)

[GCCs for Goods & Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf>

[or](#)

[Complex Goods or Works](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

_____ (Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____

Signature: _____

Date: ____/____/____

DD

MM

YYYY

ANNEX 5

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

4. PRICE & PAYMENT

(Select one option and delete the other)

OPTION 1 (FIXED FEE)

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of [*insert currency & amount in figures and words*]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon....././....
....././....

OR

OPTION 2 (TIME-BASED CONTRACTS)

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [*insert currency & amount in figures and words*] (“the Maximum Total Amount”). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [*insert annex number*] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every [*insert period of time or milestones*].

5. INVOICES

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

[*Insert address and contact details for submission of invoices*].

6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor’s invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor’s bank account, as follows:

Name of Bank:
Bank Address:
Bank ID:
Account No:
Title/name:

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

For UN Women:

[Insert Name, Address, Phone and Email]

For the Contractor:

[Insert Name, Address, Phone and Email]

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature	_____	_____
Name	_____	_____
Title	_____	_____
Date	_____	_____

