

Request for Proposal

Reference No.: 003 - 2017

Military uniforms' Value chain study to explore role for women producers

April 19, 2017

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for **Military Uniforms' Value chain study to explore role for women producers.**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Military Uniforms' Value chain study to explore role for women producers** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.

1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - i. This letter and Proposal Instruction Sheet (PIS)
 - ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link
 - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
 - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
 - v. [Format of Technical Proposal \(Annex IV\)](#)
 - vi. [Format of Financial Proposal \(Annex V\)](#)
 - vii. [Proposal Submission Form \(Annex VI\)](#)
 - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
 - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
 - x. [General Conditions of Contract \(Annex IX\)](#)
 - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
 - xii. [Submission Checklist \(Annex XIII\)](#)
2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this


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

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time: <i>May 17, 2017 12:00 AM</i></p> <p>City and Country: <i>Kabul, Afghanistan</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<p>Personal Delivery/ Courier mail/ Registered Mail:</p> <p>The proposals should be sealed and sent under the subject of “Military uniforms’ Value chain study to explore role for women producers” in the subject of your cover letter or envelope</p> <p>PO Box: 949, UN Women Afghanistan, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan.</p> <p>Electronic submission of Proposal:</p> <p>Dedicated Secure E-mail address(s):</p> <p>Technical and Financial Proposals: procurement.af@unwomen.org</p>
3.1	Language of the Proposal:	<p><input checked="" type="checkbox"/> English</p> <p>Proposals will be accepted in English only and must include details of the activities proposed, a breakdown of milestones and timelines.</p>
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> USD

3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	60 working days
2.4	Clarifications of solicitation documents	Applicants can submit their questions by email no later than April 28 2017. Questions will be compiled and answers provided to all Applicants with questions within 3 working days.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: registry.unwomen.af@unwomen.org</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>These Email Addresses are for clarifications ONLY.</u></p> <p><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></p>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<p><input checked="" type="checkbox"/> Not Required</p> <p>No Proposal Security is required for this RFP at this stage; however, UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.</p>
7.4	Performance Security	<p><input checked="" type="checkbox"/> Not Required. Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>

3. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,


Shruti Upadhyay,
Gender Specialist/OIC
UN Women Afghanistan.

Annex II

Terms of Reference

Background

UN Women Afghanistan Country Office through its Political and Economic Empowerment Pillar (PEEP) is supporting national counterparts, including the Ministry of Foreign Affairs (MoFA), Ministry of Women Affairs (MoWA), Ministry of Rural Rehabilitation and Development (MRRD), Parliamentary bodies, and civil society organizations, in implementing the National Action Plan for the Women of Afghanistan (NAPWA) and the Afghan National Peace and Development Framework ANPDF in the areas of political and economic empowerment for women. Economic inequalities are one of the major factors related to Violence Against Women (VAW) at all levels (individual, household, community and society); they are evident in levels of utilization of household resources; and in access to and control over productive resources, personal property, employment, wages and credits. Inequalities in access and control not only reduce women's economic independence and reduce their capacity to act and take decisions, but also increase their vulnerability to violence.

In response to the recommendation and request of the Ministry of Foreign Affairs, the value/supply chain of uniform of the national armed forces should be studied and to be linked with Afghan women to manufacture the uniform locally. This project aims to target women and their associations to enhance their productivity and integration into sustainable markets through domestic production and supplying the demand for uniform in the security sector.

This project aims to work in five provinces in Kabul, Kandahar, Nangarhar, Herat and Bamyan (2 districts in each province to be determined once an IP is on board) to identify potential for products manufacturing and to explore how to enhance the quality of women's skills/capacity and facilitate women's integration into local / national army uniform production value chain market. The selected districts will probably those where UNW is currently operating and which have demonstrated a strong potential for growth and development.

However, this project aims to adopt an innovative 'market oriented approach' to stimulating markets to work better for the poor women, explicitly focusing on different scales of (Micro, Small and Medium) producers/manufacturers to produce uniform domestically by women.

This project will include the following main activities:

- The first activity is designed to initially inform the project through value chain study in the identification of sub sectors, value chains and their characteristics/constraints, and then intends to formulate appropriate solutions (with participation of women).
- Secondly, upon completion of the study an implementation mechanism can be designed on how to implement the findings through the VC, which is to have Public Private Partnership (PPP).

The objective of the study:

a). Overall objective: To study army uniform value and localize the production of the products in Afghanistan through enabling women to participate in local and higher value markets for selected value chains.

b). Specific objectives:

- To improve women producer's/manufacturers links to, and participation on priority national army and police uniform procurements/markets
- To improve women access to support markets
- To improve manufacturing techniques and management to increase the quantity/quality of marketable priority products and services.
- To enhance and develop technologies of priority sub sectors

c). Results:

- Commercially viable solutions/interventions identified for selected sub sectors in target
- X no. of commercially viable products with appropriate improved techniques
- Uniform value chain development and techniques lessons learnt shared with wider community

Under the overall guidance of UN Women's Political and Economic Empowerment Pillar (PEEP) and Ministry of Foreign Affairs (a Focal Person to be introduced by Deputy Minister), the implementing partner will work towards the following objective:

Note: The concept note of the study will be provided to the selected firm upon signing of the contract.

Geographic Focus:

The study shall cover the following geographic areas:

Kabul	Kandahar	Nangarhar	Herat	Bamyan
2 districts TO BE DETERMINED	2 districts TO BE DETERMINED	2 districts TO BE DETERMINED	2 districts TO BE DETERMINED	2 districts TO BE DETERMINED

Activities:

The consulting firm will work closely under the broad supervision of the PEEP Programme Manager and direct supervision of the Economic Empowerment Specialist and Ministry of Foreign Affairs. More specifically, the assignment entails the following tasks during the implementation phase:

Demand Side Mapping:

- Map potential markets of uniform at the zone and provincial levels (quantify the demand and usage of military and police uniforms)
- Analyze current market trends in terms of market demand and supply, price-scheduling mechanisms, market determinant factors, supply chains and government market regulatory and control mechanisms

- Analyze possible potential risks the project beneficiaries may face in market and suggest possible mitigation measures
- Come up with innovative and possibly market accepted packing and packaging and marketing models that the producer organizations can adopt
- Explore micro financing institutions in the area and illustrate how the producer organizations can be linked with them
- Understand the coping mechanisms and the current livelihoods practices of the target communities and recommend alternative approaches to diversify options.

Value Chain Analysis:

- Explore the value chain to identify the potential role for women related to procurement of inputs and production of army and police uniforms;
- Identify key policy and legal constraints limiting development and women participation in national procurements.
- Map value chain in detail including main actors, flows of products, raw materials, money and information, linked industries and supporting organizations;
- Assess the state of institutions, technology, service providers, policies, and other production conditions,
- Explore best practices from other countries to construct scenarios of the economic impact (change in market share, increased exports, incomes, profits, jobs and wages) that the proposed changes would have,
- Develop detailed recommendations, specific interventions, on how to increase women involvement in the selected value chains and maximize impact.

Deliverables	<p><i>The consulting firm will prepare and present draft reports and final reports to be discussed by stakeholders. Summary reports and reference materials will also be prepared. The specific deliverables include:</i></p> <p><i>Inception report including methodology, sample frame and questionnaire developed, as suitable for the specific context of the target provinces, and annotated outline and methodology shared with UN Women and MoFA.</i></p> <p><i>Conduct data collection</i></p> <p><i>First draft of the report including the inputs from UN Women and MoFA</i></p> <p><i>Second draft of the study and PowerPoint presentation including the feedback and validation from the project stakeholder consultations</i></p> <p><i>Final report submitted</i></p>
Activities/ Tasks	<p><i>Activities include but are not necessarily limited to the following tasks:</i></p> <p><i>Develop a technical methodology for the study that is gender, age and culturally appropriate</i></p> <p><i>The consulting firm will be responsible for designing questionnaire for collecting data and implementation phase of the study in close consultation of MoFA and UN women team</i></p> <p><i>The firm is also responsible to clean, codify and produce analysis through using SPSS or any other relevant package agreed by UN women and MoFA.</i></p> <p><i>Ensure ethical guidelines on research are enforced throughout the research process</i></p> <p><i>Identify major stakeholders (at grassroots, sub-national and national levels) to be involved during the actual implementation of the project.</i></p> <p><i>Produce inception, draft and final reports on the study in hard and soft copy</i></p>

	<p><i>Produce a PowerPoint presentation on the value chain study</i></p> <p><i>Provide detailed, realistic and implementable recommendation(s) for improvement of the prerequisites to enable the environment for development of the value chain. The recommendations should be specific and propose certain project activities for improving the prerequisites for project.</i></p>
Personnel / Qualifications	<p><i>The Applicant should provide the full CVs of its staff that will be deployed to this assignment. The Applicant must explain the experience of all key staff members that will be assigned, their specific areas of responsibilities and the extent to which the proposed staff member will remain engaged in this Assignment. It is required for the Applicant to have a technical person with knowledge and experience related to the assignment.</i></p>
Roles and responsibilities of the parties	<p><i>UN Women and MoFA will provide technical guidance to an extent possible. The Service provider shall be required to bear all the related costs and work independently to successfully achieve the end results.</i></p>
Timeframe and location	<p><i>The total duration of the Contract is three months from the date of contract</i></p> <p><i>Location of the study is five provinces (Kabul, Kandahar, Herat, Nangarhar and Bamyar)</i></p>
Communication and reporting obligations	<p><i>Under the overall guidance and in coordination with Women's Political and Economic Empowerment Pillar (PEEP) and Ministry of Foreign Affairs, the implementing partner will work closely with teams from UNW and MoFA to achieve the project objectives.</i></p>

Annex III

Evaluation Methodology and Criteria

- 1. Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 70 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 70 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points, which a firm/institution may obtain for its proposal, is as follows:

Technical proposal: 70

Financial proposal: 30

Total number of points: 100

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 70 points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	4
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	4
1.4	Quality assurance procedures, warranty	4
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	5
		17
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	30
2.2	Management Services – Timeline and deliverables.	5
2.3	Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices, which contributes to value addition to the result of this project.	8
		43
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide, and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time	10
Total Technical		70
Financial Strength of the Proposal		Points Obtainable
4.1	Financial Proposal	30
Total Financial		30
70% of 70 pts = 49 pts needed to pass technical		

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 points for the technical proposal.

Annex IV

Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.

Proposer is requested to include a *one-page* value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

Section A: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited.

1.2 General Organizational Capability

- Outline General Organizational Capability, which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines

and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.3 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.4 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the services
- 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:
 - Best Value for money
 - Fairness, integrity and transparency
 - Effective competition
 - The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested services will be implemented in regard to the TOR

Section C: Resource Plan, Key Personnel

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

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template:

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	
Positions held: _____	
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle	

the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

Annex V

Format of Financial Proposal

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer 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.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities
 - b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.
 - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
 - d. An all-inclusive amount for local travel, if applicable.
 - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
- f. Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

NOTE: In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	USD	

B. Cost Breakdown by Resources

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation				
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 1 lump sum			
Technical assistance and capability building (training, working group	1 lump sum			

meeting, workshop)				
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

Annex VI

Proposal Submission Form

[The Proposer shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: **UNWOMEN Afghanistan Country Office**

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
We offer to supply in conformity with the Bid Solicitation Documents the following **[Military uniforms Value chain study to explore role for women producers]** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (b) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (c) Our proposal shall be valid for a period of **[60]** days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries _____ *[insert the nationality of the Proposer, including that of all parties that comprise the Proposer]*
- (e) We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
- (f) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
- (g) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Proposal Submission Form]*

Name: _____ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of Proposer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Annex VII

Voluntary Agreement

Voluntary Agreement for Promoting Gender Equality in the Workplace

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 (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values in UN Women;
- ☐ Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- ☐ Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

Name, Title, Address, Signature

Date:

Annex VIII

Proposed Model Form of Contract

The contract templates can be accessed on the UN Women Procurement intranet page by following the link

<https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Forms/AllItems.aspx>]

Annex IX

General Conditions of Contract

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

1. For Services (Available from this link
<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>)

Annex X

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM (to be completed and returned with your technical Proposal)

JV / Consortium/ Association Information	
JV's Party legal name:	<i>[Insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Proposers)}</i>
JV's Party Country of Registration:	<i>[Insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[Insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[Insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner and contact information	(Inset name, address, telephone numbers, fax numbers, e-mail address)
Consortium/Association Agreement	[Attach agreement]
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[Insert name, address, telephone/fax or cell number, and the e-mail address]

Signatures of all partners:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Annex XIII

Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
 - Proposal submission form _____ ☐
 - Joint Venture Form (if in a joint venture) _____ ☐
 - Inner envelope containing technical proposal _____ ☐
 - Second inner envelope containing Financial Proposal _____ ☐

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
 - Technical Proposal _____ ☐
 - Proposal submission form _____ ☐
 - Joint Venture Form (if in a joint venture) _____ ☐
- Financial Proposal PDF sent to E-mail address specified in Invitation Letter _____ ☐

Model Form of contract has been read and understood _____ ☐

General Conditions of Contract have been read, understood and accepted _____ ☐