

# **Request for Quotation (RFQ) for Services**

**Reference No. :** UNW/2017/001

## **Video and Photo Documentation**

**This is not an order**



25/4/2017

Dear Sir/Madam,

**Subject:** Request for Quotation (RFQ) for 02 "*Video Documentary and Photo Documentation*"

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Video Documentary and Photo Documentation* 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 sealed envelop only
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, offerers 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. 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
<b>Deadline for Submission of Quotation</b>	<p>Date and Time: May 2, 2017 12:00 AM <i>Bangladesh Time</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
<b>Method of Submission</b>	<p><input checked="" type="checkbox"/> Courier mail/ Registered Mail</p>
<b>Address for Quotation Submission</b>	<p><input type="checkbox"/> Courier mail/ Registered Mail :</p> <p>UN Women House: CES (A), 11A, Road #113, Gulshan-2, Dhaka-1212, Bangladesh:</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
<b>Language of the Quotation</b>	<p><input checked="" type="checkbox"/> English      <input type="checkbox"/> French      <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
<b>Quotation Currencies</b>	Any freely convertible currency: <i>BDT</i>
<b>Quotation Validity Period commencing after closing date of RFQ</b>	<p>90 days90 days90 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>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)</p> <p><input type="checkbox"/> Others</p>



<p><b>Clarifications of solicitation documents</b></p>	<p>Requests for clarification may be submitted 27 April 2017 days before the submission date to: <a href="mailto:BCO.procurement@unwomen.org">BCO.procurement@unwomen.org</a></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: <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>
<p><b>Contact for requesting clarifications</b></p>	<p>Address: UN Women Country Office, Road#113, House# CES(A) 11A, Gulshan 2, Dhaka-1212 UN Women Country Office, Road#113, House# CES(A) 11A, Gulshan 2, Dhaka-1212 UN Women Country Office, Road#113, House# CES(A) 11A, Gulshan 2, Dhaka-1212</p> <p>E-mail address dedicated for <a href="mailto:BCO.procurement@unwomen.org">BCO.procurement@unwomen.org</a></p> <p>this purpose: Requests for clarification</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> <p><b><u>A pre-bid meeting will be held at 3:00 PM on April 30, 2017 on the UN Women Country Office, Road#113, House# CES9A) 11A, Gulshan 2, Dhaka-1212. Interested parties who wish to attend the pre-bid meeting are encouraged to send one representative .</u></b></p>
<p><b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b></p>	<p><input checked="" type="checkbox"/> E-mail</p>



<p><b>Expected Delivery Date and Time.</b></p> <p>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR</p>	<p><input type="checkbox"/> 90 Days90 Days90 Days from the issuance of the purchase order</p> <p><input checked="" type="checkbox"/> As per Service Delivery Schedule attached</p> <p>Time:</p> <p>Time Zone of Reference: Dhaka, BangladeshDhaka, BangladeshDhaka, Bangladesh</p>
<p><b>Value Added Tax on Proceed Quotation</b></p>	<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> <p><i>[This must be reconciled with the Incoterms 2010 required by the RFQ noting that VAT exception status varies from one country to another]</i></p>
<p><b>Evaluation Criteria</b></p> <p><i>[check as many as applicable]</i></p>	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I</p> <p><input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel</p> <p><input checked="" type="checkbox"/> Lowest price offer</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services being requested]</i></p> <p><input type="checkbox"/> Earliest Delivery / Shortest Lead Time NA</p> <p><i>[This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies)]</i></p> <p><input checked="" type="checkbox"/> Others Evaluation Pass/Failed MethodEvaluation Pass/Failed MethodEvaluation Pass/Failed Method –</p> <p>Experience doing similar work in the past</p>
<p><b>Type of Contract to be Signed</b></p>	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input checked="" type="checkbox"/> Professional Service Contract</p> <p><i>[ Institutional contract]</i></p> <p><input type="checkbox"/> Other Type/s of Contract NA NA NA</p>



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](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,



**Reshma Khan Zaman**

**Operation Manager**

**UN Women Bangladesh office**



## ANNEX 1 (A)

### TERMS OF REFERENCE (TOR)

<b>Title</b>	<b>Video Documentary of youth engaged in preventing sexual harassment</b>
<b>Location</b>	Dhaka, Bangladesh
<b>Expected date of Accomplishment</b>	25 May 2017
<b>Application Deadline</b>	2nd May 2017

#### BACKGROUND :

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, 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 centre of all its efforts, the UN Women leads and coordinates the United Nations system-wide efforts to ensure that commitments on gender equality and gender mainstreaming translate into action

UN Women has been working to prevent sexual harassment at tertiary level education institutions since 2013. Which started based on a situation analysis that showed 76 percent female students faced sexual harassment at universities. The Building Capacity of Partners to End Violence against Women (BCPVAW) is a project funded by the Embassy of Sweden to work with four universities in Bangladesh to strengthen capacity (skills, access to evidence and knowledge, technical support) to develop, implement and monitor mechanisms to respond to complaints of sexual harassment and contribute to prevention (as per the High Court Directive on Sexual Harassment).

UN Women Bangladesh is seeking the services of a qualified media firm to document Bangladeshi youth's challenges and aspirations in preventing sexual harassment at educational spaces and creating a more safe and empowering environment for women and girls through the medium of video. The visual products will be used as a communication and advocacy tool by the Building Capacity to Prevent Violence against Women (BCPVAW) Project.

#### OBJECTIVE :

The objective of the assignment is to produce a short video (3-10 minutes) that provides a clear and compelling narrative on the challenges and aspirations of the project's key stakeholders i.e., teachers and students at Universities.

#### THEME OF THE VIDEO AND PHOTO DOCUMENTARY :

The video will seek to challenge deeply held and internalized beliefs and values that fuel, normalize or tolerate gender violence. The goal of the video and photo documentation is to inform and educate but also move young people, personally and collectively, to challenge entrenched values and beliefs (e.g. norms around power relations and the idea of masculinity that justify dominance over women's body and a belief that sex is men's entitlement) and contribute to the prevention of violence against women and girls.

The video must contain a part based on interviews conducted with students, teachers and administrative staff of at least one project university on the impact of sexual harassment against female students. It also



needs to cover discussion/information on the concepts of 'consent' and 'role of bystanders to prevent sexual harassment'. Later part of the video can be developed using animation, pictures, symbolic figures on any other innovative tools.

### **SPECIFIC TASK FOR THE MEDIA FIRM/CONSULTANTS**

In consultation with respective Program Coordinators, the Contractor will be required to :

- Develop a work plan as per the timeline of the assignment.
- Interview selected stakeholders recommended by Program Coordinator to get their perspectives on the project to develop the overall concept and narrative for the video and photo documentation.
- Develop storyboards and scripts for the video in Bangla and in English
- Perform filming and shoot interviews with selected stakeholders.
- Organize photo shoots to collect 10-15 photos and capture perspective of youth and University teachers on preventing sexual harrassment (format : Humans of New York series).
- Ensure production of high quality video.
- Present the draft video to UN Women for comments
- Edit and produce the final video.
- Provide photos with captions (re : format is expected to follow Humans of New York series).
- Provide high-resolution copy of the video.
- The video will run in Bangla with English subtitles.
- The shooting is expected to take place in two universities in Dhaka.
- UN Women wants a small production team for field work (shooting etc). Not more than 1-3 people.

### **CONTRACT SUPERVISION**

UN Women Bangladesh has overall management of the work of the contractor. Under the overall supervision and direct consultation with Strategic Communications and Stakeholder Engagement Consultant and respective Programme Coordinator, the contractor is expected to deliver quality outputs.

### **DELIVERABLES**

The media firm/consultants are required to deliver the following :

Deliverable	Timeframe
Workplan	Within 5 days of signing contract
Interviews for developing the script accomplished	10 days of signing contract
Draft Script submission	15 days of signing contract
First draft of the video material	25 Days of signing contract
Editing and finalize video	30 days of signing contract

### **REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE MEDIA FIRM**

The media firm will be required to have ;

- 2-5 and above years of experience to work in similar field.
- Extensive experience in producing documentaries for development organizations with the aim of reaching both local and international audiences.



- Experience in working with international organizations and/or international donor and NGOs might be preferred.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.

#### **DURATION OF THE ASSIGNMENT**

The assignment is expected to take less than 30 days from the date of signing the contract.

#### **COPYRIGHTS**

- UN Women will deserve the copyright of the produced material.
- UN Women should be permitted to use the video without a time limit.
- Contractor may be allowed to use the video only in their portfolios and with UN Women's written permission.
- Written consent from UN Women will be required before the contractor moves any video on the wire or uploads them in any website.
- UN Women can provide the video to other UN organizations or the media at no cost, as is the practice.

#### **TERMS OF PAYMENT**

The media firm payment shall be based on the financial proposal developed for this assignment. But entire payment will be processed upon submission of the final product.

#### **EVALUATION METHOD**

Quotations will be evaluated based on UN Women Lowest-Price Technically Compliant pass/failed methods. The contract will be awarded to the firm that meets the requirements and provided the lowest price.

#### **SUBMISSION OF QUOTATION**

Interested companies should submit a quotation in response to the TOR, which should include the following to :

- Courier by 26 April 2017, the latest
- Cover letter stating how to meet the selection criteria in the TOR
- Quotation with breakdown of different budget lines to produce the video documentation Crew Composition
- Company profile and samples of relevant products/ projects in the last 3 years (Name of Project/ Clients, Project size/ amount in BDT/USD, Project Duration)
- Three references with full recent contact details
- At least 3 sample videos on DVD or Online

**A pre-bid meeting will be held at 3:00 PM on April 30, 2017 on the UN Women Country Office, Road#113, House# CES9A) 11A, Gulshan 2, Dhaka-1212. Interested parties who wish to attend the pre-bid meeting are encouraged to send one representative.**



## ANNEX 1 (B)

### Terms of Reference Soliciting Contractor for Video and Photo Documentation

<b>Title</b>	Documentation of UN Women's Project on Career, Capital, and Confidence (3Cs) - Empowering Women Workers in Bangladesh
<b>Location</b>	Dhaka, Bangladesh
<b>Contract Duration</b>	07 May to 15 June 2017
<b>Contract Supervision</b>	Programme Coordinator, Women's Economic Empowerment and Strategic Communications and Stakeholder Engagement Consultant
<b>Application Deadline</b>	2 <sup>nd</sup> May 2017

#### BACKGROUND :

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, 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 centre of all its efforts, the UN Women leads and coordinates the United Nations system-wide efforts to ensure that commitments on gender equality and gender mainstreaming translate into action

UN Women (formerly UNIFEM) has been working in Bangladesh since 2006, supporting the Government of Bangladesh to implement its gender equality commitments. To align with the mandate UN Women Bangladesh has been implementing the project Career, Capital, Confidence (3C): Economic Empowerment of Women Workers in Bangladesh.

The Career, Capital, and Confidence (3Cs) is a two-year pilot project funded by Benetton to support the economic empowerment of 5,000-6,000 Bangladeshi women garment workers. By mobilizing and supporting a selected population of women garment workers, the project seeks to 1) support women garment workers to access training, and begin to build paths forward to increase work value, income and career mobility; 2) build longer term financial security for women garment workers by connecting them to formal financial sector savings, insurance and loan products that will help them build long term assets; and 3) develop mechanisms to reduce violence against women workers in workplaces and public spaces that are most relevant to workforce participation and career development. 3Cs project is designed to increase confidence and economic independence among project participants and trigger corresponding changes in policies and initiatives to extend these impacts to all women garment workers.

UN Women Bangladesh is seeking the services of a media firm to document the challenges, contributions and aspirations of the programs' key stakeholders using the medium of photography and video.

#### OBJECTIVE :

The objective of the assignment is to produce a short 3-5 minute video and ~30 photo stories for social media (Humans of New York format) that provides a clear and compelling narrative on the challenges, contributions and aspirations of the programs' key stakeholders i.e., women workers in the RMG sector, while also laying the context for the program by addressing why the issues and goals are important.



For the 3C's project, the video seeks to amplify the voices of women workers by capturing their contributions, challenges and aspirations and, while also highlighting what's needed to truly empower them. The goal is storytelling through photos and video to stimulate broader conversations and inspire bold changes to empower women workers in the RMG sector.

Of the 30 photo stories produced, the photographer will document about 10 women in non-stereotypical jobs in Bangladesh who are overcoming gender norms and discrimination.

#### **SPECIFIC TASK FOR THE MEDIA FIRM/CONSULTANTS**

In consultation with the Strategic Communications and Stakeholder Engagement Consultant and respective Program Coordinators, the Contractor will be required to :

- Develop a work plan as per the timeline of the assignment.
- Interview selected stakeholders to get their perspectives on the Programs to develop the overall concept and narrative for the video and photo stories.
- Develop storyboards and scripts for the video in Bangla and in English.
- Perform filming and shoot interviews with selected stakeholders.
- Ensure production of high quality video.
- Organize photography shoots.
- Present the draft video to UN Women for comments.
- Edit and produce the final video.
- Provide high-resolution copies of the photos with narrative (5-7 line caption per agreed format).
- Provide high-resolution copy of the video.
- The video will run in Bangla language with English subtitles.
- The shooting is expected to take place in at least one RMG factory in Dhaka. Pictures of women in non-stereotypical jobs could come from work places in and around Dhaka.
- UN Women wants a small production team for field work (shooting etc). Not more than 1-3 people.

#### **CONTRACT SUPERVISION**

UN Women Bangladesh has overall management of the work of the firm. Under the overall supervision and direct consultation with Strategic Communications and stakeholder Engagement Consultant and Programme Coordinator, the firm is expected to deliver quality outputs.

#### **DELIVARABLES**

The media firm are required to deliver the following :

Deliverable	Timeframe
Meetings and visits to conduct dry run (preliminary interviews, meeting identified video characters, developing interview questions, concept development etc.) and story boarding	2nd week of May   2017
Scripting :	Third week of May 2017
Shooting (video + photos)	Fourth and Fifth week of May
Submit photo stories	1st Week of June
Editing and finalize video	2nd week of June 2017



## REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE MEDIA FIRM/CONSULTANTS

The media firm will be required to have ;

- 2-5 and above years of experience to work in similar field.
- Extensive experience in producing documentaries for development organizations with the aim of reaching both local and international audiences.
- Experience in working with international organizations and /or international donor and NGOs might be preferred.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.

## DURATION OF THE ASSIGNMENT

The assignment is expected to take less than 30 working days from the date of signing the contract.

## COPYRIGHTS

- UN Women will deserve the copyright of the produced material.
- UN Women should be permitted to use the video without a time limit.
- Contractor may be allowed to use the video only in their portfolios and with UN Women's written permission.
- Written consent from UN Women will be required before the contractor moves any video on the wire or uploads them in any website.
- UN Women can provide the video to other UN organizations or the media at no cost, as is the practice.
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## TERMS OF PAYMENT

The media firm payment shall be based on the financial proposal developed for this assignment. But entire payment will be processed upon submission of the final product.

## EVALUATION METHOD

Quotations will be evaluated based on UN Women Lowest-Price Technically Compliant pass/failed methods. The contract will be awarded to the firm that meets the requirements and provided the lowest price.

## SUBMISSION OF QUOTATION

Interested companies should submit a quotation in response to the TOR, which should include the Following to :

- Courier by 24 April 2017, the latest
- Cover letter stating how to meet the selection criteria in the TOR
- Quotation with breakdown of different budget lines to produce the video and photo documentation Crew Composition
- Company profile and samples of relevant products/ projects in the last 3 years (Name of Project/ Clients, Project size/ amount in BDT/USD, Project Duration)
- Three references with full recent contact details
- At least 3 sample videos on DVD or Online

**A pre-bid meeting will be held at 3:00 PM on April 30, 2017 on the UN Women Country Office, Road#113, House# CES9A) 11A, Gulshan 2, Dhaka-1212. Interested parties who wish to attend the pre-bid meeting are encouraged to send one representative .**



## ANNEX 2

# QUOTATION SUBMISSION FORMS

## INTENT TO RESPOND FORM

**Solicitation no:** *RFQ/2017/001*

**Title:** *Vedio and Photo Documentation*

**Deadline Date/Local time:** *2<sup>nd</sup> May 2017.*

**Please complete (A), (B), or (C) and return to** [BCO.Procurement@unwomen.org](mailto:BCO.Procurement@unwomen.org)

<p><b>(A) We intend to submit our proposal by:</b>_____ (date/time)</p>	<p><b>Company Name:</b> _____</p> <p><b>Contact Name:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Telephone:</b> _____</p>
<p><b>(B) We may submit our proposal and will confirm our intent by:</b>_____ (date/time)</p>	<p><b>Company Name:</b> _____</p> <p><b>Contact Name:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Telephone:</b> _____</p>



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

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

To: UN Women Country Office  
Road-113, House-CES(A) 11A  
Gulshan-2, Dhaka-1212

Date: ~~27/4/2017~~  
25/5/2017 LT

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 [**90**] 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

*[Note to procurement practitioner: this form should be changed and adapted to best reflect the TOR and is best completed in coordination with or by the requester]*

### 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). ✓
- Financial capacity: Include latest Audited Financial Statement duly certified by a public accountant Not applicable Provide certificate(s) for any accreditation of processes, policy (e.g. ISO). ✓
- 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. N/A

#### 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. N/A
- 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. N/A

#### 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 N/A

- 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.



Provide Curriculum vitae of the proposed team that will be involved either full time or part time (if applicable or as per the TOR) Not Applicable

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

**No substitution** of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

**Sample CV template:** (Adjust according to needs) Not **Required**

CV's may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

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)		

### 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.

#### A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Full payment will be processed upon submission of the final product	100%	All Inclusive
	Total	100%	BDT

[OR] N/A



## B. Cost Breakdown by Resources

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	1 lump sum			
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

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:



UNwomen-General  
ConditionsOfContr

Attached RFQ

## 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>) and women's empowerment (<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

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Model Institutional Service Contract - Under 30,000 Value



Internal Move  
Form-movement.doc