

Request for Quotation (RFQ) for Services

Reference No.: **PNG-RFQ-2017-10-015**

Development of concept note for Public-Private Partnership to promote women's empowerment

6 October 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for ***Development of a Concept Note for Public-Private Partnership for women's empowerment in Papua New Guinea.***

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *services to compile Concept Note for promoting Public-Private Partnership towards women's empowerment in Papua New Guinea* 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 \(Annex 5\)](#)
 - g. [Others \[Please Specify\]](#)
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 **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 : October 20, 2017 5:00 PM</p> <p>Port Moresby, Papua New Guinea (+9 GM) (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 type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail :</p> <p>UN Women Papua New Guinea Country Office Level 4, United Church Building Douglas Street, Port Moresby, Papua New Guinea Attn: Procurement Assistant</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotations: procurement.png@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	Any freely convertible currency: <u> USD </u>
Quotation Validity Period commencing after closing date of RFQ	<p>90 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	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of service(s) <input type="checkbox"/> Others
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 2 days before the submission date to: : clarrissa.takip@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: “<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>Address:Leve 4, United Church Building, Douglas St, Port Moresby, NCD</p> <p>E-mail address dedicated for this purpose: clarrissa.takip@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:	<input type="checkbox"/> Postal Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> UN Women Website <input type="checkbox"/> Other

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	<input type="checkbox"/> days from the issuance of the purchase order <input checked="" type="checkbox"/> As per Service Delivery Schedule attached Time : Time Zone of Reference :
Value Added Tax on Proceed Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
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 among technically compliant offer. <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
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 type="checkbox"/> Other Type/s of 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,

Procurement Team

UN Women PNG CO

TERMS OF REFERENCE (TOR)

Services to develop a concept note (funding proposal) for promoting public-private partnership for women's empowerment in PNG

Date of services: October – December 2017

I. 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.

Rooted in UN Women's mandate on ending violence against women, and in line with its strategic plan 2011 – 2017, UN Women is implementing a Global Programme "Safe Cities Free of Violence against Women and Girls" (SC GP). The programme builds on the experiences to date of leading women's and international organizations and local level initiatives across various parts of the world.

Port Moresby is one of five cities participating in UN Women's Safe Cities Free of Violence against Women and Girls Global Programme (SC GP). The global programme aims to prevent and reduce violence, particularly sexual harassment (SH) and other forms of sexual violence against women and girls (SVAWG) in public spaces, enabling women and girls to move more freely and safely, and increasing the exercise of their right to enjoy such spaces.

The Port Moresby Safe City Programme was launched in 2011 in partnership with National Capital District Commission (NCDC) and Royal PNG Police Constabulary (RPNGC) with a focus on markets. In 2015, a second Safe City project commenced in Port Moresby, focusing on safe public transport. Initial studies have shown that women and girls experience high levels of various forms of violence when accessing these public facilities (markets, bus stops, side walks and buses/taxis). One of the ways the Safe City Projects sought to improve access of women and girls to the public space was through the implementation of gender-sensitive infrastructure. This included conducting Women's Safety Audits, implementing market upgrades incorporating concerns of women and the introduction of the women and children only bus service in Port Moresby, among others.

Consultancy services are now sought to explore the opportunities for stimulating public-private partnership in the provision of gender-sensitive, socially inclusive infrastructure that have catalytic potential for women's empowerment in Papua New Guinea.

II. OBJECTIVES

The objective of this assignment is to develop a concept note for potential donors, clearly outlining the requirements, risks and potential benefits for stimulating public-private partnership in PNG, clearly identifying areas that accelerate women's empowerment and ending violence against women and girls.

III. SCOPE OF WORKS

Under the direct supervision of the Safe City Programme Specialist, the consulting firm will perform the following tasks:

- Review relevant materials (some of which are to be provided by UN Women), to ascertain strategic areas for public-private partnership that can empower women and girls in PNG, particularly in accessing public spaces;
- Identify major stakeholders (both public and private sectors) and analyse their perspectives, positioning, potential areas of involvement, and develop a win-win business case for engaging in PPP in the strategic areas from previous task;
- Analyse available information (policies, guidelines, regulations, etc.) and develop a proposed mechanism for the implementation of PPPs including, but not limited to, aspects such as financing, governance, management, procurement and reporting.
- Analysis above must consider the overarching frameworks guiding the programmes of UN Women, including the Universal Declaration of Human Rights, Sustainable Development Goals (and the underlying principle of "leaving no one behind") and the Convention for the Elimination of All Forms of Discrimination against Women.
- Analysis to include risks and mitigation matrix.
- *This assignment will require the consultant(s) to be in Port Moresby minimally for 3 days.*

DELIVERABLES

Deliverable	Timeframe
<p><i>Report to UN Women describing the following:</i></p> <ol style="list-style-type: none"> 1. Justifications for pursuing Public-Private Partnerships as a mechanism for empowering women, especially in accessing public facilities and spaces. 2. Identification of at least three strategic areas for proposing PPP, with greater potential for women's empowerment in PNG. (proposal can focus on specific geographical areas with justification, or can apply broadly across the country.) 3. For each strategic area identified in (2), include details of stakeholder analysis. 4. Strategy for implementation of PPP – roles, responsibilities and mechanisms required. 5. Risk and mitigation analysis 6. Donor analysis 	<p><i>4 weeks after contracting</i></p>

<p><i>Concept note for donors containing:</i></p> <ol style="list-style-type: none"> 1. <i>Background summarizing the link between infrastructure, PPP and women's empowerment in PNG.</i> 2. <i>UN Women's strategic advantage in conducting this work.</i> 3. <i>Key areas identified for intervention.</i> 4. <i>Strategy for implementation of PPP</i> 5. <i>Funding requirements within project timeframe (3-4 years)</i> 	<p><i>2 weeks after acceptance of report.</i></p>
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MINIMUM REQUIREMENT¹

UN Women Minimum Requirement	Offerors Response
<p>Team composition</p> <p><u>Lead consultant</u></p> <ul style="list-style-type: none"> • Master's degree in relevant subject. • Minimum of 7 years' experience working on developing proposals for public private partnerships with considerations of social impacts and inclusion required. • Led teams in similar assignments, preferably in comparable context. • Demonstrated capability in integrating gender, disability and other considerations in promoting PPPs essential. • Demonstrated successes in mobilizing PPPs (provide case references). • Experience working in the Pacific region a requirement. • Familiarity with the operating context in PNG a strong advantage. 	<p><input type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template")</p> <p><input type="checkbox"/> No</p>
<p><u>Secondary consultants</u></p> <ul style="list-style-type: none"> • Minimum of 2 years' experience in socially-inclusive public infrastructure design or development. 	<p><input type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template")</p> <p><input type="checkbox"/> No</p>
<p><u>Subcontractors (if any):</u></p> <p>The offeror shall not sub-contract > 50% of the work.</p>	<p><input type="checkbox"/> Yes (Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities)</p> <p><input type="checkbox"/> No</p>

¹ Individuals without any organizational affiliation will not be considered

Relevant Experience of the Firm	
<ul style="list-style-type: none"> • Legally registered company or organization. • Minimum 7 years' experience developing proposals for and implementing public-private partnerships. Submission to demonstrate capability of firm/organization to complete the assignment. • Experience in designing/advocating for safe, inclusive and vibrant public spaces/facilities required. • Experience in consultancy works with multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is a strong advantage. • Experience operating in PNG or the Pacific is required. • Lead consultant must be a staff of the company/organisation. 	<input type="checkbox"/> Yes (<i>Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 "Relevant Experience"</i>) <input type="checkbox"/> No
Reference	
<p>Three client referees for similar projects, or other PPP proposals with strong focus on women's empowerment or other relevant social causes.</p>	<input type="checkbox"/> Yes, a minimum of three (3) references available <i>Fill in below:</i> 1. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name) 2. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name) 3. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #:

	<ul style="list-style-type: none"> – <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: *PNG-RFQ-2017-10-015*

Title: *Development of concept note for Public-Private Partnership to promote women's empowerment*

Deadline Date/Local time: *20th October, 2017, 5:00PM (Papua New Guinea Time; +9 GMT)*

Please complete (A), (B), or (C) and return to procurement.png@unwomen.org **by** *20th October, 2017, 5:00PM (Papua New Guinea Time; +9 GMT)*

<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): _____ _____ </p> <p> 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: **UN Women**
Level 4, United Church Building,
Douglas St, Port Moresby, NCD
Papua New Guinea

Date:

We, the undersigned, declare that:

- 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;
- 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;
- We offer to supply in conformity with the RFQ, the following **Development of concept note for Public-Private Partnership to promote women's empowerment** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- 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;
- 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;
- 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.

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

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:

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.

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 Quotation 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.

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	Report on PPP in PNG		

2	Concept Note based on approved report		
	Total	100%	USD

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:

[GCCs for Goods & Services](#)

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



Papua New Guinea

Papua New Guinea
 Tel:
 Fax:

Vendor: 00000
 NITA STREET BOROKO
 PORT MORESBY NCD 121
 Papua New Guinea

Purchase Order

Dispatch via Print

PO Number PNG30-000000	Date	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DAP	Ship Via Common	
Buyer	Phone	Currency	
Approver	Tel:	Fax:	

Ship To: Papua New Guinea
 Tel:
 Fax:

Bill To: Papua New Guinea
 Tel:
 Fax:

Ln-Sch	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
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1-1			1.00	EA			
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Total PO Amount

This PO is subject to UN Women General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by
 Signature and does not require