

Request for Quotation (RFQ) for Services

Reference No.: RFQ/UNW/2018/008

Support to arrange a full day National Action Plan (NAP) Workshop

This is not an order



05/07/18

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for the provision for organize one-day events on National Consultation on National Action Plan (NAP): WPS

The United Nations Entity for Gender Equality and the Empowerment of (UN Women) is seeking quotation(s) for the procurement of the following:

1. Venue for 80 participants. (Round tables & 1 head table)
2. Two tea breaks/snacks (morning & afternoon)
3. Lunch
5. Water-500 ml for the participants on the table
6. Multi Media/ Projector
7. PA system with micro phone
8. Translation booth including 50 sets translation equipment with at least one professional interpreters (Bangla-English)
9. Printing of visibility items (Folders, Notebooks, pens & Pendorive) 100 sets & one banner
10. Printing of invitation card and distributions among the participants
11. Produce a 'Press release' for printing and electronic media
12. All notes and detailed report after the event
13. other event management logistics

1. 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. Detailed Terms and Reference of the Services (Annex 1)
 - c. Quotation Submission Form and Quotation Format (Annex 2)orkshop
 - d. UN Women General Conditions of Contract (Annex 3)
 - e. Voluntary Agreement (Annex 4)
3. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers as per UNW requirements.
4. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty five percent (25%) of the total offer without any change in the unit price or other terms and conditions
5. 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 General Conditions of Contract included herein.
6. 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 woman employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority woman employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.

7. 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.
8. 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.
9. 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	Date and Time: July 12, 2018 12:00 AM This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	Email Procurement <BCO.procurement@unwomen.org>
Address for Quotation Submission	<input checked="" type="checkbox"/> Registered Mail : UN Women Banglaesh Office Road-113, House-11A(CES) Gulshan-2 Attn: <i>Procurement Section of UN Women Bangladesh</i> Bangladesh Country Office Procurement BCO.procurement@unwomen.org Quotations should be submitted to the designated address by the date and time of the deadline given.
Language of the Quotation	<input checked="" type="checkbox"/> English
Quotation Currencies	Any freely convertible currency: <i>BDT</i>

Quotation Validity Period commencing after closing date of RFQ	90 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)
Clarifications of solicitation documents	<p>Requests for clarification may be submitted on 10/07/18 before the submission date.</p> <p>Procurement <BCO.procurement@unwomen.org></p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: "RFQ# Request for Clarification from Vendor Name"</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>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>Procurement <BCO.procurement@unwomen.org></p> <p>this purpose: _____</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 checked="" type="checkbox"/> E-mail

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 checked="" type="checkbox"/> As per Service Delivery Schedule attached
Value Added Tax on Proceed Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I <input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel <input checked="" type="checkbox"/> Lowest price offer <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services being requested]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time Lowest price bidder. <input checked="" type="checkbox"/> Quality Food /Planning of organizing the events, <input checked="" type="checkbox"/> No Compromised with hygienic
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Professional Service Contract

1. 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.

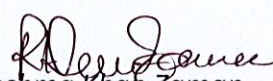
Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the 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.



2. 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.
3. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,


Reshma Khan Zaman
Operations Manager
UN Women Bangladesh

ANNEX 1

TERMS OF REFERENCE (TOR)

Title	Event management Service for a National Consultation hosted by UN Women
Location	Dhaka, Bangladesh
Expected date of Accomplishment	Any date between 5 to 9 August 2018 (Tentative)
Application Deadline	12 July 2018

BACKGROUND:

Promoting women's meaningful engagement within the Women, Peace and Security (WPS) agenda is one of the key strategic priorities for UN Women in Bangladesh. For this reason, as UN Security Council Resolution 1325 (UNSCR 1325) which was unanimously adopted in October 2000, stressed the importance of the equal participation and full involvement of women in all efforts to maintain and promote peace and security, UN Women Bangladesh has collaborated with Ministry of Foreign Affairs in 2017 and has been providing technical support to them for drafting the very first National Action Plan on Women, Peace and Security.

As a part of the process, UN Women is going to organize a National Consultation with Civil Society Organizations and respective representatives from ministries to validate and finalize this National Action Plan. To ensure all logistics and technical support required to make this event a success, UN Women Bangladesh invites proposals from qualified Event Management Companies who have demonstrated experience in managing national and ministerial events.

OBJECTIVE OF THE ASSIGNMENT

Supporting UN Women to successfully plan and organize a National Consultation for validating and finalizing National Action Plan on Women, Peace and Security.

PARTICIPANTS

Representatives from the ministries, development partners, UN agencies, academia, civil society organizations. There will be approximately 80 participants.

SPECIFIC TASK FOR THE EVENT MANAGEMENT COMPANY

In consultation with respective unit, the Contractor will be required to deliver the following services :

Before the event:

- Meeting space reservations, including set-up and layout from the following United Nations Department for Safety and Security (UNDSS) cleared venues :
 - Bangabandhu International Conference Center (BICC)
 - Pan Pacific Sonargaon
 - UNDSS cleared five-star hotel (upon further discussion with the respective unit of UN Women)
- Design and development of
 - Invitation cards with envelopes : Size, text and color to be approved by UN Women

- 'Informational welcome packets': 100 folders containing notebook, pen, a pendrive and handouts

Folder: <ul style="list-style-type: none"> • Four color print • 300 gsm Art Card with Matt lamination • Inner side 2 pocket, pocket thickness 5 mm, pocket creasing with auto machine • Size: 19 inch X 13 inch 	Note Pad : <ul style="list-style-type: none"> • Inner 1 color print • 80 gsm offset paper • 50x2= 100 pages • Cover : 300 gsm Art Card • 4 color print with Matt lamination • Size : 9.5 inch X 7 inch 	Pen: Top quality gel pens; design to be approved by UN Women	Pen-drive: 16 GB: Design to be approved by UN Women
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- Event banner: Size, text and color to be approved by UN Women
- Prepare and maintain a database of guests (Name, Contact details with Mobile No. and Email address) in consultation with UN Women
- Ensure timely distribution and receipt of invitation cards to the guests, at least 10 days before the event.
- At least a day before the event, the contractor has to review in detail and confirm the following things to UN Women :
 - Overall set up, both in & outside of the hall
 - AV equipment
 - Food menu
 - Security

During the event :

- Manage catering numbers effectively, maximizing value and minimizing wastage during the event
- Audiovisual coordination including projectors, projection screens, microphones and sound system
- Registration service at the venue including collection of business cards from the guests
- Distribution of Informational welcome packets during registration
- Directional signage for guests
- Effective documentation/Note taking by at least 2 persons
- Ensure availability of translation booth and sufficient number of translation equipment (at least 50) with 1 or 2 professional interpreters (Bangla – English) during the event
- Produce a 'Press release' for print and electronic media to be approved by UN Women

After the event :

- All notes collected-as soon as the event closes
- One final report on delivered services and highlights from the event-within 2 working days
- One single itemized invoice for all services-within 2 working days

CONTRACT SUPERVISION

UN Women Bangladesh has overall management of the work of the contractor. Under the overall supervision and direct consultation with the team, the contractor is expected to deliver quality outputs.

DELIVERABLES

The event management company are required to deliver the following :

Deliverable	Timeframe
<p>Organize Workshop :</p> <p>NAP workshop in Dhaka with 80 participants in consultation with un women and MoFA at Pan Pacific Sonargaon, Radisson Blu, BICC have organize venue.</p> <p>Arrange Food and refreshments : One lunch and two times tea & coffee with snacks</p> <p>Morning Snacks : Tea/Coffee ; fried item (Chicken or vegetable), two cookies at 11.00 am</p> <p>Afternoon Snacks : Tea/Coffee ; one plain cake at 4.00 pm</p> <p>Lunch : Standard Bengali Set Menu/Buffer (Polao/Plain rice, Kabab, Fish (Hilsha fried), Meat curry (beef, deshi chicken & mutton), Mixed vegetables, Mixed fruit salad & desert yoghurt or firni ; 500 ml water bottle.</p> <p>Note : Additional water and juice/cold drinks to be provided at the buffet counter during lunch.</p> <p>Providing multi Media/Screen/PA/sound system</p> <p>500 ml water bottle for each participant on the table.</p> <p>Decorate venue with banner and other visibility materials prior to the event (banner in Square feet with graphic design)</p>	9 August 2018 (Tentative)
<p>Invitation Card with envelop and banner:</p> <p>Design and distribute invitation cards for the participants; specification mentioned above</p> <p>Design Banner for the event (minimum standard size 9/5')</p>	20 July 2018
<p>Visibility Materials (As per specification mentioned above): 100 sets</p> <p>Print Folders, notebook, pen-drive and pen as per design of "Empowered Women Peaceful Communities"</p>	20 July 2018
<p>Logistic Support</p> <p>Organize food and refreshment</p> <p>Provide a reception desk during the event.</p> <p>AV Equipment</p> <p>Translation booth and sufficient number of translation equipment (at least 50) with 1 or 2 professional interpreters (Bangla – English) during the event</p> <p>Produce a 'Press release' for print and electronic media to be approved by UN Women</p>	9 August 2018 (Tentative)
<p>Reporting</p> <p>All notes and a detailed report after the event</p>	15 August 2018

REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE EVENT MANAGEMENT COMPANY :

The media firm will be required to have ;

- 5-10 years relevant expertise of planning and implementing similar events at scale. Demonstrated capacity and expertise to execute the activities, including availability of equipment, contacts and experience of undertaking similar assignments.
- Extensive experience in managing events for Ministerial level, UN organizations/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.
- Well-developed design and plan for executing the event. This includes the approach to event management, the timeline from appointment to the event, critical milestones, dependencies, lines of communications etc.
- Relevant work experience and qualifications of key personnel / senior staff to conduct the proposed project ; and the proposed management and team structure.
- A well developed, detailed, budget for the services of the Vendor relevant to event management, such as venue, catering, AV equipment, security, etc. Value for money will be an important consideration in the evaluation of the proposed budget, and therefore Vendors are strongly encouraged to provide as much detail in their proposal as they can.

DURATION OF THE ASSIGNMENT :

20 July to 10 August 2018

COPYRIGHTS

UN Women will reserve the copyright of all produced materials and should be permitted to use them without a time limit.

TERMS OF PAYMENT

The firm payment shall be based on the financial proposal developed for this assignment.

(Entire payment will be processed upon submission of prefixed deliverables and final report).

The details of payment schedule given below :

- 100% payment after completion of inception workshop as per contract
- Actual bill, voucher has to be submitted along with invoice, attendance sheet for the payment.

EVALUATION METHOD

Quotations will be evaluated based on UN Women Lowest-Price, Technically Compliant passed/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 be as per the following instruction :

- Courier by 12 July 2018, the latest
- Quotation with breakdown of different budget lines to
- Company profile and samples of relevant products/ projects in the last 3 years (Name of
- Project/ Clients, Project size/ amount in BDT, Project Duration)
- Three references with full recent contact details

ESTIMATED BUDGET: TBC

STATEMENT OF CONFIRMATION

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

To: UN Women Bangladesh Office

Date: *[insert date of Quotation]*

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 **[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.
- 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 N/A

- 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
- 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.

1.2 Adverse judgments or awards N/A

- 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 N/A

- 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 N/A

- 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 N/A

- 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 N/A

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 (if applicable or as per the TOR)

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)* N/A

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.

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 by Resources

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
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 (

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

Attached hard copy