

Request for Proposal

Reference No.: *UNW/RFP/2018/003*

Procurement service for Voter Outreach Initiative 2018



9th August 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Voter Outreach Initiative 2018

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure "Voter Outreach Initiative 2018" as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.

1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS))
 - b. Instructions to Proposers ([Annex 1](#))
 - c. Terms of Reference (TOR) ([Annex 2](#))
 - d. Evaluation Methodology and Criteria ([Annex 3](#))
 - e. Format of Technical Proposal ([Annex 4](#))
 - f. Format of Financial Proposal ([Annex 5](#))
 - g. Proposal Submission Form ([Annex 6](#))
 - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment ([Annex 7](#))
 - i. UN Women Model Forms of Contract ([Annex 8](#))
 - j. General Conditions of Contract ([Annex 8](#))
 - k. Submission Checklist ([Annex 12](#))
2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex 1\)](#)

PROPOSAL INSTRUCTION SHEET (PIS)

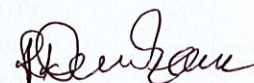
3. Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link:

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	Date and Time: Tuesday 28 August 2018 3:00 PM (EDT) [for local time reference, see www.greenwichmeantime.com] City and Country: <i>Dhaka, Bangladesh</i> This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail
4.1	Address for Proposal Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Road-113, House-11A, Gulshan-2, Dhaka-1212 Technical Proposal: Separately Financial Proposal: Separately Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> If no, please indicate Currency: <input type="text" value="BDT"/> <i>Proposer may submit proposal in any freely convertible currency</i>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	120 days If other, please indicate: <input type="text" value="120"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal. 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.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: Bangladesh Country Office Procurement <BCO.procurement@unwomen.org></p> <p>Clarification emails should include a subject header in the following format: "UNW RFP Reference #, Request for Clarification, Company/Contractor Name"</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></p>
2.5	Pre-Proposal/Bid Meeting	<p>Mandatory:</p> <p><i>[Date and time: Tuesday 28 August 2018 3:00 PM (EDT)]</i></p> <p>UN Women Road-113, House-11A, Gulshan-2, Dhaka-1212</p>

4. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. 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 2

TERMS OF REFERENCE (TOR)

Title	: Voter Outreach Initiative 2018
Project locations:	: 7 Divisions and 10 Districts
Type of Contract:	: Institutional Service Contract
Expected Date of accomplishment:	: December 15, 2018

A. Background

Women's political participation is critical to fulfilling the potential of democracy, women's enhanced participation in governance structure is viewed as fundamental to redress Gender Inequalities in societies. Women make essential contributions to achieving and maintaining peaceful and secure communities, the full realization of human rights, the eradication of hunger and poverty, and the promotion of sustainable development. UN Women is maximizing Women's Political Participation at both the Global and National levels, a major step for UN Women was the adoption of the resolution by the General Assembly (GA) on Women's Political Participation (A/RES/66/130). UN Women's electoral assistance mandate involves interventions throughout the electoral cycle both long-term and short-term basis, which is aligned with its Strategic Note and GA resolution where it urges all States, with the support of the UN System, to review the differential impact of their electoral systems on the Political Participation of Women and their representation in election and to adjust systems where appropriate.

Women face multiple obstacles to participate in political life. Structural barriers through discriminatory laws, electoral arrangements, and violence and conflict, are among the factors which limit women's options to participate in the mechanism. Bangladesh's pervasive violent political culture hampers Women's Political Participation in many ways. Women are afraid of becoming victims of political attacks and clashes. Women also fear their families, which limits their participation in political activities in grassroots as well as at the National level. Much of the electoral violence experienced by women is psychological in nature. In addition, sexual violence (as a form of electoral violence) has been experienced in the form of harassment and assault of women candidates, political activists and voters. Often, they are facing intimidation to limit voter choice which is common in Bangladesh, Also, in the public sphere, they are slandering by other candidates. Weak implementation of electoral laws, persistent patriarchal social norms and systemic sources of electoral violence, inequalities are excelled among women to act in election as voter or as a candidate.



UN Women has been working to promote Gender Equality and Women's Rights in the electoral process in cooperation with the Bangladesh Election Commission (BEC) and UNDP. The Overall objective of the Voter Outreach Initiative is to create awareness and capacity of Women, Men, Youth and relevant stakeholders like BEC, CSOs to enhance Women's effective participation in the National Election 2018.

UN Women seeks applications from appropriate agencies to support UN Women in order to accomplish following objectives;

- To support UN Women to organize workshop with BEC officials in Dhaka.
- To support UN Women to organize multi stakeholder dialogue on Violence against Women (VAW) in Elections in Dhaka.
- To support UN Women to organize 7 BRIDGE trainings at the divisional level.
- To support UN Women to organize awareness raising events at the sub-national level in 10 districts (minimum 1 district in one division) on Women's political participation, particularly on Violence Against Women in election using ICT based outreach and communication materials provided by the project, to disseminate messages before and during National Election 2018.

Scope of Work:

- Provide support to hold a national level workshop with BEC Officials in Dhaka. Organize venue, food, banner, communications costs, participants travel allowances and workshop related logistics such as note book, pen, folder, sound system, flipchart, marker etc.
- Provide support to 7 Divisional level BRIDGE (Building Resources in Democracy, Governance and Elections) trainings for election related stakeholders. Organize venue, accommodation for participants, food, banner, participants travel allowances and workshop related logistics such as note book, pen, folder, sound system, flipchart, marker etc.
- Provide support to hold 1 National level Multi-Stakeholder dialogue on Violence Against Women in Election in Dhaka. Organize venue, food, banner, participants travel allowances and workshop related logistics such as note book, pen, folder, sound system, flipchart, marker etc.
- Organize awareness raising activities using offline, online media and ICT in 10 districts¹ (minimum one district in one division) on Women's Participation in Election, particularly on Violence Against (VAW) Women in Election. Organize awareness raising materials such as banner, flyer, props, participants travel allowances, coordination costs, communications costs and logistics.

¹ Rajshahi, Sylhet, Barisal, Khulna, Mymensing, Rangpur, Dinajpur, Dhaka, Chittagong and Comilla.

The agency is expected to provide support to UN Women to implement workshop/trainings/dialogue with the concern of Bangladesh Election Commission. To implement the interventions, the agency can charge management/coordination cost. The agency should have strong presence at the sub-national level with proven capacity on social awareness raising related campaigns or engagements.

Expected Results:

- Successfully organized planned workshops, BRIDGE trainings and multi-stakeholder dialogue.
- Successfully organized awareness raising events activities on Women's Participation in election, particularly focusing on VAW in elections in 10 districts (minimum one district in one division).

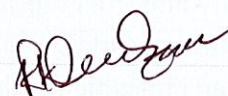
Duration of the work:

The assignment will commence upon signing the contract and expected to be completed by the December 15, 2018.

Expected Deliverables:

Deliverables	Deadline
1. A detailed plan submitted to UN Women how provide the support.	By 2 nd week of September 2018
2. Provided support to organize 1 national workshop, 1 multi-stakeholder dialogue, 7 divisional level BRIDGE trainings in consultation with UN Women, Election Commission and its local offices and reported to UN Women. (Workshop with Election Commission officials in Dhaka- 30 participants, Multi-Stakeholder dialogue in Dhaka- 100 participants, Divisional level BRIDGE trainings- 40 participants each)	By mid of October 2018
3. Provided support to organize awareness raising events in 10 districts (300 participants in each district ensuring higher percentage of women participants) and reported to UN Women.	By 3 rd week of November 2018
4. Completion report.	By 2 nd week of December

Schedule of payment:



Partial payments will be made upon receipt of each particular based on following breakdowns:

Particular	Payment (%)
A detailed plan submitted to UN Women.	20%
Successfully organized 1 national workshop, 1 multi-stakeholder dialogue, 7 Divisional level BRIDGE trainings in consultation with UN Women, Election Commission and its local offices and reported to UN Women.	40%
Successfully organized awareness raising activities in 10 districts and reported to UN Women.	20%
Final report submission.	20%

Submission of Quotation

Interested agencies should submit a quotation in response to the TOR, which should be as per the following instruction:

- Courier by 28 August 2018, the latest
- Quotation with breakdown of budget lines according to deliverables and scope of work according to ToR.
- A narrative on proposed methodology and approach according to ToR.
- Agency profile and samples of relevant products/ projects of last 3 years.
- Three references with full recent contact details.

ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and recommends signing up to the Womes Empowerment Principles.

Other Formal Requirements:

- *Offers are signed by an authorized party, including Power of Attorney if stipulated;*
- *The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal Instruction Sheet above;*
- *The offer is valid;*
- *The offer is complete and eligible.*

2. Cumulative Analysis Methodology: A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the total obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points ("maximum number of points") which a firm/agency may obtain for its proposal is as follows:

Technical proposal: [700]

Financial proposal: [300]

Total number of points: [1000]

Evaluation of technical proposal:

Evaluation of financial proposal:

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

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

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture: Capability which is likely to affect performance (i.e. size of the organization, strength of management support). <ul style="list-style-type: none"> - 5-7 years relevant experience on similar issues on a large scale. Demonstrated capacity and expertise to execute the activities in a time-bound situation. - Experienced staff and effective team. - Coverage in 7 divisions of Bangladesh. 	200

1.3	Relevance of: <ul style="list-style-type: none"> - A good understanding, knowledge and work experience on Gender Equality, Women's Rights issues, particularly on Gender and Election and VAW. 	100
Sub-total		300
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Competency of the proposed methodology and approach by the agency in responding to the Terms of Reference (ToR). <ul style="list-style-type: none"> - Proposed Analysis, Approach and Methodology- including Proposer's understanding of UN Women's work, adherence to the TOR. 	250
2.2	Composition of the team, and the work tasks (including supervisory). <ul style="list-style-type: none"> - Qualifications and competency of proposed staff for the task. 	100
2.3	Experience working with international organizations or NGOS, particularly with UN agencies on similar task.	50
		400
[70%] of [xx] pts = [xx] pts needed to pass technical		700

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.

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

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

Section 1.0: Expertise and Capability of Proposer

1.1 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.2 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.3 Relevance of Specialized Knowledge and Experience on Similar Projects

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

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

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.

- 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

2.2 Management - timeline, deliverables and reporting

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

Section 3.0: Resource Plan, Key Personnel

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

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

3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://weprinciples.org/Site/CompaniesLeadingTheWay/): <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

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

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

Sample CV template: *[Adjust per needs]*

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	

Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

ANNEX 5

FORMAT OF FINANCIAL PROPOSAL

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

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

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

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

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.
 - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.

- c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
- d. An all-inclusive amount for local travel, if applicable.
- e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
- f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	A detailed plan submitted to UN Women.	20%		By 2 nd week of September 2018
2	Successfully organized 1 national workshop, 1 multi-stakeholder dialogue, 7 Divisional level BRIDGE trainings in consultation with UN Women, Election Commission and its local offices and reported to UN Women.	40%		By mid of October 2018
3	Successfully organized awareness raising activities in 10 districts and reported to UN Women.	20%		By 3 rd week of November 2018
4	Completion report.	20%		By 2 nd week of December
	Total	100%	USD	

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative: _____

Address: _____

Telephone: _____

Email: _____

ANNEX 6

PROPOSAL SUBMISSION FORM

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

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

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *[Title of goods/services/works]* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of [____] days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;

- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries _____ [insert the nationality of the proposer, including that of all parties that comprise the proposer]
- (h) We have no conflict of interest in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

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

In the capacity of _____ [insert legal capacity of person signing this form]

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

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

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

ANNEX 7

VOLUNTARY AGREEMENT

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

- ☐ Acknowledge values & principles of gender equality and women's empowerment;
- ☐ 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;

- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ 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: _____

ANNEX 8

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

[Note to Proposers] Hard Copy will attach

ANNEX 12

SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:

• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
• Financial Excel Spreadsheet (if required)	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	

