

# Request for Quotation (RFQ) for Services

Reference No.: *UNWOMEN/RFQ/2019/001*

*UN Women (2019) (2019) (2019)*

This is not an order



10/03/2019

Dear Sir/Madam,

**Subject: Request for Quotation (RFQ) for ICT Engineer (HelpDesk) Services**

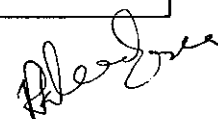
1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of ICT Engineer (HelpDesk) Services as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, 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. Eligibility Criteria (Annex 6)
  - h. 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 (10) 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
<b>Deadline for Submission of Quotation</b>	Date and Time: March 22, 2019 12:00 AM <i>Dhaka, Bangladesh</i> This is an absolute deadline, Quotation received after this date and time will be disqualified.
<b>Method of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail
<b>Address for Quotation Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: <b>UN Women</b> <b>Road-43, House-39, Gulshan-02, Dhaka-1212</b> <b>Attn: RFQ for ICT Services (Help Desk)</b>
<b>Language of the Quotation</b>	<input checked="" type="checkbox"/> English
<b>Quotation Currencies</b>	Any freely convertible currency: <i>BDT</i>




<b>Quotation Validity Period commencing after closing date of RFQ</b>	<p><i>Choose an item.</i></p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
<b>Payment Terms</b>	<p><input type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)</p> <p><input checked="" type="checkbox"/> Others Monthly payment based on satisfactory service</p>
<b>Clarifications of solicitation documents</b>	<p>Requests for clarification may be submitted by 17<sup>th</sup> March 2019 the submission date to: <b>Bangladesh Country Office Procurement</b> &lt;<a href="mailto:BCO.procurement@unwomen.org">BCO.procurement@unwomen.org</a>&gt;</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: "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>
<b>Contact for requesting clarifications</b>	<p><b>Bangladesh Country Office Procurement</b> &lt;<a href="mailto:BCO.procurement@unwomen.org">BCO.procurement@unwomen.org</a>&gt; 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>
<b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b>	<p><input checked="" type="checkbox"/> E-mail</p>

<b>Expected Delivery Date and Time.</b> Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	<input type="checkbox"/> 07 days from the issuance of the purchase order & Contract <input checked="" type="checkbox"/> As per deliverable plan stated in TOR (i.e. daily and monthly)
<b>Value Added Tax on Proceed Quotation</b>	<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 <i>Note : As All UN is VAT, TAX excluded</i>
<b>Evaluation Criteria</b>	Standard Eligibility Criteria are detailed in Annex 6. <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 <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input checked="" type="checkbox"/> UN Experience will be additional <input checked="" type="checkbox"/> ICT person need to be present at UN Women everyday, same person no alternate <input checked="" type="checkbox"/> Good reference from three referees on previous experiences with UN Agencies or INGO's
<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <input checked="" type="checkbox"/> Others/ Institutional service 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.


4  


Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link:  
[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf).

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

Yours sincerely,



**Reshma Khan Zaman**

*Operations Manager*

UN Women

H: 39, R: 43, Gulshan 2,  
Dhaka-1212. Bangladesh.

#### ANNEX 1

### **TERMS OF REFERENCE (TOR) ICT Engineer (Help Desk) Service for UN Women Bangladesh Office**

#### **Deliverables :**

- Monthly IT Activity Report of UN Women Bangladesh Office
- Timely and effective IT personnel and support services, troubleshooting and maintenance services for UN Women Bangladesh Office

**IT Service provider will ensure that the IT infrastructure at UN WOMEN office is in good condition and users are able to access all resources without any problem.**

#### **General**

- Work in coordination with authorized staff member/s for all ICT related work ;
- Provide technical support for video conference, skype call, meetings and workshops as required ;

- Day-to-day troubleshooting of ICT equipment, especially computers ;
- Ensure that UN Women Bangladesh ICT system is operating as per authorized policy of HQ ;
- Ensure UN Women Bangladesh's data are backup following the UN Women Bangladesh ICT disaster recovery plan ;
- Ensure the internet connectivity is up and ready for UN Women users access to internet ;
- Make sure that the network printers are accessible from the workstations;
- The permission from UN Women staff is required for task of install, upgrade, configure software on computer or any UN Women device ;
- Maintain inventory of computer hardware, installed software and keep the record of inventory up to date for all capital and non-capital IT assets as well as cell phones ;
- Ensure a virus-free environment and removing viruses from infected systems and flash disk drives.
- Ensure all UN Women cell phones for staff are operating smoothly.

**IT Engineer : Service provider will supply an Engineer to look after the ICT setup for UN WOMEN Bangladesh office. The Engineer should have experience on the following areas :**

- Manage network infrastructure equipment and service e.g. leased line connectivity, cabling, switches, and wireless routers, firewall, and etc.
- Maintain and install Software and hardware (including telephone system and printers) e.g. Office365, Symantec Endpoint Protection, Adobe Acrobat, Internet web browser). Be responsible for reinstalling software in case of broken-down. Do not setup software without license on UN Women computer/server. And remove the suspicious software. Clean virus for Client when found and do monthly virus scan and/or upon Client's request ;
- Troubleshoot on operating systems which using in UN Women's computer (Windows 10) ;
- Provide knowledge on how to use software applications such as Microsoft Office 2016, Antivirus program, Adobe Reader, etc ;
- Assist for preparing configuration, comparison and others related work ;
- Manage ICT suppliers (Suppliers for ICT equipment, software, ICT supplies (Toner, Servicing, Equipment, etc);
- Maintain and manage SharePoint site.

**Services : Following services are required to be undertaken by the service provider for maintaining the IT setup at UN WOMEN Bangladesh office :**

#### **A. Hardware services**

- Install, troubleshoot and maintain of new computers and up gradation of existing computers, printers and other related equipment e.g. scanners, modems, etc. ;
- LAN/WAN infrastructure including cabling, routers, switches and access points etc. ;

- Troubleshoot and provide resolution of hardware problems ;
- Support for Video conference and audio conference equipment ;
- Support for setup ICT equipment for meeting/workshop/conference e.g. setup LCD projector, laptop with power point presentations, microphone and speaker ;
  - Coordinate with service providers i.e. internet service provider, service providers for computers and printers, video conference equipment supplier, etc. ;
  - Provide configuration on Smart phones to synchronize to UN Women email system ;
  - Responsible for all mobile sim, maintain Sim custodian list, keep tracking of mobile and internet connection ;
  - Summarize monthly cell phone bills and coordinate with finance for payment ;
  - Keep contact with cell phone company and make sure all cell phone, modems can be operating
  - Communicate with staff need to be handle very smoothly, timely follow up with information is very essential.
  - Smoothly handle with all troubleshoot problem as per required.

#### **B. Software Services :**

- Install and configure of operating system and software application packages.
- Install of software updates – Windows, Office and antivirus.
- Troubleshoot of user-reported problems related to Windows, MS Office, and other standard software packages.
- Repair, install and prepare a computer in case of OS corruption.

#### **C. Network Services :**

- Manage of Active Directory, DHCP & DNS
- Ensure the internet is always accessible to all users.
- Ensure that Internet and Email are functional at all times.
- Configure of Outlook to be done for new computers or when a computer is re-formatted and new set.
- Configuration of data cards on laptops (if required)
- Implement changes on all computers as per directions from the HQ/Regional office.
- Rectify any problems arising due to faulty cabling or network device.
- Ensure users are well connected to the network printers in the office.
- Install all software as per required.

#### **D. Data Backup Services**

- Work with online library focal and assist in online data backup ;
- Ensure one drive is in working condition in all computers and data backup is active ;
- Ensure that Outlook data back up in cloud is in running condition ;

- Contact RO/HQ : Outlook, and Intranet trouble shooting.

#### **Knowledge sharing :**

Share IT related updated information with UN WOMEN personnel in Bangladesh and assist in capacity building

#### **Minimum qualifications required for the IT Engineer/Expert :**

- Legally registered organization, Business Company with requisite experience and background
- Minimum 5 years of experience in providing IT support services (software and hardware, networks services)
- Experience in providing IT support services for multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage
- The company must have IT support personnel with the following qualifications :
- University degree or diploma in Information Technology, Computer Sciences, Engineering or any other related fields
- Minimum of two years working experience as IT support staff
- Hands-on experience in trouble-shooting, networking, hardware and software maintenance
- Knowledge of customer service principles and practices
- Knowledge of computers, basic programming and relevant software applications
- Previous working experience in or with UN/NGO is an asset
- Good command of English, both written and spoken
- Able to work under challenging circumstances with minimum supervision.

#### **Schedule for engineer's visits**

- The service provider will send their engineer to visit the UN WOMEN office on 5 working days through the week on a Full time basis. **No Changes of person, same person require 05 working days.**
- Timings : The engineer shall be available during office hours i.e., between 8.00 am and 4.30 pm on week days e.g., Sunday through Thursday.
- After-office support : If required, the service provider will assign an engineer to provide support remotely or by going to the office to attend the problem.\
- Leave, sick leave, at any emergency requirement of engineer company will provide alternate office within immediate effect.

#### **Additional information and requirements :**

- Spare parts needed to replace faulty components shall be provided by UN WOMEN.
- The IT engineer will coordinate and report to the designated person at UN WOMEN.

- The service provider will ensure a 95% up time for all IT equipment's and services.
- In case the regular engineer is unavailable, a backup engineer must be available at the office.  
(Back up person CV also need to provide)
- Provide support in Sub offices remotely as per requirement.

Deliverable	Timeframe
Monthly IT Activity Report	
Timely and effective IT personnel and support services	
Troubleshooting and maintenance services	

#### MINIMUM REQUIREMENT

UN Women Minimum Requirement	Offerors Response
<b>Team composition</b>	
<u>Project Manager/ Company Profile</u> [Include minimum qualification criteria against which the CVs for each of the proposed team members will be evaluated]	<input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template") <input type="checkbox"/> No
<u>Project team members/ Engineer and Backup Person</u>	<input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template") <input type="checkbox"/> No
<u>Subcontractors (if any):</u> The offeror shall not sub-contract > 50% of the work.	<input checked="" type="checkbox"/> Yes (Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities) <input type="checkbox"/> No
<b>Relevant Experience of the Firm</b>	
[Add details of the experience information relevant for the TOR requirements]	<input checked="" type="checkbox"/> Yes (Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 "Relevant Experience") <input type="checkbox"/> No
<b>Reference</b>	
[Minimum three client references that include the name of the contact person, title and contact information]	<input checked="" type="checkbox"/> Yes, a minium of three (3) references available Fill in below : 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)

	<p>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)</p> <p>3. 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)</p> <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:**

**Title:** ) ICT Engineer (Help Desk) Service for UN Women Bangladesh Office

**Deadline Date/Local time:** As per Dead Line

**Please complete (A), (B), or (C) and return to** [insert email of procurement mailbox or practitioner and/or postal mailbox and/or fax number] **by** [insert deadline date/time/time zone].

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

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

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

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

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **[Title of Services]** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [\_\_\_] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

### SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

<p><i>Exact name and address of company</i></p> <p>COMPANY NAME: _____</p> <p>ADDRESS: _____</p> <p>PHONE NO.: _____</p> <p>E-MAIL ADDRESS: _____</p>	<p>AUTHORIZED SIGNATURE: _____</p> <p>DATE: _____</p> <p>NAME: (TYPE OR PRINT) _____</p> <p>FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____</p>
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**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).

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

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:

- Best Value for money
- Fairness, integrity and transparency
- Effective competition
- 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**

**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)**

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.

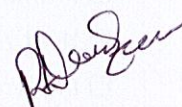
In case of an equipment component to the service provided, the Financial Quotation should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

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 Monthly Remuneration of Engineer And Management Fee if Applicable	Qty.	Cost Day/Week/Month	Unit Cost USD/BDT	Total Cost USD/BDT
1	Total Year 01	01 Person			
2	Total Year 02				
3	Total Year 03				
	Total				

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.



#### Important Note

- Institutions are required to submit proposal for three years with yearly breakdown. Contract will be issued to selected institution for three years with termination provision.
- In case, requirements of additional Engineer/s, institution shall provide services on same rates with same terms and conditions.

End of Annex 2

### ANNEX 3

## UN WOMEN GENERAL CONDITIONS OF CONTRACT

Hard Copy is attached by:

### 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

*Copy of Contract is attached by:*

## ANNEX 6

# ELIGIBILITY CRITERIA

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. 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;
- b. 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;
- c. 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 submission, the Bidder:

- d. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- e. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- f. is included in any other Ineligibility List from a UN Women partner and if so listed in the RFQ Instructions.
- g. 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.