

Request for Quotation (RFQ) for Services and Goods

Reference No.: *RFQ/UNW/HAI/19/001*

Sélection d'une firme, d'une agence en communication audiovisuelle pour la production de matériels de visibilité et de promotion traçant le parcours des femmes politiques en Haiti.

15/03/2019

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for *Sélection d'une firme, d'une agence en communication audiovisuelle pour la production de matériels de visibilité et de promotion traçant le parcours des femmes politiques en Haiti.*

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Sélection d'une firme, d'une agence en communication audiovisuelle pour la production de matériels de visibilité et de promotion traçant le parcours des femmes politiques en Haiti.* as described in the Annex I to this request for quotation.

1. 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 \(Annex 5\)](#)
2. Quotations submitted by email must be limited to a maximum of **8** MB, virus-free or corrupted contents to avoid rejection, and no more than **2** email transmissions.
3. 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.
4. 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.
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 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 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.
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. 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.
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: March 25, 2019 12:00 AM Port-au-Prince, Haiti (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: <input checked="" type="checkbox"/> Electronic submission of Quotation:
Address for Quotation Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women 13, Rue Stephen, Museau, ONU Femmes Port-au-Prince, Haiti Attn : Services des achats <input checked="" type="checkbox"/> Electronic submission of Quotations: haiti.achat@unwomen.org Quotations should be submitted to the designated address by the date and time of the deadline given.
Language of the Quotation	<input type="checkbox"/> English <input checked="" type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Other (pls. specify) _____ Creole _____
Quotation Currencies	Any freely convertible currency: _____ <i>HTG</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.

<p>Payment Terms</p>	<p><input checked="" type="checkbox"/> Others 20% - à la signature du contrat 30% - à la remise des albums 30% - Documentaire pour commentaires 20% à la réception du document final et des rush</p>
<p>Clarifications of solicitation documents</p>	<p>Requests for clarification may be submitted 3 days before the submission date to: haiti.achat@unwomen.org</p> <p>If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.</p> <p>Clarification requests of this RFQ shall include the following subject header format: “<i>RFQ# Request for Clarification from Vendor Name</i>”</p> <p>Suppliers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
<p>Contact for requesting clarifications</p>	<p>Address: haiti.achat@unwomen.org</p> <p>E-mail address dedicated for</p> <p>This purpose : <i>Sélection d’une firme, d’une agence en communication audiovisuelle pour la production de matériels de visibilité et de promotion traçant le parcours des femmes politiques en Haiti.</i></p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
<p>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</p>	<p><input checked="" type="checkbox"/> E-mail</p>

<p>Expected Delivery Date and Time.</p> <p>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR</p>	<p><input checked="" type="checkbox"/></p> <table border="1" data-bbox="574 323 1435 1050"> <tr> <td>Plan de travail pour la production des produits audiovisuels en Haïti</td> <td>1 jour</td> <td>20% - à la signature du contrat</td> </tr> <tr> <td>5 spots (90 secondes chacun) sur des réalisations de femmes dans le domaine de la politique. 5 portraits de 3 min de 5 femmes : candidates, élues en fonction, électrices mettant en lumière parcours, défis, succès et perspectives.</td> <td>7 jours</td> <td>30% - à la remise des albums</td> </tr> <tr> <td>Une vidéo documentaire de 15 minutes sur les femmes politiques en Haïti</td> <td>30 jours</td> <td>30% - Documentaire pour commentaires</td> </tr> <tr> <td>Soumissions des contenus après commentaires</td> <td>2 jours</td> <td>20% à la réception du document final et des rush</td> </tr> </table>	Plan de travail pour la production des produits audiovisuels en Haïti	1 jour	20% - à la signature du contrat	5 spots (90 secondes chacun) sur des réalisations de femmes dans le domaine de la politique. 5 portraits de 3 min de 5 femmes : candidates, élues en fonction, électrices mettant en lumière parcours, défis, succès et perspectives.	7 jours	30% - à la remise des albums	Une vidéo documentaire de 15 minutes sur les femmes politiques en Haïti	30 jours	30% - Documentaire pour commentaires	Soumissions des contenus après commentaires	2 jours	20% à la réception du document final et des rush
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<p>Value Added Tax on Proceed Quotation</p>	<p><input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes.</p>												
<p>Evaluation Criteria</p> <p><i>[check as many as applicable]</i></p>	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I</p> <p><input checked="" type="checkbox"/> Lowest price offer</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time</p>												

<p>Type of Contract to be Signed</p>	<p><input checked="" type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input type="checkbox"/> Professional Service Contract</p> <p><input type="checkbox"/> Other Type/s of Contract: Minimis Contract</p>
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10. 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.

11. 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.

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

Yours sincerely,

ONU Femmes

ANNEX 1

TERMS OF REFERENCE (TOR)



Pour un monde 50-50 en 2030
Franchissons le pas pour l'égalité des sexes

Lieu :
Port-au-Prince, HAÏTI

Date limite de candidature :
25 mars 2019

Date de démarrage prévue : 01 avril 2019

Type de Contrat : Contrat de service (individuel)
Niveau de la position : Consultation nationale
Langues requises : Français et Créole haïtien, Anglais un atout
Durée initiale du contrat : 40 jours

Termes de référence pour la sélection d'une firme, d'une agence en communication audiovisuelle pour la production de matériels de visibilité et de promotion traçant le parcours des femmes politiques en Haïti.

Contexte

En dépit des progrès réalisés par les femmes haïtiennes dans la lutte pour le respect de leurs droits et pour l'amélioration de leurs conditions de vie — dont la création du Ministère à la Condition féminine et aux droits des femmes (MCFDF) en 1994 est un exemple éloquent — de grands défis demeurent. En 2012 le MCFDF a organisé des forums participatifs pour analyser ces défis et y apporter « des réponses concrètes et durables » (MCFDF 2013).

Le MCFDF a réalisé des échanges sur cinq axes thématiques : (1) l'éducation, (2) la santé, (3) le leadership et la participation politique, (4) l'économie et (5) la justice et le statut juridique. Ces axes reflètent les priorités retenues par l'Etat haïtien, suite à la Conférence de Beijing en 1995, pour combattre les discriminations contre les femmes. Les problèmes soulevés et les recommandations formulées par les participantes à ces forums ont servi de base à la rédaction du Livre blanc sur la condition féminine, un outil de plaidoyer en faveur du développement et de la mise en œuvre de politiques publiques qui facilitent la participation effective des femmes et assurent leur réussite dans la reconstruction du pays.

Les dernières élections ont permis à moins que 3% de femmes d’occuper des sièges au parlement haïtien. Donc, la situation est alarmante et demande un renforcement du plaidoyer. Ainsi, cet appel d’offre vient à point nommé et s’inscrit dans le cadre du programme de ONU Femmes en Haiti relatif au renforcement de la participation et représentation politique des femmes.

L’un des axes de ce programme concerne la documentation de parcours de femmes électrices, candidates, ainsi que leur exposition a la violence dans les processus électoraux, afin de nourrir la réflexion sur les barrières à la participation politique des femmes ainsi que sur les pistes de solutions vers une participation accrue et valorisée des femmes dans les processus électoraux.

L’action politique ne constitue que l’un des domaines dans lesquels s’exprime le leadership féminin. ONU Femmes, en étroite collaboration avec le Ministère à la Condition Féminine, des organisations de la société civile et les femmes et jeunes filles, travaille également à l’amélioration de la représentation des femmes dans des filières professionnelles dans lesquelles leur contribution est encore faible.

Les métiers de la construction, de l’ingénierie sont des secteurs dominés par une main d’œuvre et expertise masculine et considérés comme loin des attributs traditionnellement conférés aux femmes. Les stéréotypes de genre, la structure du marché, l’offre de formation, l’aces a l’information sur les filières professionnelles, des cultures d’entreprise masculinisées sont autant de facteurs qui contribuent à conforter une exclusion des femmes de secteurs porteurs pour la nation, dans lesquelles elles pourraient contribuer et qui manquent cruellement de main d’œuvre. La promotion des femmes dans ces secteurs constitue une des stratégies, combinées avec un soutien à la formation professionnelle, au placement et a l’accompagnement des entreprises dans la gestion de la culture d’entreprise constitue l’un des axes d’intervention de ONU Femmes dans ce secteur.

Responsabilités

Le prestataire de service travaillera sous la supervision technique du Spécialiste Programme et en collaboration étroite avec le responsable Communication et Relations Publiques.

Pendant la consultation, le consultant aura pour taches de :

1. Produire une vidéo documentaire de 15 minutes sur les parcours de femmes politiques en Haïti
2. Réaliser des portraits de 3 min de 5 femmes : candidates, élues en fonction, électrices mettant en lumière parcours, défis, succès et perspectives.
3. Produire 5 spots (90 secondes chacun) de promotion des femmes dans les métiers de la construction sur la base de scénarii validés par ONU Femmes
4. Assurer le sous-titrage des vidéos vers le français et/ou anglais
5. ONU Femmes conserve le copyright des productions. Le prestataire de service peut utiliser les travaux à des fins de promotion de son travail.

Produits attendus

Version haute résolution d’une vidéo documentaire de 15 minutes

5 portraits de femmes
 5 spots de 90 secondes chacun
 Version web de chacun des produits
 Version non-éditée des prises de vues et chacune des versions éditées
 Tous les plans tournés devront être remis à ONU Femmes en version électronique

Réception des livrables

Livrables	Période	Coût /livrable
Plan de travail pour la production des produits audiovisuels en Haïti	1 jour	20% - à la signature du contrat
5 spots (90 secondes chacun) sur des réalisations de femmes dans le domaine de la politique. 5 portraits de 3 min de 5 femmes : candidates, élues en fonction, électrices mettant en lumière parcours, défis, succès et perspectives.	7 jours	30% - à la remise des albums
Une vidéo documentaire de 15 minutes sur les femmes politiques en Haïti	30 jours	30% - Documentaire pour commentaires
Soumissions des contenus après commentaires	2 jours	20% à la réception du document final et des rush

Le paiement des honoraires de la consultation se fera en quatre versements. Ces paiements lui seront versés après la remise des documents ou outils tel qu'indiqué dans le tableau ci-dessus.

Durée de la consultation

La période de consultation est de 40 jours. La firme ou le/la consultant-e indépendant-e devra demeurer disponible 5 jours ouvrables après la consultation pour de possibles ajustements et suivis.

Affectation du prestataire

Le prestataire entretient des relations régulières avec le bureau de l'ONU Femmes et effectue des déplacements sur le terrain au besoin ONU Femmes met à disposition du consultant les moyens de déplacement suivant un calendrier préalablement défini.

Compétences

Compétences globales :

- Compétences avérées dans la conception et la réalisation de documentaires audio-visuels en particulier

dans le domaine de la participation politique des femmes et de la démocratie inclusive

- Expérience en matière de conduite d'interview individuelles
- Expériences de travail pour des institutions internationales en particulier des Nations Unies
- Connaître et comprendre la réalité sociopolitique, économique et culturelle du pays ;
- Avoir participé dans la réalisation de documentaires ou spots en Haïti
- Capacité à se déplacer dans les différentes zones de prise de vue
- Bonne maîtrise et application des règles d'éthique applicables en matière d'entretien, réalisation de supports vidéo etc.
- Excellente capacité d'adaptation aux changements
- Bonne capacité de proposition et d'initiative

Compétences Fonctionnelles :

- Capacité à développer et éditer des vidéos de bonne qualité, adaptable à différents formats y compris web – HD 190x1080 ou plus.
- Bonne maîtrise des logiciels vidéo/ édition (Final Cut, Adobe Premier, After Effects, Illustrator, Photoshop, Indesign) ;
- Expérience et capacité à assurer la conversion sous différents formats
- Compétences démontrées en termes d'édition et transfert vidéo
- Compétences de mixage de son, optimisation audio
- Dispose d'un équipement vidéo/ photo de qualité

Qualifications et Expérience

Education:

- Le prestataire de service doit avoir des profils ayant au moins un diplôme d'études supérieures de niveau licence en communication sociale, en marketing ou dans un domaine connexe ou l'équivalent en expérience démontrée dans la production audio-visuelle, montage ou un domaine équivalent.

Expériences :

- Avoir mené ou participé à la réalisation de documentaires spécifiques dans le domaine de la participation politique des femmes et de leadership féminin
- Avoir réalisé des documentaires audiovisuels sur des phénomènes sociaux en Haïti
- Avoir des compétences prouvées dans le traitement d'images (photos et vidéos)
- Avoir conçu et réalisé des outils de communication pour des cibles de couches sociales différentes (lettrés et illettrés) ;
- Avoir réalisé des travaux pour les agences de l'ONU en est un atout ;

Documents à soumettre dans le dossier de candidature :

- Les intéressés devront soumettre les documents suivants :

1. Proposition technique

- Note explicative sur la compréhension des termes de références de la mission et les motivations de la candidature (Methodogie);
- Curriculum vitae complet du consultant-e indépendante ou chacun des membres de l'équipe de la firme ou l'agence ;
- Formulaire P11 (exclusivement pour consultant-e expert-e indépendant-e) ;
- Un CD ou DVD avec des échantillons de travaux déjà réalisés ;
- Suivre les instructions plus détaillées dans l'appel à proposition à l'attention des soumissionnaires ou promoteur intéressé manifestant l'intérêt (document en annexe ou à réclamer auprès d'ONU FEMMES).

2. Proposition financière

La proposition financière doit être forfaitaire et formulée en gourdes.

Il est recommandé aux candidats de préciser la ventilation du montant forfaitaire en indiquant le coût du transport, les frais de séjours, les honoraires en tenant compte du nombre de jours de travail prévus.

Le réalisme des coûts indiqués pour le voyage pourra être vérifié par ONU Femmes Haiti sur la base des prix du marché pour les trajets concernés.

Toute dépense non prévue dans les termes de référence ou dans l'offre financière ne sera prise en compte qu'après consultation et validation préalable de Onu Femmes et amendement au contrat.

Les paiements seront réalisés sur la base des produits livrés et des besoins préliminaires à la mission.

La firme dont la proposition aura été retenue pourra ou non être invitée ou contactée par téléphone pour un entretien individuel et un échange sur l'offre technique financière, à l'issue duquel un ajustement pourra être nécessaire.

ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: *[insert solicitation reference no.]*

Title: *[Insert Title]*

Deadline Date/Local time: *[insert date and time with time zone indicator of deadline]*

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

<p>(C) We do not intend to submit a proposal for the following reason(s):</p>	<ul style="list-style-type: none"><input type="checkbox"/> Our current workload does not permit us to take on additional work at this time<input type="checkbox"/> We do not have the required expertise<input type="checkbox"/> There is insufficient time to prepare a proper submission in response to this solicitation<input type="checkbox"/> Our funds or other resources are insufficient to carry out the work required<input type="checkbox"/> We choose not to participate due to a conflict of interest involving: _____<input type="checkbox"/> Other (please specify): _____ <p>Company Name: _____</p> <p>Contact Name: _____</p> <p>Email: _____</p> <p>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.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Technical Information

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

Section A: Expertise and Capability of Supplier
<p><u>1.1 The organization</u></p> <ul style="list-style-type: none"> • 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 [Request for financial statement should depend on the nature/complexity of the service, as per TOR] • 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.
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> • 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.
<p><u>1.3 Subcontracting and partnerships</u></p> <ul style="list-style-type: none"> • 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.
<p><u>1.4 Relevance of Specialized Knowledge and Experience on Similar Projects</u></p> <ul style="list-style-type: none"> • 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
<p><u>2.1 Analysis approach, methodology</u></p> <ul style="list-style-type: none"> • Provide a description of the Supplier's approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR. • Explain your organization's understanding of UN Women's needs for the services or works. • Describe how your organization will adhere to UN Women's procurement principles in acquiring services on

behalf of UN Women. UN Women’s general procurement principles:

- a) Best Value for money
- b) Fairness, integrity and transparency
- c) Effective competition
- d) The best interests of UN Women

Section C: Resource Plan, Key Personnel

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

Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each.

3.2 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier’s organization, women in leadership positions, and percentage of women shareholders.
- Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women’s core mandate.

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

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.

[Note to procurement practitioner: select either option A or B below, based on the TOR and project requirements]

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2...		
	Total	100%	USD

[OR]

B. Cost Breakdown by Resources

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost, Please detail the following: 1. Estimated return tickets for travel (if any) 2. Accommodation and other expenses away from home (if any) 3. Local transportation 4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 1 lump sum 1 lump sum 1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

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

End of Annex 2

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

[Select applicable link and delete the others]

[GCCs for Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

[or](#)

[GCCs for Goods & Services](#)

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

[or](#)

[Complex Goods or Works](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women’s Empowerment

Between

_____ (Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (_____) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Hold gender-specific trainings or courses for staff;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____





Signature: _____

Date: _____/_____/_____
 DD MM YYYY

ANNEX 5

MODEL FORM OF CONTRACT

[The procurement practitioner should select the applicable model that will be signed by contractor below. Please copy and paste the final version of applicable contract model, because the links are internally accessible only and outside vendors cannot access them.]

-  [Model Institutional Service Contract - Under 30,000 Value](#)
-  [Model Professional Service Contract - Over 30,000 Value](#)
-  [UN Women Long Term Agreement \(LTA\)](#)
-  [Model Contract for Goods](#)