

Request for Quotation (RFQ) for Service

Reference No.: *RFQ/UNW/HAI/19/016*

Recrutement d'une firme pour la réalisation de formations pour les acteurs et actrices du développement sur la promotion de l'équité de genre et le leadership féminin dans le milieu rural haïtien

07/11/2019

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for *Recrutement d'une firme pour la réalisation de formations pour les acteurs et actrices du développement sur la promotion de l'équité de genre et le leadership féminin dans le milieu rural haïtien.*

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Recrutement d'une firme pour la réalisation de formations pour les acteurs et actrices du développement sur la promotion de l'équité de genre et le leadership féminin dans le milieu rural haïtien.* 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 \(Annex 5\)](#)
 - g. [Eligibility Criteria \(Annex 6\)](#)
 - h. Others [Please Specify]
2. Quotations submitted by email must be limited to a maximum of (4) 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 woman employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority woman employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
7. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
8. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. 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 : November 19, 2019 11:59 PM 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	☒ Personal Delivery/ Courier mail/ Registered Mail ☒ Electronic submission of Quotation
Address for Submission	☒ Personal Delivery/ Courier mail/ Registered Mail : UN Women 13, Rue Stephen, Musseau Attn : Services des Achats ☒ 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	☒ English ☒ French ☐ Spanish ☒ Other (pls. specify) _____ Creole _____
Quotation Currencies	Any freely convertible currency: _____
Quotation Validity Period commencing after closing date of RFQ	120 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.
Payment Terms	☐ 100% upon completion and satisfactory receipt of service(s) ☒ Others Paiement effectué a la soumission et validation du livrable requis

Clarifications of solicitation documents	Requests for clarification may be submitted 5 of days before the submission date to: : haiti.achat@unwomen.org 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. Clarification requests of this RFQ shall include the following subject header format: "<i>RFQ# Request for Clarification from Vendor Name</i>" Suppliers shall not communicate with any other UN personnel regarding this RFQ. 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 for requesting clarifications	Address: haiti.achat@unwomen.org E-mail address dedicated for this purpose: <i>Recrutement d'une firme pour la réalisation de formations pour les acteurs et actrices du développement sur la promotion de l'équité de genre et le leadership féminin dans le milieu rural haïtien</i> Suppliers must not communicate with any other personnel of UN Women regarding this RFQ. 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.
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	☒ Postal Mail ☒ E-mail ☒ UNDP Haiti Website ☐ Other <i>[pls. specify]</i>

Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	☐ 15 days from the issuance of the purchase order ☒ As per Service Delivery Schedule attached
Value Added Tax on Proceed Quotation	☐ Must be inclusive of VAT and other applicable indirect taxes ☒ Must be exclusive of VAT and other applicable indirect taxes
Evaluation Criteria	Standard Eligibility Criteria are detailed in Annex 6. ☒ Technical responsiveness/Full compliance to minimum requirements under Annex I ☒ Qualifications and experience of proposed staff/personnel ☒ Lowest price offer ☒ Comprehensiveness of after-sales services ☒ Full acceptance of the PO/Contract General Terms and Conditions ☒ Earliest Delivery / Shortest Lead Time
Type of Contract to be Signed	☒ Purchase Order ☐ Long-Term Agreement ☐ Professional Service Contract ☒ Other Type/s of Contract Minimis Contract

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

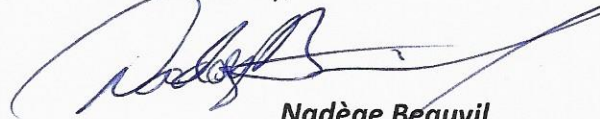
include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

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,



Nadège Beauvil

**Représentante ONU Femmes
a.i**



ANNEX 1

TERMS OF REFERENCE (TOR)

Recrutement d'une firme pour la réalisation de formations pour les acteurs et actrices du développement sur la promotion de l'équité de genre et le leadership féminin dans le milieu rural haïtien

I- Contexte de l'intervention

L'agriculture est le secteur qui emploie le plus de personnes en Haïti, avec 40% des ménages exerçant une activité agricole et environ 75% des ménages ruraux engagés dans une forme d'agriculture telle que la pêche ou l'apiculture.

Un tiers seulement des exploitations agricoles en Haïti sont gérées par des femmes, alors que celles-ci représentent 44,2% de la main-d'œuvre agricole. La majeure partie de leur production agricole est destinée à la vente, ce qui souligne non seulement le potentiel de la production et de la transformation agricoles en Haïti, mais également le fait que la production des femmes est orientée vers les marchés. En effet, parmi les agriculteurs dont la production est principalement destinée à l'autoconsommation, c'est-à-dire l'agriculture de subsistance, les femmes ne représentent que 27,7% et les hommes 71,9%.

Pourtant, les productrices et petites agro-entrepreneures sont souvent laissées pour compte et leur contribution à l'économie nationale est rarement reconnue, valorisée et récompensée. La répartition inégale des services entre zones urbaines et rurales et les difficultés d'accès aux services publics, aussi bien physiques qu'économiques, tendent à renforcer le poids que représente le travail des soins pour les femmes vivant en milieu rural. Les femmes payent un prix plus élevé associé à leur rôle reproductif, avec des retombées en termes d'opportunités économiques, de préjugés dans la capacité d'exercer des fonctions décisionnelles, de limitations des espaces de négociation, de contraintes à leur mobilité réduite, d'accès limité aux ressources, et parfois de santé.

Outre le travail de la terre, les femmes jouent également un rôle clé dans la transformation et la commercialisation des produits alimentaires. C'est pourtant à ces étapes de la chaîne de valeur que leur potentiel est le moins réalisé.

Malgré l'existence de filières agricoles en Haïti appréciées à la fois sur le marché national et sur le marché d'exportation, les femmes impliquées dans l'agriculture et la transformation agricole se heurtent souvent à plusieurs obstacles, notamment en termes d'accessibilité à la terre, à l'information, au crédit, aux infrastructures, aux technologies et aux marchés.

Ce projet vise à soutenir l'entrepreneuriat féminin dans les filières du ricin, miel, cacao, pêche et de la petite transformation (savons, pâte d'arachides, maïs moulu) par des investissements à effet catalyseur et le renforcement des capacités des organisations de femmes productrices de la côte Sud et zone tampon du parc Macaya. Face à la récurrence des aléas naturels en Haïti, le projet explore également des initiatives

visant à renforcer la préparation aux chocs des agricultrices et agro-entrepreneures et leur capacité d'adaptation aux effets du changement climatique.

La reconnaissance de la diversité des systèmes agricoles haïtiens, comme en témoigne la pratique des jardins créoles, agroécosystème fondé sur la combinaison de plusieurs cultures et la coexistence d'une agriculture de subsistance et de cultures de rente, sera aussi recherchée.

C'est dans ce contexte qu'ONU Femmes sous l'autorité de la Représentante et la supervision du Spécialiste de Programme et du Gestionnaire du Projet dans le Sud, souhaite recruter une firme pour la promotion de l'équité de genre et permettre aux femmes bénéficiaires du projet FADEKA de renforcer leur leadership dans leur communauté.

II- Objectifs de la consultation

L'objectif de la consultation est de renforcer les compétences des membres des coopératives et des OCB partenaires (bénéficiaires) du projet FADEKA sur les stratégies d'intégration des femmes dans les organes de décision des structures de coordination des projets et initiatives agricoles. Il s'agit également de renforcer les capacités de leadership des femmes pour leur participation effective et efficace dans les organes de décision des structures de coordination des projets et initiatives agricoles.

III- Responsabilités

- Réaliser un diagnostic sur le niveau de leadership féminin dans les communautés (dans les zones d'intervention du projet).
- Elaborer, en français un guide/module de formation des formateurs :
 - Sur les stratégies d'intégration des femmes dans les organes de décision des structures de coordination des projets et initiatives agricoles
 - Sur le renforcement des capacités de Leadership des femmes pour leur participation effective et efficace dans les organes de décision des structures de coordination des projets et initiatives agricoles
- Développer des cahiers de formation en créole à l'intention des apprenants sur la base des deux guides de formation élaborés
- Développer des capsules modulaires en créole sur la base des deux guides de formation et de scripts adaptés aux groupes cibles et approuvés par ONU Femmes (10 capsules par guide de formation d'au moins 20 minutes chacune)
- Mettre en œuvre la formation sur les stratégies d'intégration des femmes dans les organes de décision (groupes cibles : hommes et femmes des coopératives et structures agricoles de base bénéficiaires du projet)
- Mettre en œuvre la formation sur le renforcement des capacités de Leadership des femmes pour leur participation effective et efficace dans les organes de décision (groupes cibles : femmes des coopératives et structures agricoles de base bénéficiaires du projet)

IV- Résultats attendus

- Diagnostic clair renseignant sur le niveau de leadership féminin dans les communautés cibles est transmis à la coordination du projet ;
- ONU Femmes dispose de deux modules sur les stratégies d'intégration des femmes dans les organes de décision et sur le renforcement des capacités de leadership des femmes pour leur participation effective et efficace dans les organes de décision ;
- Les femmes formées sur le Leadership Féminin sont outillées pour intégrer les espaces décisionnels dans leur communauté respective.
- Prise de conscience des membres des coopératives et des organisations communautaires mixtes dans les zones ciblées du Grand Sud sur les attitudes et comportements discriminatoires qui perpétuent l'inégalité des sexes.

V- Livrables

- Méthodologie finale détaillée et validée
- Calendrier d'intervention finalisé
- Rapport diagnostic sur le niveau de leadership féminin dans les communautés cibles.
- Guide/module de formation des formateurs en français sur les stratégies d'intégration des femmes dans les organes de décision des structures de coordination des projets et initiatives agricoles
- Guide/module de formation des formateurs en français sur le renforcement des capacités de Leadership des femmes pour leur participation effective et efficace dans les organes de décision des structures de coordination des projets et initiatives agricoles
- Cahiers de formation en créole à l'intention des apprenants sur la base des deux guides de formation élaborés
- 20 capsules modulaires en créole sur la base des deux guides de formation et de scripts adaptés aux groupes cibles et approuvés par ONU Femmes
- Rapport de chaque séance de formation
- Liste des participants aux formations (feuille de présence signée par chaque participant)
- Rapport final de la consultation

vi- Profil requis

La firme disposera des compétences, qualifications et expériences suivantes :

- Les consultants présentés par la firme devront détenir au moins une licence dans un domaine en rapport avec le développement international, la psychologie, l'anthropologie, la sociologie ou les études en genre et développement. Master est un plus
- La firme devra présenter le CV d'une personne ayant de l'expérience avérée en développement de capsules/vidéos adaptés aux réseaux sociaux entre autres
- Cinq (5) ans d'expériences pratiques au moins sur les questions du genre ainsi que celles relatives à la vulnérabilité sociale et aux droits des femmes
- Expérience en formation d'adultes (méthode andragogique) et en approches participatives
- Bonne connaissance des politiques intégrant les questions de transversalité sexo-spécifique

- Connaissance du contexte haïtien, particulièrement de son environnement agricole et de l'agrobusiness
- Habileté à travailler sous pression, en milieu multiculturel, tant en équipe qu'en individuel.

NB : Les candidatures féminines sont vivement encouragées.

VI- Soumission du Dossier de Candidature

Les firmes intéressées devront présenter un dossier composé des pièces suivantes démontrant leurs qualifications.

A.1.- Composition de l'offre technique

- Une lettre de motivation et d'expression d'intérêt et de disponibilité dûment exprimés ;
- Au moins deux CVs avec références détaillées des expériences pertinentes aux différents aspects de la présente consultation ;
- Une présentation de la compréhension du mandat ;
- Une présentation de la méthodologie détaillée envisagée pour fournir les livrables ;
- Calendrier d'exécution.

A.2.- Critères d'Évaluation Technique

La commission technique évaluera, pour chaque candidature son aptitude et sa capacité à réaliser la mission de façon satisfaisante. L'évaluation sera fondée sur les critères d'évaluation énoncés plus-bas.

Sur demande du rapporteur, avec l'accord de la commission, les soumissionnaires devront fournir par écrit, dans le délai imparti, tous les renseignements complémentaires éventuellement nécessaires jugés utiles. Ces renseignements ne doivent en rien modifier l'offre de base.

La commission d'évaluation des offres techniques, fera l'analyse de conformité et comparera les offres techniques sur la base des critères ci-dessous définis :

Critères	Note maximale
Compréhension du mandat	15 points
Etudes universitaires – niveau licence minimum dans le développement international, la psychologie, l'anthropologie, la sociologie ou les études en genre et développement	15 points
Expérience avérée dans l'élaboration et la mise en œuvre de plan d'actions intégrant le genre dans les politiques et stratégies de développement	10 points
Expérience en développement de capsules/vidéos adaptés aux réseaux sociaux entre autres	12 points

Bonne connaissance des questions de genre et des politiques intégrant les questions de transversalité sexo-spécifique	10 points
Expérience en formation d'adultes et en approches participatives	10 points
Cinq (5) ans d'expériences pratiques au moins sur les questions du genre ainsi que celles relatives à la vulnérabilité sociale et aux droits des femmes	10 points
Connaissance du contexte haïtien, particulièrement de son environnement agricole et de l'agrobusiness	5 points
Connaissance du système des Nations Unies et des organisations de coopération internationale et bilatérale	5 points
Connaissance des langues :	
• Anglais	2 points
• Français	4 points
• Créole	4 points

B. Offre financière

L'offre financière doit indiquer le coût global de la consultation, avec une description détaillée de toutes les charges y afférentes incluant la logistique des séances de formation, la mobilisation des participants-tes et prévoir leurs frais de déplacements.

B.1.- Analyses des offres financières

Seules les propositions sélectionnées, ayant reçu une note supérieure ou égale à 70 points après analyse des offres techniques seront prises en compte pour l'ouverture et l'analyse des offres financières. Les offres financières ne devront pas porter de signes indicatifs du consultant.

B.2.- Corrections des erreurs

Lorsqu'il y a une incohérence entre le prix unitaire et le prix total obtenu en multipliant le prix unitaire par la quantité, le prix unitaire cité fera foi, à moins que la commission d'évaluation estime qu'il s'agit d'une erreur grossière de virgule dans le prix unitaire auquel cas le prix total tel qu'il est présenté fera foi et le prix unitaire sera corrigé.

B.3.- Présentation des propositions

Les soumissionnaires devront soumettre séparément leurs offres relatives à la proposition Financière et la Proposition Technique. Les offres qui ne respecteront pas ces dispositions seront automatiquement éliminées.

VII- Soumission

Toutes les soumissions doivent se faire dans le système. Toutefois, les offres techniques et financières doivent être déposées à la même date par email à : info.haiti@unwomen.org

Les deux offres (technique et financière) doivent être envoyées en deux fichiers séparés.

Toutefois, les offres financières devront être codées et seuls les soumissionnaires dont les offres passeront l'étape technique seront contactés pour qu'ils envoient le code pour ouvrir leurs offres financières. En cas de non-respect de ces instructions, ONU Femmes ne pourra en aucun cas être tenu responsable si la proposition est ouverte prématurément.

Date limite de la soumission de la proposition

Les propositions devront être envoyées au plus tard le 19 novembre à 23h59, heure locale.

Toutes propositions reçues après la date et l'heure indiquées ne seront pas considérées. Aucune proposition ne peut être modifiée après la date et l'heure fixées pour la remise des propositions.

MINIMUM REQUIREMENT

UN Women Minimum Requirement	Offerors Response
Team composition	
<u>Project Manager</u> <i>[include minimum qualification criteria against which the CVs for each of the proposed team members will be evaluated]</i>	☐ Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template") ☐ No
<u>Project team members</u>	☐ Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template") ☐ No
<u>Subcontractors (if any):</u> The offeror shall not sub-contract > 50% of the work.	☐ Yes (Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities) ☐ No
Relevant Experience of the Firm	
<i>[add details of the experience information relevant for the TOR requirements]</i>	☐ Yes (Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 "Relevant Experience") ☐ No
	☐ Yes (Include examples of case studies as an Annex to your bid submission form) ☐ No

• Reference <i>[Minimum three client references that include the name of the contact person, title and contact information]</i>	☐ Yes, a minimum 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) 2. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name) 3. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name) ☐ No, a minimum of three (3) references are not available.
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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]*.

(A) We intend to submit our proposal by: _____ (date/time)	Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____
(B) We may submit our proposal and will confirm our intent by: _____ (date/time)	Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____
(C) We do not intend to submit a proposal for the following reason(s):	☐ 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): _____ _____ Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____

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

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:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition

d) The best interests of UN Women

Section C: Resource Plan, Key Personnel

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

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

3.2 Gender profile

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

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

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

No substitution of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

Sample CV template:

CV's may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

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

Positions held: _____

Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]

Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

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

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

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

A. Cost Breakdown per Deliverables

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

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

End of Annex 2

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

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

[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

-  [De minimis contract \(5,000-50,000\) for the provision of services Headquarters](#)
-  [De minimis contract \(5,000-50,000\) for the provision of services Regional or Country Office](#)
-  [Model Institutional Service Contract - Over 50,000 Value or complex](#)
-  [Model Professional Service Contract - Over 100,000 Value or complex](#)
-  [UN Women Long Term Agreement \(LTA\)](#)
-  [Model Contract for Goods](#)

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 [UNGIM](#), 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](#).