

Request for Quotation (RFQ) for Service

Reference No.: *RFQ/UNW/HAI/20/008*

Recrutement d'une firme pour Campagne de sensibilisation autour du COVID-19 et à Jérémie

16/04/2020

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for *Recrutement d'une firme pour Campagne de sensibilisation autour du COVID-19 et à Jérémie.*

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 Campagne de sensibilisation autour du COVID-19 et à Jérémie.* 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 : April 19, 2020 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 Quotation Submission	☒ 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	60 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
Clarifications of solicitation documents	Requests for clarification may be submitted 2 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 Campagne de sensibilisation autour du COVID-19 et à Jérémie.</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,


Dede Ahoefa Ekoue
Representante ONU Femmes

ANNEX 1

TERMS OF REFERENCE (TOR)

Termes de Référence Campagne de sensibilisation autour du COVID-19 et à Jérémie

Location:	Haïti
Délai d'application:	19 avril 2020
Starting Date :	20 avril 2020
Durée du contrat :	20 jours étalés sur un mois

A- Contexte

L'apparition de COVID-19 représente la principale menace à laquelle l'humanité fait face aujourd'hui. Détecté en Chine le 31 décembre 2019, le COVID-19 a déjà infecté plus d'un million de personnes à travers le monde et provoqué le décès de plusieurs milliers d'autres. A côté de ces décès; l'effondrement de l'économie mondiale et des systèmes de santé ; les souffrances et la peur au sein des familles, COVID-19 risque d'accentuer également les inégalités sociales au niveau des sociétés, marginaliser davantage les femmes et les filles, augmenter les actes de Violences Basées sur le Genre, bref anéantir les progrès de plusieurs décennies obtenus au prix d'énormes efforts et de sacrifices en matière d'égalité entre les sexes.

En Haïti, la situation demeure préoccupante sur l'ensemble du pays. Mais au niveau de la Grande Anse, notamment à Jérémie, les perspectives ne sont pas prometteuses. Les autorités ont annoncé un train de mesures pour faire face à la pandémie, mais le comportement de la population demeure le plus grand défi qu'elles doivent affronter. L'éducation et la sensibilisation constituent les moyens privilégiés pour favoriser la prévention de la maladie.

Depuis Février 2018, ONU Femmes intervient à Jérémie aux côtés du PNUD et de l'OIM dans le cadre du projet « *Appui à la Résolution des Conflits et à la Promotion de la Cohésion Sociale* ». Elaboré après l'augmentation de cas de violences visant notamment les femmes et filles engendrée par le passage du cyclone Matthew en Octobre 2016, ce projet a pu sensibiliser les

jeunes et les autorités locales à la concertation et la participation pour faire face aux nombreux problèmes de la ville. Dans le cadre de la mise en œuvre du projet, des séances de formation ont été réalisées à l'intention de jeunes femmes et hommes sur les Violences Basées sur le Genre (VBG), la gestion pacifique des conflits, la masculinité positive et la participation citoyenne. Ces ateliers de formation ont favorisé la création de deux réseaux de jeunes. Ceux-ci sont en passe d'être installés dans des locaux aménagés par ONU Femmes et doivent recevoir un appui en équipements et matériels pour leur fonctionnement. Bien que la Mairie de Jérémie et les réseaux de jeunes aient une convergence de vues sur les actions à entreprendre pour le bien être de la communauté, ces entités n'ont malheureusement pas encore eu l'opportunité de réaliser des interventions communes.

La pandémie « Covid-19 », offre l'occasion pour la Mairie de Jérémie et les Réseaux de jeunes d'expérimenter cette pédagogie de travailler ensemble à travers la réalisation d'une campagne de sensibilisation de la population sur les dangers de la maladie et les moyens de la prévenir, tout en capitalisant sur les produits et acquis des deux campagnes de sensibilisation menées dans le cadre du projet les mois écoulés.

C'est dans ce cadre que ONU Femmes, Agence des Nations Unies pour l'Égalité des sexes et l'Autonomisation économique des Femmes cherche à recruter les services d'une Firme de communication.

B- Responsabilités spécifiques et livrables attendus

B-1. Responsabilités spécifiques

- Adapter des matériels existants pour la production de capsules d'animation infographiques de sensibilisation et d'éducation de la population à travers les médias sociaux.

- Produire et diffuser des outils de communication pour les médias traditionnels, ainsi que d'autres moyens de communication pour la sensibilisation de la population autour de COVID-19 et sur son impact différencié sur les hommes et les femmes et sur les besoins spécifiques des femmes.
- Elaborer des questionnaires pré et post sensibilisation et réaliser une mini-enquête avant et après la sensibilisation
- Mobiliser des membres de réseaux de jeunes, des animateurs de radio et Journalistes sur COVID-19 et la nécessité de prendre en considération les besoins spécifiques des femmes pendant la crise, sur leurs rôles dans la prise en compte des besoins spécifiques des femmes et des filles, dans la prévention et dans la lutte contre les violences faites aux femmes et aux filles, et dans la lutte contre la stigmatisation.
- Aider à une meilleure interaction entre les jeunes des réseaux et les autorités municipales au cours de la campagne.

B-2. Livrables attendus

La Firme retenue devra produire les livrables suivants:

Livable 1 : Plan de travail accompagné d'un calendrier de mise en œuvre

Livable 2: Préparation sur la base de la documentation technique de l'ONU FEMMES d'un guide simplifié de sensibilisation de journalistes et des medias de moins 15 pages sous forme de questions réponses sur 1) le COVID-19 et les besoins spécifiques des femmes et des filles ; 2) la lutte contre les violences faites aux femmes et aux filles en cette période de COVID-19 ; 3) sur la masculinité positive dans le contexte COVID-19 ; 4) la reconnaissance du rôle important des femmes dans la famille et la nécessité de partager le fardeau de travaux domestiques et des responsabilités de soins dans le contexte COVID-19; 5) l'appel aux femmes de prendre soin et de suivre les mesures de précaution du gouvernement covid -19 en termes de vulnérabilités spécifiques dues à leur condition, leur occupation et leur location géographique ; 6) sur la nécessité du soutien aux femmes qui sont en ligne de front au niveau du secteur de la sante covis

19 ; et 7) sur la lutte contre la stigmatisation par rapport au COVID-19. Ces questions réponses permettront aussi d'encadrer la réalisation.

Livrable 3 : Sept (7) capsules d'animation infographiques de sensibilisation en créole et sous titres en français sur 1) le COVID-19 et les besoins spécifiques des femmes et des filles ; 2) la lutte contre les violences faites aux femmes et aux filles en cette période de COVID-19 ; 3) sur la masculinité positive dans le contexte COVID-19 ; 4) la reconnaissance du rôle important des femmes dans la famille et la nécessité de partager le fardeau de travaux domestiques et des responsabilités de soins dans le contexte COVID-19 ; 5) la nécessité pour toutes les femmes de prendre soin et de suivre les mesures de précaution du gouvernement pour lutter contre le covid-19 en tenant compte de vulnérabilités spécifiques dues à leur condition, leur occupation et leur location géographique ; 6) sur la nécessité de reconnaissance au corps médical et particulièrement aux femmes qui sont en première ligne au front au niveau du secteur de la sante pour lutter contre le COVID-19 ; et 7) sur la lutte contre la stigmatisation par rapport au COVID-19.

Livrable 4 : Trois (3) spots audio de sensibilisation d'environ 45 à 60 secondes sur 1) sur COVID-19 et les besoins spécifiques des femmes et des filles ; 2) la lutte contre les violences faites aux femmes et aux filles en cette période de COVID-19 ; 3) sur la masculinité positive dans le contexte COVID-19 ; 4) la reconnaissance du rôle important des femmes dans la famille et la nécessité de partager le fardeau de travaux domestiques et des responsabilités de soins dans le contexte COVID-19 ; 5) l'appel aux femmes de prendre soin et de suivre les mesures de précaution du gouvernement COVID-19 ; 6) sur la nécessité du soutien aux femmes qui sont en ligne de front au niveau du secteur de la sante COVID-19 ; 7) sur la lutte contre la stigmatisation face au COVID-19.

Livrable 6 : Diffusion des spots audio à travers au moins 2 stations de radios de la Grande Anse et sur les réseaux sociaux pendant au minimum pendant 30 jours et aux heures de grande écoute.

Livvable 7: Huit (8) Billboards de format 5 pieds x 4 pieds produits et installés dans les principales artères de la ville de Jérémie avec des messages sur 1) la lutte contre les violences faites aux femmes et aux filles en cette période de COVID-19 2) sur la masculinité positive 3) l'appel aux femmes de prendre soin et de suivre les mesures de précaution 4) sur la nécessité du soutien aux femmes qui sont en ligne de front au niveau du secteur de la santé.

Livvable 8 : 60 heures de sensibilisation à travers un sound truck sur COVID-19 et comment adresser les besoins spécifiques des femmes et des filles et prévenir la violence faite aux femmes et aux filles en utilisant le matériel audio développé.

Livvable 9 : Rapport de diffusion des spots audio dans des stations de radio de la Grande Anse pendant 30 jours.

Livvable 10 : Rapport d'analyse du niveau de réception des messages à partir des outils pré et post enquête de sensibilisation préalablement développés.

Livvable 11 : Dix (10) Journalistes et animateurs de radio dont au moins 30% des femmes sont sensibilisés sur 1) la lutte contre les violences faites aux femmes et aux filles en cette période de COVID-19 ; 2) la masculinité positive ;3) la reconnaissance du rôle important des femmes dans la famille et la nécessité de partager le fardeau de travaux domestiques et des responsabilités de soins ; 4) l'appel aux femmes de prendre soin et de suivre les mesures de précaution ; 5) la nécessité du soutien aux femmes qui sont en ligne de front au niveau du secteur de la santé et 6) la lutte contre la stigmatisation par rapport au COVID-19.

Livvable 12 : Rapport final de consultation.

C- Période de consultation

La consultation s'étendra sur une période de 20 jours étalés sur 1 mois

D- Qualifications et compétences de la Firme

La Firme recherchée doit avoir les qualifications et compétences suivantes :

- Firme spécialisée en communication, infographie, production audio-visuelle, communication.... légalement reconnue et enregistrée en Haïti
- Au moins cinq (5) ans d'expériences dans la réalisation d'activités similaires ;
- Bonne Connaissance de l'environnement des médias et des réseaux sociaux
- Connaissances des questions de genre, droits des femmes, VBG, masculinités positives, etc....
- Expériences de travail avec les Nations Unies et ou des ONG (un atout)
- Expériences de travail au niveau du Département de la Grande Anse (un atout).

E- Dossier de candidature et évaluation des offres

E-1. Composition de l'offre technique (70%)

L'offre technique doit inclure :

- Lettre de motivation, de manifestation d'intérêt et de disponibilité immédiate dument exprimées
- Présentation de la Firme avec références de travaux similaires réalisés
- Présentation de la compréhension du mandat
- CV de l'équipe technique qui sera mobilisée sur ce mandat au cas où il est octroyé
- Présentation de l'approche méthodologique envisagée pour la production des livrables
- Calendrier d'exécution.

E-2. Offre financière (30%)

L'offre financière doit couvrir l'ensemble des coûts de la prestation incluant les frais logistiques et matériels liés à la production des livrables.

E-3. Evaluation des dossiers

Seules les firmes ayant obtenu un minimum de 49 % sur 70% pour l'offre technique seront pris en considération pour l'évaluation financière. Après vérification de l'adéquation entre les propositions

financière et technique, chaque offre financière recevra une note financière (Nf) calculée par comparaison avec la proposition financière la moins disante (Fm) de la manière suivante : $Nf = 30 \times Fm / F$ (F étant le montant de la proposition financière évaluée).

Pour finir, les propositions seront classées en fonction de leurs notes technique (Nt) et financière (Nf) combinées, avec application des pondérations (70% pour la proposition technique ; 30% pour la proposition financière) pour aboutir à une note globale (NG = Nt+Nf).

L'Offre sera adjugée à l'égard de la soumission ayant obtenu la note totale pondérée la plus élevée tout en tenant compte des principes généraux d'ONU Femmes (coût, efficacité). ONU Femmes ne s'engage en aucun cas à choisir forcément la firme offrant le plus bas prix.

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

Critères	Notes Maximales
Compréhension du mandat	20%
Expériences telles que décrites dans les TDR	30%
Profil du personnel	20 %
Proposition financière (moins disante)	30%
Total	100%

F- Soumission de candidature

Les offres doivent être soumises par courrier électronique à l'adresse haiti.achat@unwomen.org

Les propositions complètes devront être envoyées au plus tard **le 19 avril 2020 à 23 heures59**.

Toute proposition reçue après la date et l'heure indiquées ne sera pas considérée.

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 (<i>Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template"</i>) ☐ No
<u>Project team members</u>	☐ Yes (<i>Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template"</i>) ☐ No
<u>Subcontractors (if any):</u> The offeror shall not sub-contract > 50% of the work.	☐ Yes (<i>Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities</i>) ☐ No
Relevant Experience of the Firm	
<i>[add details of the experience information relevant for the TOR requirements]</i>	☐ Yes (<i>Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 "Relevant Experience"</i>) ☐ No
	☐ Yes (<i>Include examples of case studies as an Annex to your bid submission form</i>) ☐ No
Reference	
<i>[Minimum three client references that include the name of the contact person, title and contact information]</i>	☐ Yes, a minium of three (3) references available <i>Fill in below:</i> 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. – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> ☐ 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: _____
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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

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 [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](#).