

# Request for Quotation (RFQ) for Service

## Reference No.: *RFQ/UNW/HAI/020/013*

*Recrutement d'une firme pour une campagne de sensibilisation relative aux violences politiques et électorales à l'endroit des femmes*

Dear Sir/Madam,

**Subject:** Request for Quotation (RFQ) for *Recrutement d'une firme pour une campagne de sensibilisation relative aux violences politiques et électorales à l'endroit des femmes.*

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 une campagne de sensibilisation relative aux violences politiques et électorales à l'endroit des femmes* 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 womanemployed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority womanemployed, 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                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deadline for Submission of Quotation</b>                           | <p>Date and Time : December 6, 2020 11:59 PM</p> <p><b>Port-au-Prince, Haiti</b> (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>                       |
| <b>Method of Submission</b>                                           | <p>Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>                                                                                                                                                                                      |
| <b>Address for Quotation Submission</b>                               | <p>Personal Delivery/ Courier mail/ Registered Mail :</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotations: <a href="mailto:haiti.achat@unwomen.org">haiti.achat@unwomen.org</a></p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p> |
| <b>Language of the Quotation</b>                                      | <p>English <input checked="" type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____ Creole _____</p>                                                                                                                                                         |
| <b>Quotation Currencies</b>                                           | Any freely convertible currency: _____                                                                                                                                                                                                                                                                                     |
| <b>Quotation Validity Period commencing after closing date of RFQ</b> | <p>120 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>                                                                                                                                     |
| <b>Payment Terms</b>                                                  | <p><input type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)</p> <p><input checked="" type="checkbox"/> Others Paiement effectué a la soumission et validation du livrable requis</p>                                                                                                           |
| <b>Clarifications of solicitation documents</b>                       | Requests for clarification may be submitted up to (seven) 7 days before the submission date to: <a href="mailto:haiti.achat@unwomen.org">haiti.achat@unwomen.org</a>                                                                                                                                                       |

|                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                 | <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> |
| <b>Contact for requesting clarifications</b>                                                                                                                                    | <p>Address: haiti.achat@unwomen.org</p> <p>E-mail address dedicated for this purpose: <b><i>Recrutement d’une firme pour une campagne de sensibilisation relative aux violences politiques et électorales à l’endroit des femmes</i></b></p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>                                                                                                                                                                                                                                                                    |
| <b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b>                                                                        | <p>Postal Mail</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Other</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Expected Delivery Date and Time.</b></p> <p><b>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR</b></p> | <p><input type="checkbox"/> 30 days from the issuance of the purchase order</p> <p><input checked="" type="checkbox"/> As per Service Delivery Schedule attached</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Value Added Tax on Proceed Quotation</b> | <input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes<br><input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Evaluation Criteria</b>                  | Standard Eligibility Criteria are detailed in Annex 6.<br><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I<br><input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel<br><input checked="" type="checkbox"/> Lowest price offer<br><input checked="" type="checkbox"/> Comprehensiveness of after-sales services<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions<br><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time |
| <b>Type of Contract to be Signed</b>        | <input checked="" type="checkbox"/> Purchase Order<br><input type="checkbox"/> Long-Term Agreement<br><input type="checkbox"/> Professional Service Contract<br><input checked="" type="checkbox"/> Other Type/s of Contract <b>Minimis Contract</b>                                                                                                                                                                                                                                                                                                                                                          |

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](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,

*Marie Felicienne Trevant*

pour **Dédé Ekoué**

**Representante ONU Femmes**

## ANNEX 1

# TERMS OF REFERENCE (TOR)

## Recrutement d'une firme pour une campagne de sensibilisation relative aux violences politiques et électorales à l'endroit des femmes

### I- Contexte de l'intervention

Les études effectuées sur la situation de la République d'Haïti en matière de l'équité de genre, les violences basées sur le genre et la participation politique des femmes en dressent un tableau peu reluisant. La société est présentée comme un système patriarcal où les femmes jouent peu de rôles dans les instances décisionnelles et où elles sont l'objet de toutes les atrocités. Les violences, qu'elles soient physiques, psychologiques ou sexuelles occupent, malheureusement une place prépondérante dans les relations entre les hommes et les femmes dans toutes les catégories sociales. Vingt-neuf pourcent (29 %) des femmes âgées de 15-49 ans ont subi des actes de violence physique depuis l'âge de 15 ans.

Le viol est également présent au sein de la société haïtienne et concerne 12% des femmes ou filles (soit 1/8) en 2017 en Haïti. La prévalence de la violence sexuelle est plus élevée dans les groupes d'âges les plus âgés que dans les plus jeunes : 16 % des femmes dans le groupe des 30-39 ans, contre 9 % chez les 20-24 ans et 7 % chez les 15-19. Le pourcentage des femmes de 15-49 ans ayant subi des violences sexuelles est plus élevé en milieu urbain (14 %) qu'en milieu rural (11 %). L'EMMUS VI révèle que les auteurs des violences étaient le mari/partenaire actuel dans 58 % de cas, suivi de l'ancien mari/partenaire (37 %). Chez les femmes célibataires, les auteurs des violences sexuelles sont dans 34 % des cas, le petit ami, suivi dans 20 % des cas, d'un ami de la famille et, dans 17 % des cas, d'un inconnu. EMMUS-VI révèle que parmi les femmes victimes de violence, plus de la moitié (54 %) n'ont jamais recherché d'aide et n'en ont jamais parlé à personne.

Cette situation de violences s'accompagne d'un ensemble de stéréotypes au sein de la société où les mots et expressions péjoratifs sur les femmes sont légion. Dès le plus jeune âge, le garçon les entend, apprend et y fait référence dans ses agissements ; la fille les entend, intériorise et les subit. L'ensemble influe sur le niveau de participation des femmes dans la vie publique. Aux dernières élections législatives, la participation des femmes a été très faible. Sur 2029 candidats inscrits (1767 pour la députation et 262 pour le Sénat), seulement 8% étaient des femmes : 129 candidates à la Chambre des Députés et 23 au Sénat. Ceci a eu pour résultat au niveau de la 50ème Législature, la présence uniquement de trois (3) femmes à la Chambre des députés et une (1) au Sénat.

De plus, dans la plupart des régions du pays, le leadership féminin est mal perçu et difficile à accepter. Il est donc évident que cet état de fait, constitue un frein au développement du pays et un handicap à la démocratie. Dès lors, des actions visant le changement de comportement de la population s'impose. Celles-ci doivent être réalisées avec l'implication de leaders communautaires et des décideurs de certaines institutions étatiques du système de protection, telles la police, la justice. Ces derniers doivent s'impliquer dans la campagne en tant que modèles pour l'ensemble de la population mais surtout pour leurs subordonnées.

C'est dans cette optique que l'ONU Femmes, entité des Nations Unies pour l'Egalité des Sexes et l'autonomisation des Femmes, cherche à recruter dans le cadre d'un projet sur la participation politique des

femmes supporté par le Gouvernement du Canada, les services d'une firme de communication pour la réalisation au niveau national, d'une campagne de sensibilisation pour **lutter contre les expressions discriminatoires et dégradants à l'encontre des femmes ; qui promeut la masculinité positive, le leadership féminin et prône l'adoption de mesures de protection pour les femmes.** ONU Femmes portera une attention particulière aux aspects innovants

## **II- Mission et Objectifs spécifiques :**

Sous l'autorité de la Représentante Pays, la firme apportera sa contribution à la lutte contre les violences politiques et électorales à l'endroit des femmes à travers la formulation, la production et la diffusion de messages de sensibilisation auprès des populations locales. De manière spécifique, la mission vise à :

- Formuler en 2 langues (français et créole) quatre (4) messages de sensibilisation respectivement relatifs aux thématiques suivantes : 1) les avantages d'une participation accrue des femmes aux affaires politiques et publiques ; 2) type de violence et violences politiques et électorales faites aux femmes; 3) le langage péjoratif; 4) la masculinité positive en action.
- Produire en 2 langues (français et créole) 4 Spots (audios et video) véhiculant les messages de sensibilisation.
- Mobiliser les médias nationaux et de proximité (radios, TV, presse écrite et en ligne, radios communautaires, réseaux sociaux) pour la diffusion des messages de sensibilisation.

## **Taches à accomplir :**

La firme s'assurera de :

- Soumettre à ONU-Femmes Haiti une liste des médias identifiés dans le pays pour la diffusion des messages de sensibilisation (TV, radios, presses en ligne et écrite, radios communautaires, réseaux sociaux)
- Réaliser un sondage sur « les perspectives de la société haïtienne : femmes et participation politique »
- Soumettre à ONU-Femmes Haiti les messages de sensibilisation à la lutte contre les violences politiques et électorales à l'endroit des femmes traduites en 2 langues (français et créole)
- Diffuser auprès des médias sélectionnés les messages de sensibilisation dans les langues et les formats appropriées.

## **Livrables attendus**

1. Une stratégie et un plan de mise en œuvre de la campagne de sensibilisation, incluant une revue de la littérature, l'impact attendu (en termes de connaissance, d'attitudes ou de conviction), les outils de communication ainsi que le calendrier de mise en œuvre
2. La formulation de 8 messages de sensibilisation clés dans les 4 thématiques couvertes par la campagne (2 messages par thème) et dans les deux langues (français et créole)
3. Quatre spots (de 45 secondes) en version audio et vidéo dans les deux langues (Français et Créole) et sur les quatre thématiques retenues : 1) les avantages d'une participation accrue des femmes aux affaires politiques et publiques ; 2) type de violence e violences politiques et électorales faites aux femmes; 3) le langage péjoratif ; 4) la masculinité positive en action

4. Une liste des médias identifiés dans le pays pour la diffusion des messages de sensibilisation (TV, radios, presse écrite, radios communautaires, réseaux sociaux, etc.) A cette liste, ONU-Femmes Haiti proposera l'utilisation de ses plateformes pour la communication incluant les espaces sur les réseaux sociaux (sera précisé au moment opportun).
5. Un rapport des résultats d'un sondage sur « les perspectives de la société haïtienne : femmes et participation politique »
6. Rapport détaillé de diffusion des spots audio et vidéo conformément au plan de diffusion préalablement accepté (stations de radios nationales, 2 TV et réseaux sociaux). Le rapport précisera le taux d'écoute relatif aux messages radio et TV diffusés ainsi que les activités sur les réseaux sociaux (nombre de follow, like, partage, etc.)
7. Rapport final de la campagne.

### **III- PROFIL RECHERCHE :**

Le profil recherché est une firme de communication possédant l'expérience et les qualifications suivantes :

- Au moins 5 ans d'expériences de travail dans le domaine de la communication et de l'information. Une expérience sur des thématiques sociales notamment sur les violences faites aux femmes, l'équité de genre et/ou la participation politique des femmes serait un atout.
- Au moins une expérience de 2 ans dans le développement de matériels de communication (spots audio et vidéo)
- Une expérience démontrée de collaboration avec des médias nationaux et locaux (TV, radios, presse écrite et en ligne, radios communautaires, réseaux sociaux) en Haiti
- Connaissance du contexte haïtien, particulièrement de son environnement socio-économique et juridique
- Une expérience de travail avec des Agences du Système des Nations Unies et des organisations de coopération internationale serait un atout
- Maîtrise du français et du créole

### **IV- DOCUMENTS A SOUMETTRE :**

Les firmes intéressées devront présenter un dossier composé des pièces suivantes démontrant leurs qualifications. Toutes les soumissions doivent se faire dans le système au plus tard le 06 décembre 2020 à 23h59 heure locale. Toutefois, les offres technique et financière doivent être déposées à la même date par email à : [info.haiti@unwomen.org](mailto:info.haiti@unwomen.org) 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.

La firme intéressée devra soumettre séparément son offre relative à la proposition Technique et la proposition Financière. Les offres qui ne respecteront pas ces dispositions seront automatiquement éliminées. Les deux offres (technique et financière) doivent être envoyées comme deux fichiers séparés. Toutefois, les offres financières devront être codées et seul(e)s les candidats-es dont les offres passeront l'étape technique seront contacté(e)s pour qu'ils-elles 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.

#### **1. Proposition Technique:**

- Une lettre d'expression d'intérêt et de disponibilité dûment exprimés.

- Les CV avec références détaillées des expériences des consultant.e.s en rapport avec les TdRs.
- Une présentation de la compréhension du mandat, de la méthodologie proposée et du calendrier de mise ne oeuvre.

## **2. Proposition Financière**

L'offre financière doit indiquer le coût global de la consultation, avec une description détaillée de toutes les charges y afférentes incluant les honoraires et tous les frais connexes pour leurs frais de déplacements. Les frais de mobilisation des participantes devront être spécifiés clairement.

## **VII. L'ÉVALUATION DES SOUMISSIONS :**

Les propositions techniques seront évaluées sur la base de leur conformité aux termes de référence, à l'aide des critères d'évaluation et du système de points plus bas. A la demande de la commission de sélection, les bureaux d'études ou regroupements de consultants candidats 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.

Seules les propositions sélectionnées ayant obtenus un minimum de 70 points après analyse des propositions techniques seront considérées pour l'ouverture et l'évaluation financière. Les offres financières ne devront pas porter de signes indicatifs du/de la consultant.e.

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>EVALUATION DE LA SOUMISSION TECHNIQUE<br/>(70% DE LA NOTE GLOBALE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Points<br/>max</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>Critère 1 : La firme dispose d'une expérience de travail dans le domaine de la communication et de l'information. Une expérience sur des thématiques sociales notamment sur les violences faites aux femmes, l'équité de genre et/ou la participation politique des femmes serait un atout.</p> <ul style="list-style-type: none"> <li>• Au moins 5 ans ..... <b>5 pts</b></li> <li>• Plus de 5 ans..... <b>10 pts</b></li> <li>• Une expérience ou plus sur des thématiques sociales..... <b>15 pts</b></li> </ul> | <b>15</b>             |
| <p>Critère 2 : Avoir l'expérience professionnelle requise des membres de l'équipe dans le développement de matériels de communication (spots audio et vidéo )</p> <ul style="list-style-type: none"> <li>• Au moins 2 ans..... <b>5 pts</b></li> <li>• De 2 à 5 ans..... <b>10 pts</b></li> <li>• Plus de 5 ans..... <b>15 pts</b></li> </ul>                                                                                                                                                                          | <b>15</b>             |
| <p>Critère 3 : Avoir une expérience démontrée de collaboration avec des médias nationaux et locaux (TV, radios, presse écrite et en ligne, radios communautaires, réseaux sociaux) en Haïti.</p> <ul style="list-style-type: none"> <li>• Au moins 5 ans ..... <b>10 pts</b></li> <li>• Plus que 05 ans ..... <b>15 pts</b></li> </ul>                                                                                                                                                                                 | <b>15</b>             |
| <p>Critère 4: avoir une expériences de travail avec des Agences du Système des Nations Unies et des organisations de coopération internationale.</p> <ul style="list-style-type: none"> <li>• Oui..... <b>5 pts</b></li> <li>• Non ..... <b>0 pts</b></li> </ul>                                                                                                                                                                                                                                                       | <b>5</b>              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p><b>Critère 5 : Méthodologie, son adéquation aux conditions et au calendrier du plan d'exécution</b></p> <ul style="list-style-type: none"> <li>• Les aspects importants du mandat ont-ils été traités de manière suffisamment détaillée ?.....<b>20 pts</b></li> <li>• Le contenu des tâches à accomplir est-il bien défini et correspond-il aux TOR ?.....<b>20 pts</b></li> <li>• La présentation est-elle claire et le déroulement des activités et la planification sont-ils logiques, réalistes et garantissent-ils une réalisation efficace du projet ?.....<b>10 pts</b></li> </ul> | <p>50</p> |
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## MINIMUM REQUIREMENT

| UN Women Minimum Requirement                                                                                                                            | Offerors Response                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Team composition</li> </ul>                                                                                      |                                                                                                                                                                                                                                                                                               |
| <u>Project Manager</u><br><i>[include minimum qualification criteria against which the CVs for each of the proposed team members will be evaluated]</i> |                                                                                                                                                                                                                                                                                               |
| <u>Project team members</u>                                                                                                                             |                                                                                                                                                                                                                                                                                               |
| <u>Subcontractors (if any):</u><br>The offeror shall not sub-contract > 50% of the work.                                                                | <input type="checkbox"/> Yes (Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities)<br><input type="checkbox"/> No                                                                                                                        |
| <ul style="list-style-type: none"> <li>Relevant Experience of the Firm</li> </ul>                                                                       |                                                                                                                                                                                                                                                                                               |
| <i>[add details of the experience information relevant for the TOR requirements]</i>                                                                    |                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                         |                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>Reference</li> </ul>                                                                                             |                                                                                                                                                                                                                                                                                               |
| <i>[Minimum three client references that include the name of the contact person, title and contact information]</i>                                     | <input type="checkbox"/> Yes, a minimum of three (3) references available<br><br>Fill in below:<br>1.<br>– Employer's name:<br>– Nature of contract (service for xxx):<br>– Contract #:<br>– Contract start and end date:<br>– Contract value:<br>– Contact person:<br>Email :<br>Téléphone : |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>2.</p> <ul style="list-style-type: none"> <li>– Employer’s name :</li> <li>– Nature of contract :</li> <li>– Contract #:</li> <li>– Contract start and end date:</li> <li>– Contract value:</li> <li>– Contact person:</li> <li>Email :</li> <li>Phone :</li> </ul> <p>3.</p> <ul style="list-style-type: none"> <li>– Employer’s name :</li> <li>– Nature of contract :</li> <li>– Contract #: N/A</li> <li>– Contract start and end date:</li> <li>– Contract value:</li> <li>– Contact person:</li> <li>Email :</li> <li>Phone :</li> </ul> |
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ANNEX 2

## QUOTATION SUBMISSION FORMS

### INTENT TO RESPOND FORM

Solicitation no: .....

Title: .....

Deadline Date/Local time: .....

Please complete (A), (B), or (C) and return to : [info.haiti@unwomen.org](mailto:info.haiti@unwomen.org) by .....

|                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>(A) We intend to submit our proposal by:</b><br/> <div style="background-color: yellow; border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div> </p>                       | <p><b>Company Name:</b><br/> <b>Contact Name:</b><br/> <b>Email:</b><br/> <b>Telephone:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>(B) We may submit our proposal and will confirm our intent by:</b><br/> <div style="background-color: yellow; border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div> </p> | <p><b>Company Name:</b><br/> <b>Contact Name:</b><br/> <b>Email:</b><br/> <b>Telephone:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>(C) We do not intend to submit a proposal for the following reason(s):</b></p>                                                                                                                   | <div style="margin-top: 20px;"> <input type="checkbox"/> Our current workload does not permit us to take on additional work at this time<br/> <input type="checkbox"/> We do not have the required expertise<br/> <input type="checkbox"/> There is insufficient time to prepare a proper submission in response to this solicitation<br/> <input type="checkbox"/> Our funds or other resources are insufficient to carry out the work required<br/> <input type="checkbox"/> We choose not to participate due to a conflict of interest involving: _____<br/> <input type="checkbox"/> Other (please specify): _____<br/>         _____       </div> <div style="margin-top: 20px;"> <b>Company Name:</b> _____<br/> <b>Contact Name:</b> _____<br/> <b>Email:</b> _____<br/> <b>Telephone:</b> _____       </div> |

### STATEMENT OF CONFIRMATION

To:.....

Date: .....

We, the undersigned, declare that:

- (a) I, ..... representative of ..... 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;

We offer to supply in conformity with the RFQ, the following : .....

- .....
- (c) 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <p>PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN <b>WITHIN THE QUOTATION VALIDITY PERIOD</b> STATED ABOVE, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.</p> |                                                                                                                   |
| <p><i>Exact name and address of company</i></p> <p>COMPANY NAME:</p> <p>ADDRESS:</p> <p>PHONE NO.:</p> <p>E-MAIL ADDRESS:</p>                                                                                                                                                                                                                                                                                                                                                                        | <p>AUTHORIZED SIGNATURE: ANTOINE</p> <p>DATE:</p> <p>NAME: :</p> <p>FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:</p> |
| <p><b>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.</b></p>                                                                                                                 |                                                                                                                   |

## Technical Information

| Section A: Expertise and Capability of Supplier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>1.1 The organization</u></p> <ul style="list-style-type: none"> <li>Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.</li> <li>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).</li> <li>Financial capacity: Include latest Audited Financial Statement duly certified by a public accountant</li> </ul> |

- 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                                                  |      |
| Name:                                                                                 |      |
| Employment Record: [Insert details of as many other appropriate records as necessary] |      |
| From [Year]: _____ To [Year]: _____                                                   |      |
| Employer:                                                                             |      |
| Positions held: Doyen de la Faculté des Sciences Administratives (Dean)               |      |
| From :                                                                                | To : |

|                                                                                                                                                                                                                                                                                                                    |                                                              |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|
| Employer :                                                                                                                                                                                                                                                                                                         |                                                              |                                                             |
| Position held :                                                                                                                                                                                                                                                                                                    |                                                              |                                                             |
| From :                      To :                                                                                                                                                                                                                                                                                   |                                                              |                                                             |
| Employer :                                                                                                                                                                                                                                                                                                         |                                                              |                                                             |
| Position :                                                                                                                                                                                                                                                                                                         |                                                              |                                                             |
| From :                      To :                                                                                                                                                                                                                                                                                   |                                                              |                                                             |
| Employer :                                                                                                                                                                                                                                                                                                         |                                                              |                                                             |
| Position :                                                                                                                                                                                                                                                                                                         |                                                              |                                                             |
|                                                                                                                                                                                                                                                                                                                    |                                                              |                                                             |
| 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) |                                                             |

|                                                                                       |  |
|---------------------------------------------------------------------------------------|--|
| 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]: _____                                                   |  |

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                                              |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|
| <p>Employer: .</p> <p>Positions held: .r</p> <p>Employment Record: [Insert details of as many other appropriate records as necessary]</p> <p>From [year]: _____ To [year]: _____</p> <p>Employer:</p> <p>Positions held:</p> <p>Employment Record: [Insert details of as many other appropriate records as necessary]</p> <p>From [year]: _____ To [year]: _____</p> <p>Employer:</p> <p>Positions held:</p> |                                                              |                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                              |                                                              |                                                             |
| <p>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]</p>                                                                                    |                                                              |                                                             |
| 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<br>(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

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-  [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 Women Empowerment Principles](#).