



5<sup>th</sup> February 2024

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/GHA/RFQ/24/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the services of professional development workshops for its Youth Fellowship Programme outlined in the service requirement in Section II below as well as the Terms of Reference (ToR) Attached.

This Request for Quotation is open to shortlisted legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

### I About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](https://www.unfpa.org)

### II Service Requirements

The specific topic covered must include but should not be limited to:

- Microsoft Office Suite
- Google Suite
- Social Media Management
- Website Design
- Productivity & Design Tools: Slack, Trello, Adobe
- Networking Skills
- Report Writing and Presentation
- Proposal Development
- Preparing Concept Notes
- Personal Productivity Skills
- Teamwork and Team Building
- Basic Research and Documentation Skills
- Meeting Facilitation or Moderation Skills

### Purpose of Consultancy

UNFPA is therefore seeking the services of an organization that is passionate about the growth and development of young people in Ghana and has experience in developing and leading professional development workshops for the modern day young person.

### III Content of quotations



Quotations should be submitted via email to: [ghana.procurement@unfpa.org](mailto:ghana.procurement@unfpa.org)

- a) Submission should be in response to the requirements outlined in the Terms of Reference (ToR) attached and the service requirements in Section II above.
- b) Price quotation, should be submitted in the format of the **Price Quotation Form** below and it should be on the company's letterhead and both parts must be signed by the company's relevant authority and submitted to [ghana.procurement@unfpa.org](mailto:ghana.procurement@unfpa.org)

#### IV Instructions for submission

Submission should be prepared based on the guidelines set forth in Section II above, and sent to [ghana.procurement@unfpa.org](mailto:ghana.procurement@unfpa.org) no later than: **16:00 hours of 19<sup>th</sup> February, 2024.**

The file (s) should be named as follows: **RFQ for YoLe Training- MS Suite and Google App.** Any submission that does not conform to the instructions above will be disqualified. Do not copy any other person in your email when submitting your quotation, else you will be disqualified.

#### V Overview of Evaluation Process

Quotations will be evaluated based on compliance with the ToR, and total cost (price quote).

The evaluation will be carried out by a panel. Your proposals should outline your methodology and your ability to train, as well as your past experience in this field. This will be evaluated for compliance prior to the comparison of price quotes.

- **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the lowest-priced most technically acceptable offer.

- **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

- **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

- **Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive



Director of UNFPA and with the UNFPA Ethics Advisor 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 vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

- **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

- **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Office, **Dr. Wilfred Ochan** at [ochan@unfpa.org](mailto:ochan@unfpa.org).

- **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	19/02/2024
<b>Request for quotation N°:</b>	UNFPA/GHA/RFQ/2024/004
<b>Currency of quotation :</b>	Gh¢
<b>Delivery charges based on the following 2010 Incoterm:</b>	Other
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	90 days

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Unit of measure	Unit Price Gh¢	Number of units	Total
<b>1. Services Fees</b>					
	Professional fees	Each			
<i>Total Professional Fees</i>					Gh¢
<b>2. Out-of-Pocket expenses</b>					
	Example: Materials for the work	Each			
<i>Total Out of Pocket Expenses</i>					Gh¢
<b>Total Contract Price</b> <i>(Services Fees + Out of Pocket Expenses)</i>					Gh¢

*Vendor's Comments:*

Number 7, 7<sup>th</sup> Rangoon Close, Cantonments

P.O. Box GP 1423, Accra - Ghana. Tel: (+233) -302-746-746, 785-658, 783-435

<http://ghana.unfpa.org>



United Nations Population Fund  
No.7, 7<sup>th</sup> Rangoon Close, Cantonments  
Post Office Box 1423, Accra, Ghana  
E-mail: [mistry@unfpa.org](mailto:mistry@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GHA/RFQ/24/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	19-02-2024	
Name and title	Date and place	

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Number 7, 7<sup>th</sup> Rangoon Close, Cantonments