



Date: 6<sup>th</sup> October,2020

## REQUEST FOR QUOTATION RFQ N° UNFPA/GHA/RFQ/20/22

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following services:

### UNFPA Midterm Review and UNJP Midterm Study

UNFPA requires the provision of consultancy services for UNFPA Midterm Review (CP7) and the UN Joint Programme (UNJP of the AGP) per the terms of references (ToRs) of the two assignments and the concept notes.

This Request for Quotation is open to all 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](#)

#### II Service Requirements/Terms of References (ToRs)

- Per the Terms of Reference of the UNFPA Midterm Review (attached)
- Per the Terms of Reference of UN Joint Adolescent Girls Programme (attached)

#### III Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Jonathan Nusetor</i>
Tel N°:	0302-746746
Email address of contact person:	<i>nusetor@unfpa.org</i>

The deadline for submission of questions is 13<sup>th</sup> October 2020 Questions will be answered in writing and shared will parties as soon as possible after this deadline.

#### IV Content of quotations

Quotations should be submitted in two envelopes – (technical proposal and financial proposal). Quotations must contain:



- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs for the two assignments.
- b) Price quotation, to be submitted strictly in accordance with the price quotation for the two assignments.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in **hard copy**.

#### V Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be hand delivered to the name indicated below no later than : **Monday, 20<sup>th</sup> October, 2020 at 12:00 noon**

Name of contact person at UNFPA:	<b>Niyi Ojuolape, Representative, UNFPA Ghana Country Office, Box GP1423, Accra</b>
Location address:	<b>No. 7, 7<sup>th</sup> Rangoon Close, Cantonments</b>

- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### VI Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

#### Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

### Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of **70** points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the RFQ. All other price quotes will receive points in inverse proportion according to the following formula:



$$\text{Financial score} = \frac{\text{Lowest quote (Gh¢)}}{\text{Quote being scored (Gh¢)}} \times 100 \text{ (Maximum score)}$$

### **Total score**

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

### **VII Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

### **VIII 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.

### **IX 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.

### **X 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 UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director 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 Agreement, 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](#).

### **XI 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](#).

### **XII RFQ Protest**



United Nations Population Fund  
Ghana Country Office  
No,7,7th Rangoon Close,  
Box GP 1423,Accra. Ghana  
Email: [gaye@unfpa.org](mailto:gaye@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

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 Ghana International Operations Manager, Ms. Daisy Gaye at [gaye@unfpa.org](mailto:gaye@unfpa.org)**. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XIII 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>	20/10/2020
<b>Request for quotation N°:</b>	UNFPA/GHA/RFQ/20/22
<b>Currency of quotation :</b>	GH¢
<b>Delivery charges based on the following 2010 Incoterm:</b>	N/A
<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	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					\$\$
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					\$\$
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GHA/RFQ/20/22 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.

	Click here to enter a date.
Name and title	Date and place



United Nations Population Fund  
Ghana Country Office  
No,7,7th Rangoon Close,  
Box GP 1423,Accra. Ghana  
Email: [gaye@unfpa.org](mailto:gaye@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)