**Emergency RFP document**

United Nations Population Fund (UNFPA)

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Website: [www.unfpa.org](http://www.unfpa.org)

Date: 06 September 2023

**Request for Proposal (RFP) No. UNFPA/LKA/RFP/23/002**

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of the following items/services:

UNFPA Sri Lanka is implementing a Humanitarian Assistance project to address the needs of crisis-affected vulnerable populations, ensuring their access to quality and comprehensive, lifesaving sexual reproductive health care (SRH) and Gender-Based Violence (GBV) services. Under the project five key activities are implemented in 11 districts across the country in partnership with three implementing partner agencies, which include the following.

1.Dignity and Maternity kits - Procure and distribute 9,000 basic dignity and 6,000 maternity kits to women, girls, people with disabilities, the most vulnerable, and healthcare workers

2.Adolescent and Youth Health kits - Procure and distribute 9,000 basic Adolescent and Youth health kits to maintain their hygiene and sanitation in times of crisis

***UNFPA is looking for a contractor*** ***to conduct research*** to assess the effectiveness of the two activities pertaining to procurement and distribution of Kits specified in activities (2) and (3) above, including assessing the appropriateness of the intervention provided, identifying key lessons, and drawing out recommendations for improvement.

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and submit all the required documentation to **lk-procurement@unfpa.org no later than 5pm on 25 September 2023.**

Questions: direct them to lk-procurement@unfpa.org.

**Please ensure to mark your email with the RFP reference number No. UNFPA/LKA/RFP/23/002**

**Note: Do not submit your bid to the contact person’s email address. They are not considered!**

Please remember, the bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services/products/works and the financial bid containing price information shall be submitted separately in two separate emails.

**Documents comprising the bid:**

1. Completed and signed Bid Submission Form
2. Bidders Identification Form
3. Bidder’s previous experience and clients
4. Technical bid, including documentation to demonstrate that the bidder meets all requirements. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in the ToR.
5. Financial bid in a separate email

Partial bids are not allowed under this RFP.

**Evaluation of Proposals**:

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders whose technical bids reaches 60 points, meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points.**

**Technical Evaluation**

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in the bidding documents and the evaluation criteria. The maximum technical score is **70** points.

**Financial Evaluation**

The financial bid will only be evaluated if the technical bid achieves a minimum of 60 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form. The maximum number of points for the price bid is **30**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

Points for the Price Bid of = [Maximum number of points for the Price Bid] x [Lowest price]

a Proposal being evaluated [Price of bid being evaluated]

**Total Score**

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

**Contract Award**

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and price evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

* **Bid Submission Form**
* **Bidders Identification Form**
* **Terms of Reference**
* **Technical Bid**
* **Price Schedule Form**
1. **Bid Submission Form**

**Name of Bidder:**

**Contact Person:**

**Title:**

**Email Address:**

**Telephone Number:**

**Date of Bid:**

**Bid No:**

**Currency of Bid price:**

**Delivery time** *(days from receipt of order till dispatch):*

**(Note: maximum number of days is: XX days)**

**Expiration of Validity of Bid/Proposal** *(The bid shall be*

*valid for a period of at least 03 months* *after the Closing date.):*



**I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA** <http://www.unfpa.org/resources/unfpa-general-conditions-contract> **and we will abide by this bid/proposal until it expires.**

**We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.**

**We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.**

 **Name and title Date and Place**

# **Bidders Identification Form**

Bid No. UNFPA/CC/YY/NNN

1. **Organization**

| Company/Institution Name |  |
| --- | --- |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations  |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **Quality Assurance Certification**

| International Quality Management System (QMS) |  |
| --- | --- |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to bid) |  |

1. **Expertise of Staff**

| Total number of staff |  |
| --- | --- |
| Number of staff involved in similar supply contracts |  |

1. **Client Reference List**

 Please provide references of main client details.

| Name of company | Contact person | Telephone | E-mail |
| --- | --- | --- | --- |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3. |  |  |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

| Name/Surname |  |
| --- | --- |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid**Technical Bid**

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Description of the firm and the firm’s qualifications: A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.
2. Understanding of the requirements for services, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required. The level of total professional/personnel inputs required has been estimated to be about \_\_\_ person-months.
4. Proposed Team Structure: The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.
5. Proposed Project Team Members: Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. If the requested service is a creative one, the bidder can submit drawings, schemes, pictures or samples.
7. **Price Schedule Form**

**Name of Bidder:**

**Date of Bid:**

**Bid No:**

**Currency of Bid price:**

**Delivery time** *(days from receipt of order till dispatch):*

**(Note: maximum number of days is: As per the attached scope of work)**

**Expiration of Validity of Bid/Proposal** *(The bid shall be*

*valid for a period of at least 03 months* *after the Closing date.):*

| Item | Description | Number & Description of Staff by Level | Hourly Rate USD | Hours to be Committed | Total USD |
| --- | --- | --- | --- | --- | --- |
| ***1. Steps*** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL PROFESSIONAL FEES** |
| ***2. Estimated out-of-pocket expenses*** |
|   |  |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTAL OUT-OF-POCKET EXPENSES** |
| **TOTAL FEES (Professional + out-of-pocket expenses)** |
|  |  |  |  |  |  |



 **Name and title Date and Place**