Date: 25*, September 2020*

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LKA/RFQ/20/1** **5**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Supply and Installation of Workstations and Other Furniture Work**

UNFPA requires the provision of goods and services in relation to the supply and installation of workstations and other furnitre that relate to the office of UNFPA Sri Lanka.

The UNFPA building was constructed during Colonial times and has been given to the UN on a pro bono basis. As such, we are unable to make structural changes to the building. The purpose of the refurbishment is to improve interpersonal communications and to create a more enabling and accessible office environment.

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and services and have legal capacity to deliver in the country, or through an authorized representative. Quotations from individuals are not accepted.

1. **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](http://www.unfpa.org/about-us)

1. **Service Requirements/Terms of Reference (ToR)**

**II-a. Detailed BOQ attached – Inspection of the building can be done on 1st, 2nd, 6th and 7th of October 2020.**

**II-b.** Contact the following personnel, to organize a site inspection, as and if required.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Nashika S Perera* |
| Tel Nº: | *+94112580840 /* |
| Email address of contact person: | [lk-refurb@unfpa.org](mailto:lk-refrub@unfpa.org) |

**II-c.** Please Submit the Following Documentation by email to [[lk-refurb@unfpa.org](mailto:lk-refrub@unfpa.org)](mailto:lk-refrub@unfpa.org)  , in order to receive copies of detailed architectural layouts, plans, and detailed itemized drawings and specifications:

* Copy of the Business Registration
* Copy of Registration / Membership on Contractor Grading (if applicable)
* References / Details of similar works completed (Client, Location, Total Value, Contact Details)

**II-d. Objectives and scope of the Services**

* Coordinate and collaborate with the contracted Architect (Design Republic) and Project Manager, to ensure the work is completed and delivered as per the given timescales.
* Work to be completed according to the instructions provided by the Architect and the Project Manager.
* A performance bond is to be opened up at a reputed commercial bank for 20% of the contract value and a deduction of 6% will be enforced for any delays.
* The entire project is expected to commence on the 18th of October 2020 and end by 30th November 2020. A detailed schedule will be updated on the website next week, and time scale will be allocated according to the master plan. The contractor should be able to mobilize their resources to attend to the works, within any time during this period, as agreed during the contract negotiation phase.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Nashika S Perera* |
| Tel Nº: | *+94112580840 / +94 740 089 835* |
| Email address of contact person: | [lk-refurb@unfpa.org](mailto:lk-refrub@unfpa.org) |

The deadline for submission of questions is 02, October, 2020, at 09:00 am, Sri Lankan time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **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 sent by email to the contact person indicated below no later than: Monday, 12 October 2020 at 4:00 PM Sri Lankan time.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Email address of contact person: | [lk-procurement@unfpa.org](mailto:lk-procurement@unfpa.org) |

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: RFQ Nº UNFPA/LKA/RFQ/ 20/1 5 **Supply and Installation of Workstations and Other Furniture Work.**

* Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* 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.

1. **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 |  | 40% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Experience of the staff that will be employed to the project and expertise renovation and refurbishment (CVs, etc.) | 100 |  | 20% |  | |
| Specific experience with UN agencies or international organizations | 100 |  | 0 |  | |
| Profile of the company, minimum 5 years experience in the relevant sector. | 100 |  | 20% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

**Technical proposal - Table of content**

**Description Page number**

01. Introduction to the Organization - Company profile (including structure) 01

02. Evidence of specific experiences and expertise relevant to the project (photos, minimum three references and annexures such as company registration, recently audited accounts statement)

03. Objective of the proposal, technical approach to the project (methodology and time frame)

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. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## 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.

|  |
| --- |
| Total score = 70% Technical score + 30% Financial score |

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order and a Professional Service Contract on a fixed-cost basis for 45 days to the Bidder(s) that obtain the highest total score. Kindly note that upon successful selection, you will be required to submit your company profile, a copy of your company registration and a copy of the recently audited accounts for review purposes.

1. **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.

1. **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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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 Business Unit Ritsu Nacken, Representative at nacken@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).

1. **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**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LKA/RFQ/20/15 |
| **Currency of quotation :** | LKR |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes. Documents related to tax exemption will be provided.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of goods/services | Unit cost | No. of units | Total |
| Cost of the products/services | | | | | |

|  |
| --- |
| PROVIDE DETAILED COSTING WITH THE BOQ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Preliminaries Total |  |  |  |  |
| 3A | Furniture Works Total |  |  |  |  |
| 4A | Chairs Total |  |  |  |  |
| *Total cost* | | | | | LKR |
| Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses (if any)* | | | | | LKR |
| ***Total Contract Price***  *(Product/service cost + Out of Pocket Expenses)* | | | | | LKR |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/20/1 5 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 | |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)