Date: 30 October 2020

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LKA/RFQ/20/18

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Forum Theatre Performances to raise awareness the importance of effective referrals and coordination of multi-sectoral service providers in addressing Sexual and Gender-Based Violence**

UNFPA requires the provision of Forum Theatre Performance in Sinhala and Tamil to raise awareness on the importance of effective referrals and coordination of multisectoral Service Providers in addressing Sexual and Gender- Based Violence. This Request for Quotation is open to all legally-constituted bodies/companies that can provide the requested services and have legal capacity to perform in Sri Lanka, or through an authorized representative.

1. **About UNFPA**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2018-2022), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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)

**Terms of Reference (ToR)**

**Background**

Sexual Gender-based violence (SGBV) is one of the most prevalent human rights violations in the world. Violence against women and girls undermines the health, dignity, security and autonomy of its victims, yet it remains shrouded in a culture of silence. Women and girls experiencing violence can suffer sexual and reproductive health consequences, including forced and unwanted pregnancies, sexually transmitted infections including HIV, and even death. A global review by the World Health Organization (WHO) in 2013, found that 35 percent of women worldwide have experienced physical and/or intimate partner violence or non-partner sexual violence.

Most of the research and data related to SGBV reveal that the lack of confidence in the system is one of the main reasons why victims/survivors do not report incidents of Sexual and Gender Based Violence. Also, the lack of coordination amongst Sexual and Gender Based Violence service providers discourages the victims and survivors from seeking the necessary support.

Responding to SGBV requires a range of essential services that both recognize and aim to meet the multiple needs of the survivors of violence. Therefore, the presence of a formal referral and coordination mechanism is important to ensure effective mobilization of resources available to respond to Sexual and Gender Based Violence at all levels.

In Sri Lanka, State Ministry of Women and Child Development, Pre-Schools & Primary Education, School Infrastructure & Education Services with the technical support of United Nations Population Fund (UNFPA) have been closely working with the district and divisional levels in initiating a coordinating mechanism among all relevant stakeholders in the districts of Mannar and Hambantota Districts. It established a network of service providers and a system in place for coordination to provide services for victims and survivors of SGBV.

**Objective**

The objective of these Forum Theatre performances is to create awareness on the importance of effective referrals and coordination of multisectoral Service Providers in addressing Sexual and Gender-Based Violence and to ensure a multi sectoral response to SGBV by showcasing practical scenarios that empowers the audience to understand and learn different pathways available to change the outcome of such a scenario for the better. This will also aim at strengthening the skills of service providers in coordination and effective referrals.

**Deliverables**

* Devise a script in both Sinhala and Tamil languages and share a rehearsal video of 15 minutes
* Report on prepared materials (printing materials, music instruments, props and costumes)
* Forum theatre performance in Hambantota for three sessions
* Forum theatre performance in Mannar for two sessions
* Project completion report with still photo coverage & short video on both locations.

UNFPA will provide technical input and guidance for the development of the forum theatre script where needed

**Reporting Back to UNFPA**

The Organization is to report back on the ratings of each performance with details of feedback including performance effectiveness and photo coverage and a detailed report.

**Indicative time frame and venue**

3 performances will take place in the Hambantota district and 2 performances will take place in the Mannar district

November 2020 – June 2021

**Payment conditions:**

The payment will be done in accordance with the price agreed at the time of signing of the contract

The payment will be done in currency: Sri Lankan Rupees. Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day UNFPA instructs that payment(s) be effected (web: www.treasury.un.org).

**Proposal evaluation**

The detailed evaluation of the quotations will consist of expertise (technical) evaluation and financial evaluation.

**II. Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Udeni Thewarapperuma* |
| Email address of contact person: | *thewarapperuma@unfpa.org* |

The deadline for submission of questions is November 04, 2020, 10:00 am, Sri Lanka time. Questions will be answered in writing and shared with all 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 TOR – Separate attachment.
2. Price quotation, to be submitted strictly in accordance with the price quotation form – Separate attachment.

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, 16 November 2020, 4:00 pm, Sri Lanka 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/20/18 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**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by a pre-determined evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes 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, compliance of the requirements and level of understanding of the objectives of the project | 100 |  | 25% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignments | 100 |  | 20% |  | |
| Specific professional experience and demonstrated expertise in forum theatre perfomances (CVs should be attached)  Composition of the team:  o   Team leader – 50  o   Team member – 30  o   Other team members - 20 | 100 |  | 20% |  | |
| Profile of the company, relevance to the Project, experience of collaboration with UN agencies | 100 |  | 20% |  | |
| Samples, evidence of the similar theatre performance | 100 |  | 15% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The first page of the technical proposal should list out the table of content as follows:

**Technical proposal - Table of content**

**Description Page number**

01. Introduction to the Organization - Company profile 01

02. Composition of the team, distribution of tasks and their CVs addressing specific experiences and expertise relevant to the assignment

03. Objectives, technical approach, methodology and time frame

04. Details of the similar performances (please attach photos as annexures)

05. Annexures (Company registration, recently audited accounts statement, photos)

The following scoring scale will be used to ensure objective evaluation of the technical proposal:

|  |  |
| --- | --- |
| **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 quotation. 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 Professional Service Contract on a fixed-cost basis with duration of eight months to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

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 Country Office 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/20/18 |
| **Currency of quotation:** | LKR |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall 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.

Example Price Schedule below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Quantity | Unit cost | No. of units | Total |
| 1. Script writing, printing and instruments | | | | | |
| 1.1 |  |  |  |  |  |
| 1.2 |  |  |  |  |  |
| 1.3 |  |  |  |  |  |
| 1.4 |  |  |  |  |  |
| 1.5 |  |  |  |  |  |
| (Insert more rows above this row as required) | | | | | |
| *Sub total* | | | | | LKR |
| 2. Detailed cost of performance | | | | | |
| 2.1 |  |  |  |  |  |
| 2.2 |  |  |  |  |  |
| 2.3 |  |  |  |  |  |
| 2.4 |  |  |  |  |  |
| 2.5 |  |  |  |  |  |
| (Insert more rows above this row as required) | | | | | |
| *Sub total* | | | | | LKR |
| **TOTAL (Subtotal 1+2)** | | | | | **LKR** |
| *VAT (8%) not exempt* | | | | | LKR |
| *NBT (1%) exempt* | | | | |  |
| ***Grand Total*** | | | | | 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/20/18 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)