



United Nations Population Fund,
UNFPA Syria
Tel: +963 11 612-6870
Website: www.unfpa.org

Date: **05/09/2018**

Request for Quotation No. UNFPA/SYR/RFQ/PD/09-2018/27

Dear Sir/Madam,

We hereby solicit your quotation for the **Provision of Research Proposal of Protection needs Assessment for Older People in Humanitarian Crisis.**

The Service listed in the **Annex 1- Terms of Reference** of The Research Center of **The Protection needs Assessment for Older People in Humanitarian Crisis.** The service is to be delivered maximum in **5 months** (tentative) upon signing the contract and issuing of the PO.

The quotation shall be valid at least for **3 months** after the announced closing date. Please submit your quotation in **USD** currency.

If you are interested in submitting a signed and stamped quotation for the requested service, kindly send your **Bid** including all the required documents listed hereunder in **One Sealed Envelope** to the address indicated below or /send your **e-Bid to the secure email address** indicated below/ not later than **12:00 PM (Damascus Time) Wednesday 19th of Sept. 2018.**

UNITED NATIONS POPULATION FUND (UNFPA) Syria

Address: Bldg. No. 10, Fatmeh Idriss Lane Al-Ghazzawi St. West Villas,
Mezzeh, Damascus, Syria

RFQ No. UNFPA/SYR/RFQ/PD/09-2018/27

Company name:

XXXXXXXXXX

“Sealed Bid, do not open before 12:00pm (Damascus Local Time) Wednesday 19th of Sept. 2018”

An Electronic submission can be sent via email to the **Secure Email:**
syria.office@unfpa.org

Failure to submit the mandatory documents listed hereunder may result in disqualifying the Bid

The submitted Bid shall be consisting of 2 sub-sealed envelopes:

• **Technical Bid: including the following documents:**

1. Cover letter including the interest of conducting the assessment;
2. Company Profile including: the company's Business Registration Licenses Registered in Syria since 2 years at least, National IDs and Passports of the stakeholders (if any), the Organizational Chart, the CVs of the Key People, address and contact details and the implemented projects (Mandatory);
3. Bank Statement of the last 3 years.
- a) Technical proposal in response to the requirements outlined in the Annex 1- Terms of Reference (ToR) and including the approach of conducting the study / brief methodology consultants, stating the required skill set (economy, sociology, demography, and statistics) and proving the similar researches/proves experience in conducting researches in the requested domains and the ability to access the selected governorates (that were mentioned in the study guiding document) (Mandatory);
4. Detailed Optimized Work Plan (Mandatory);
5. References List and contact details (Mandatory);
6. Copy of previous contracts of similar projects implemented before (Mandatory);
7. Filled, signed and stamped **Bidder Identification Form (Annex 3) (Mandatory);**
8. Filled, signed and stamped **Performance Statement Form (Annex 4) (Mandatory).**

• **Financial Bid: including the**

1. Price Quotation (please use the **Annex-2 Quotation Form**), noting that the cost of the all concerned experts, research assistants and other support staff, transportation , printing, mobile phones and calls should be covered by the research center. Only the cost of the venue and refreshment of the final workshop will be covered by UNFPA on behalf of the UN agencies (Mandatory).

Depending on the skills that will be available in the local market, the research center that will be outsourced should have the following skills and qualifications:

- Has a lead researcher who can be a sociologist, economist, and or demographer, who have at least Master degree in Demography, Sociology, Social Work, Social Statistics, Development Studies, Public Policy or a related field.
- Has at 2 additional experts in the fields of sociology, economy, demography or statistics and should differ from the specialty of the lead researcher
- Conducted similar studies/ experience in conducting similar studies before, including social studies on women or gender, youth, or relevant economic or demographic studies. The center should show experience in Data collection, analysis, report writing, and demonstrate proficiency in use of computerized data processing software is required.
- Previous experience with UN , academia or government in facilitating/ completion of researches
- Fluency in Arabic (Arabic Speaker is preferable) and English



Questions and Answers:

A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing from the date of issue of the bid and no later than **02:00PM (Damascus Time) Sunday 09th of Sept. 2018.** to the following email address:

Note: Do not submit your bid/proposal to the contact person’s email address!

Name of contact person at UNFPA:	Iman Alrifai / Adrian Radu
Email address of contact person:	ialrifai@unfpa.org / tirlea@unfpa.org

UNFPA shall respond in writing to any request for clarification received and compile all questions and answers as annex to this announcement maximum by **03:30PM (Damascus Time) Wednesday 12th of Sept. 2018.**

Overview of Evaluation Process:

Quotations will be evaluated based on the overall compliance with Annex 1-Terms of Reference, Previous Experience, Optimized Work Plan and the total cost of the requested service.

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. The technical proposals will be evaluated for the technical compliance prior to the comparison of price quotes. A distinct advantage will be previous experience in related projects or researches, experience in Older people related projects or researches, experience in gender programs, experience in studies of/topics related to labor market, experience in statistics and research on Arabic and English.

Award:

UNFPA shall award the contract lowest price substantial compliant offer.

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

Best regards,

Iman Alrifai

Tel No.: +963-6121659/+963-6113764

Email: syria.office@unfpa.org



ANNEX-2

Quotation Form

Name of Bidder: _____

Date of Bid: 19/09/2018

Request for Quotation No: UNFPA/SYR/RFQ/PD/09-2018/27

Currency of Bid price: USD

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

Expiration of Validity of Quotation (*The quotation shall be:*

*Valid for a period of at least **three (3) months** after the Closing date.*): _____

Price Schedule:

#	Item	Lead time/day	Price USD
1	Provision of Protection needs Assessment for elderly people in Humanitarian crisis.		
Total Amount USD			

Vendor's Comments:

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

Name and title

Date and Place