

Emergency RFP document



United Nations Population Fund (UNFPA)
Address: Syrian Arab Republic | United Nations Population Fund (UNFPA) Bldg 10, Fatmeh Idriss Lane Al-Ghazzawi St.| West Villas, Mezzeh, Damascus, P.O. Box 33190
Tel: + 963 11612870
Website: www.unfpa.org
Date: 04/11/2018

Request for Proposal (RFP) No.SYR/2018/001

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of the following services:
Country Programme Evaluation – Syria Country office.

If you are interested in submitting a bid for these items/services, **kindly fill in the attached submission form and submit it in a sealed envelope (two envelopes) to the address indicated below or to the secure email address indicated below, but not later than 18/11/2018 at 10AM (Damascus time).**

Please ensure to mark your envelop/email with the RFP reference number and the words “Sealed bid. Do not open before 18/11/2018 at 10AM (Damascus time).

Street address for bid submission: UNFPA Syria Country Office, Syrian Arab Republic | United Nations Population Fund (UNFPA) Bldg 10, Fatmeh Idriss Lane Al-Ghazzawi St.| West Villas, Mezzeh, Damascus, P.O. Box 33190

Secure email address for bid submission: syria.office@unfpa.org

Email address of Contact Person: Aos Zeidan - zeidan@unfpa.org or Iman Alrifai – alrifai@unfpa.org

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

Please remember, the **bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services and the financial bid containing price information shall be submitted separately in two different sealed envelopes.**

Documents comprising the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Bidder’s previous experience and clients
- d. 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. The technical quote must include the final team composition outlining the roles and responsibilities of each team member in each phase.

- e. Financial bid in a separate sealed envelope (using the price schedule).
- f. Name and details of local (Syrian) representative/partner/subsidiary, etc. Joint tendering will be accepted between a Syrian and an international company. Should no local (Syrian) representative/partner/subsidiary be available, the awarded supplier is expected to identify a counterpart in Syria prior to signing the contract.

Note:

- g. **The following text is to be entered in the subject line: RFP-SYR-001-2018 [Company name], [Evaluation title]. UNFPA is not responsible for quotes without this text.**
- h. The quotes must reach the designated email inbox no later than November 18th, 2018, at 10:00 AM Damascus time.
- i. Any questions related to the Terms of Reference or this tender should be send to AOs Zeidan - zeidan@unfpa.org or Iman Alrifai – alrifai@unfpa.org

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 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 **400** points. The minimum threshold to pass the technical evaluation and be considered for financial evaluation is 250 points.

	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight %	[B] x [C] = [D] Total Points
A	Overall approach and the specific operational modalities responding to “who does what, how and when” for the data collection phase	100		30%	
B	Data protection and management approach	100		20%	
C	Data analysis approach tailored made to this evaluation	100		20%	
D	Suitability of the expertise and qualifications collectively brought by the proposed evaluation team	100		30%	
	TOTAL TECHNICAL SCORE	400			

Financial Evaluation

Proposals failing to obtain this minimum (250 points) 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 **100**. 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:

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{100 (\text{maximum score}) \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

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; Total Score = 70% Technical Score + 30% Financial Score

Contract Award

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and financial 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: _____

Expiration of Validity of Bid/Proposal (*The bid shall be valid for a period of at least 3 months after the Closing date.*): _____

Vendor's Comments:

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

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.
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 work plan and detailed time frame for the evaluation.**