REQUEST FOR QUOTATION
RFQ Nº UNFPA/MD/RFQ/027/2023

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Services to develop the concept of national services for perpetrators and quality standards “

The UNFPA Moldova Country Office is looking to contract a Company to develop the concept of national services for perpetrators and quality standards, under the National Programme on Ending Violence Against Women and Domestic Violence 2023-2027. Please see attached ToR as Annex II.

I. 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

Service Requirements/Terms of Reference (ToR) (Please see attached Full ToR as Annex II for details)

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverables</th>
<th>Payment amount</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Inception report developed</td>
<td>15% of the contract amount</td>
<td>October 30th, 2023</td>
</tr>
<tr>
<td>2.</td>
<td>Analytical study developed</td>
<td>15% of the contract amount</td>
<td>November 15th, 2023</td>
</tr>
<tr>
<td>3.</td>
<td>Study visits organized and conducted</td>
<td>15% of the contract amount</td>
<td>November 30th, 2023</td>
</tr>
<tr>
<td>4.</td>
<td>Concept of services for perpetrators developed, including the revised national standards on working with perpetrators</td>
<td>20% of the contract amount</td>
<td>December 15th, 2023</td>
</tr>
<tr>
<td>5.</td>
<td>The event to present the study and concept</td>
<td>15% of the contract amount</td>
<td>January 15th, 2023</td>
</tr>
<tr>
<td>6.</td>
<td>3 Programmes for (1) Probation, (2) Penitentiary Institutions, (3) Police developed and validated</td>
<td>20% of the contract amount</td>
<td>March 15th, 2024</td>
</tr>
</tbody>
</table>
Institutional arrangements

- The Company will be responsible for collecting key background materials and information; UNFPA may provide the Contractor with relevant technical support and advice during the implementation of the tasks.
- The Contractor will be expected to use their own computers and other necessary equipment.
- The Company shall fulfill its contractual assignments under the guidance and direct coordination of the UNFPA Project Manager.
- Deliverables shall be approved by the UNFPA Project Manager.
- All documentation related to deliverables shall be provided by the Company in the English language.
- All prices/ costs shall be exclusive of VAT.

Required qualifications of the Company

Interested bidders should meet the following minimum requirements:

- Have at least 8 (eight) years of relevant experience in the analysis/development of initiatives with aggressors/perpetrators (or potential aggressors/ perpetrators) of GBV, especially domestic violence.
- Have implemented at least 5 (five) overall evidence-based analysis of programmes to prevent, address and combat gender-based violence, to produce a strategic vision on working with perpetrators of GBV, especially domestic violence in the last 8 (eight) years.

Criteria for the evaluation of the management structure and key personnel:

**Team Leader:**
University degree in Business Administration, Law, Sociology, International relations, Gender and GBV, or another related field
Experience as Task Manager in at least 4 (four) similar projects
At least 5 (five) years of experience in organizing, managing and conducting analytical studies, researches.
Working with state/governmental institutions is an asset

**Lead Expert:**
University degree in Sociology, International relations, Gender/GBS studies or another related fields.
Experience as Expert in at least 4 (four) similar projects
At least 5 (five) years of experience in organizing and conducting researches
Experience in working with state/governmental institutions is an asset.

**Junior expert(s)(national and international)**
University degree in Gender/GBV, Sociology, Economics, International relations or another related field
At least 3 (three) years of experience in doing analytical work, organizing and conducting researches, surveys.
Experience in working with Moldovan state/governmental institutions is an asset
Proficiency in Romanian and English languages

**VI. Timeframe:**
Contractual assignments shall be initiated not later than October, 2023 and shall be fully completed not later than March, 2024.
II. Questions
Questions or requests for further clarifications should be submitted in writing to the contact person below:

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Iurie Tarcenco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nº:</td>
<td>+373 79785684</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:tarcenco@unfpa.org">tarcenco@unfpa.org</a></td>
</tr>
</tbody>
</table>

The deadline for submission of questions is 10/10/2023 16:30 GMT +2, Moldova local Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

III. Eligible Bidders
This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IV. Content of quotations
Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form separately from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) 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.

V. 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 address indicated below no later than: 10/10/2023 16:30 GMT +2, Moldova local Time.

Please note the following guidelines for electronic submissions to UNFPA’s dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/MD/RFQ/027/2023– [Company name], Technical Bid
  - UNFPA/MD/RFQ/027/2023– [Company name], Financial Bid
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.

- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

- Please do NOT send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.

- The total email size may not exceed 24 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.

- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the first email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Iurie Tarcenco at: tarcenco@unfpa.org

- 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.

### VI. 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.

<table>
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<tr>
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<tbody>
<tr>
<td>Have at least 8 (eight) years of relevant experience in the</td>
<td>100</td>
<td></td>
<td>20%</td>
<td>20</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Analysis/Development of Initiatives with Aggressors/Perpetrators (or Potential Aggressors/Perpetrators) of GBV, Especially Domestic Violence.</th>
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<td>Have implemented at least 5 (five) overall evidence-based analysis of programmes to prevent, address and combat gender-based violence, to produce a strategic vision on working with perpetrators of GBV, especially domestic violence in the last 8 (eight) years.</td>
<td>100</td>
<td>20%</td>
</tr>
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</table>

| Technical Approach, Methodology and Level of Understanding of the Objectives of the Project | 100 | 10% |
| Work Plan/Time Scales Given in the Proposal and Its Adequacy to Meet the Project Objectives | 100 | 10% |
| Professional Experience of the Staff That Will be Employed to the Project Proving Demonstrated Expertise in Line with Announced ToR (CVs to be Provided by Bidders) | 100 | 40% |

**Grand Total All Criteria** 500 100%

The following scoring scale will be used to ensure objective evaluation:

<table>
<thead>
<tr>
<th>Degree to Which the Terms of Reference Requirements Are Met Based on Evidence Included in the Bid Submitted</th>
<th>Points out of 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significantly Exceeds the Requirements</td>
<td>90 – 100</td>
</tr>
<tr>
<td>Exceeds the Requirements</td>
<td>80 – 89</td>
</tr>
<tr>
<td>Meets the Requirements</td>
<td>70 – 79</td>
</tr>
<tr>
<td>Partially Meets the Requirements</td>
<td>1 – 69</td>
</tr>
<tr>
<td>Does Not Meet the Requirements or No Information Provided to Assess Compliance with the Requirements</td>
<td>0</td>
</tr>
</tbody>
</table>
Financial Evaluation
Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70% threshold (350 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. All other price quotes will receive points in inverse proportion according to the following formula:

\[
\text{Financial score} = \frac{\text{Lowest quote ($)}}{\text{Quote being scored ($)}} \times 100 \text{ (Maximum score)}
\]

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.

\[
\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}
\]

VII. 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 to the Bidder(s) that obtain the highest total score.

VIII. 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.

IX. 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.

X. Fraud and Corruption
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. 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.

**XI. 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.

**XII. 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 Nigina Abaszade at abaszade@unfpa.org.

**XIII. 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).

Best regards,

Prepared by: Tarcenco Iurie/ Procurement Analyst
Tel. No. +373 79785684
Email: tarcenco@unfpa.org

Approved by: Nigina Abaszade
Representative for Moldova
UNFPA
**PRICE QUOTATION FORM**

Name of Bidder: 

Date of the quotation: Click here to enter a date.

Request for quotation Nº: UNFPA/MD/RFQ/027/2023

Currency of quotation : USD, MDL

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.

<table>
<thead>
<tr>
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<th>Total</th>
</tr>
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</table>

**Total Contract Price** $ 

and

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Number &amp; Description of Staff by Level</th>
<th>Hourly Rate</th>
<th>Hours to be Committed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professional Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Team Leader</td>
<td></td>
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2 Please submit your quotation in MDL or USD currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on [UN Operational Exchange Rate](https://treasury.un.org/operationalrates/OperationalRates.php) prevailing at the time of competition deadline.
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<tbody>
<tr>
<td>2</td>
<td>Lead Expert</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Junior expert</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total Professional Fees</strong></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>2. Out-of-Pocket expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Add if Any</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Out of Pocket Expenses</strong></td>
<td>$</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total Contract Price</strong></td>
<td>$</td>
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</table>

**Vendor’s Comments:**

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MD/RFQ/027/2023 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.
DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1. The Company and its Management³ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:
   - Fraud; ☐ ☐
   - Corruption; ☐ ☐
   - Conduct related to a criminal organization; ☐ ☐
   - Money laundering or terrorist financing; ☐ ☐
   - Terrorist offences or offences linked to terrorist activities; ☐ ☐
   - Sexual exploitation and abuse; ☐ ☐
   - Child labour, forced labour, human trafficking; or ☐ ☐
   - Irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). ☐ ☐

2. The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. ☐ ☐

3. The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. ☐ ☐

4. The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. ☐ ☐

³ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (creating a shell company). | ☐ | ☐ |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (being a shell company). | ☐ | ☐ |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date: ________________________________

Name and Title: ________________________________

Name of the Company: ________________________________

UNGM Nº: ________________________________

Postal Address: ________________________________

Email: ________________________________
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, Spanish and French