

Date: 03 October 2023

**REQUEST FOR QUOTATION
 RFQ N° 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](https://www.unfpa.org)

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

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

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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.

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II. Questions

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

Name of contact person at UNFPA:	<i>Iurie Tarcenco</i>
Tel N°:	+ 373 79785684
Email address of contact person:	tarcenco@unfpa.org

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 with 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**¹.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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Name of contact person at UNFPA:	Iurie Tarcenco
Official Email address of UNFPA	tender.mda@unfpa.org

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.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Have at least 8 (eight) years of relevant experience in the	100		20%	



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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.	100		20%	
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:

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% 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:

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

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.

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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

DocuSigned by:
Iurie Tarcenco
85CA7739315F46C...

Approved by:
Nigina Abaszade
Representative for Moldova
UNFPA

DocuSigned by:
Nigina Abaszade
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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MD/RFQ/027/2023
Currency of quotation :	USD, MDL ²
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	


- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Total
1.	Inception report developed	
2.	Analytical study developed	
3.	Study visits organized and conducted	
4.	Concept of services for perpetrators developed, including the revised national standards on working with perpetrators	
5.	The event to present the study and concept	
6.	3 Programmes for (1) Probation, (2) Penitentiary Institutions, (3) Police developed and validated	
Total Contract Price		\$

and

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
1	Team Leader				


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 \(https://treasury.un.org/operationalrates/OperationalRates.php\)](https://treasury.un.org/operationalrates/OperationalRates.php) prevailing at the time of competition deadline.

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2	Lead Expert				
3	Junior expert				
<i>Total Professional Fees</i>					\$
2. Out-of-Pocket expenses					
	Add if Any				
<i>Total Out of Pocket Expenses</i>					\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					\$

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.

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	<p>Click here to enter a date.</p>	
<p>Name and title</p>	<p>Date and place</p>	

DECLARATION FROM

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

1.	The Company and its Management ³ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

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 (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
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) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

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 N°: _____

Postal Address: _____

Email: _____

 The logo for the United Nations Population Fund (UNFPA) is located in the top left corner. It features a grid of orange dots on the left, followed by the United Nations emblem (a world map) and the acronym 'UNFPA' in a bold, orange, sans-serif font.	<p>United Nations Population Fund, UNFPA 131, 31 August 1989 street, Chisinau, Republic of Moldova, MD-2012 Fiscal Code: 12626016 Tel: +373 79785684 Website: www.unfpa.org</p>
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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](#)