

30 September 2015

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/USA/RFP/15/002

For the establishment of a:

LONG TERM AGREEMENT

In regards to:

SUPPLY OF SERVICES WORLDWIDE

**Internal UN Leadership Coaching Training &
Supervision Programme**

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the supply of services to the Internal UN Coaching Training & Supervision programme. Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

| | |
|--------------|--|
| Section I: | Instructions to Bidders |
| Section II: | Terms of Reference |
| Section III: | UNFPA General Conditions of Contract |
| Section IV: | UNFPA Special Conditions of Contract |
| Section V: | Supplier Qualification Requirements |
| Section VI: | Bid and Returnable Forms |
| Section VII: | Template of Proposed Long Term Agreement |

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 18 Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 18 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided.

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.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **30 October 2015, 3:00PM Copenhagen time¹**:

- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 18.3 Submission of hard copy Bids, and should reach the following address:

United Nations Population Fund
Procurement Services Branch
Ms. Mary Rose Tiong
tiong@unfpa.org

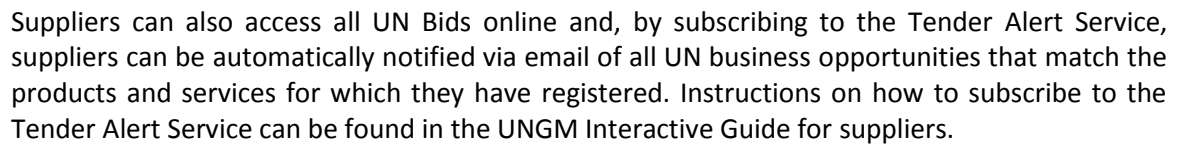
- b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 18.3 Submission of electronic Bids, should reach the email inbox of Bidtender@unfpa.org. Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

5. Bids received after the stipulated date and time will be rejected.
6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: **Mary Rose Tiong, tiong@unfpa.org**, no later than **October 22, 2015** and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: **Mary Rose Tiong, tiong@unfpa.org** , no later than **October 08, 2015, 5PM Copenhagen time**.

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](http://ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

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



- Yours sincerely,

RFP Number UNFPA/USA/RFP/15/002

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SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. UNFPA's Procurement Services Branch wishes to enter into non-exclusive Long Term Agreements (LTAs) with qualified suppliers for the supply of services to the Internal UN Coaching Training & Supervision programme in support of UNFPA's leadership development programme.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign non-exclusive Long-Term Agreements (LTAs) with a lead and back-up supplier for three years. In addition to the initial term, the LTA(s) will have the option of a one-year extension, subject to satisfactory performance and price competitiveness.
- 1.3. In the event of UNFPA signing an LTA the following shall apply:
 - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems that wishes to avail itself of such terms, after written consent from UNFPA's Procurement Services Branch.
 - 1.3.2. The LTA template specified in SECTION VII: LONG TERM AGREEMENT TEMPLATE, shall be used.
 - 1.3.3. UNFPA will not be committed to purchase any minimum quantity of the goods/services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any costs in the event that no purchase is made under any resulting LTA. All reductions in market prices provided by the supplier will be passed on in full to UNFPA.

2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the respective countries, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - 2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
 - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause 17. However, this does not limit the participation of subcontractors in more than one Bid.
 - 2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
 - 2.3.4. The following information must be disclosed in the Bid:

- 2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
- 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
- 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
 - 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
 - 2.4.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.
- 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
 - 2.7.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
 - 2.7.2. All parties to the JV shall be jointly and severally liable; and
 - 2.7.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded an LTA, during the validity of the LTA.

3. Cost of Bid

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

4. Fraud and Corruption

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA

has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.

- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
 - 4.4.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 4.4.2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - 4.4.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - 4.4.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 4.4.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
 - 4.4.6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. Suppliers, their subsidiaries, agents, intermediaries, and principals must cooperate with UNFPA’s Office of Internal Audit and Investigation Services (OIAS), as well as with any other investigations authorized by the Executive Director and with the UNFPA Ethics Officer 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 supplier and submission of all requested documents, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)

5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

6. Disclaimer

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

| | |
|--------------|---|
| Section I: | Instructions to Bidders |
| Section II: | Terms of Reference |
| Annex A: | Instructions for Preparing Technical Bid |
| Section III: | UNFPA General Conditions of Contract |
| Section IV: | UNFPA Special Conditions of Contract |
| Section V: | Supplier Qualification Requirements |
| Section VI: | Bid and Returnable Forms |
| Annex A: | Bid Confirmation Form |
| Annex B: | Bid Submission Form |
| Annex C: | Bidder Identification Form |
| Annex D: | Bidder's Previous Experience |
| Annex E: | Checklist on UNFPA General Conditions of Contract |
| Annex F: | Price Schedule Form |
| Annex G: | Joint Venture Partner Information Form |
| Annex H: | Bank Guarantee for Advance Payment |
| Annex I: | Performance Security |
| Annex J: | Checklist of Bid Forms |
| Section VII: | Template of Proposed Long Term Agreement |

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.

7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

8. Clarifications of Bidding document

8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ms. Mary Rose Tiong
tiong@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **October 08, 2015, 5:00PM Copenhagen time²**.

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org).

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices

11.1. All prices shall be in US dollars (USD) only. Should the submitted Bid result in a LTA, UNFPA will enter the services into an e-procurement system maintained by PSB that can only accommodate USD. Bidder(s) shall indicate in their offers the currency they would have used for a Bid in the absence of currency constraint. In order to mitigate financial risks, if the value of the USD changes by more than 10% against the indicated currency during the

² <http://www.timeanddate.com/worldclock/city.html?n=69>

validity of the LTA, the successful Bidder may be asked to adjust the LTA USD prices using the UN exchange rate on the day of Bid submission deadline. The monthly [UN Operational Rate of Exchange \(UNORE\)](#) will be used to determine the percentage of change in USD value against the indicated currency.

- 11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the LTA.

12. Most favored pricing

- 12.1. By submitting a Bid, the Bidder certifies that the same have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

13. Validity of Bids

- 13.1. Bids must remain valid for *120 calendar days* after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

14. Documents establishing eligibility and conformity to Bid documents

- 14.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 15 Technical Bid and 16 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
- 14.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

15. Technical Bid

- 15.1. Documents establishing the eligibility of the Technical Bid:Section VI – ANNEX A: BID CONFIRMATION FORM

15.1.1. [COMPLETE THIS PAGE AND RETURN IT PRIOR TO *bid opening*]

| | | | |
|----------|--|--------|-----------------|
| To: | UNFPA PSB | Date: | |
| | Mary Rose Tiong | Email: | tiong@unfpa.org |
| From: | [Insert Company Name] | | |
| | [Insert Contact person from Company] | | |
| | [Insert Telephone number] | | |
| | Insert E-mail address of contact person] | | |
| | [Insert Postal address of Company] | | |
| Subject: | UNFPA/USA/RFP/15/002 | | |

| | |
|--------------------------|--|
| <input type="checkbox"/> | YES, we intend to submit a bid in response to the above mentioned RFP. |
| <input type="checkbox"/> | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated
- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

| | |
|--------------------------|--|
| <input type="checkbox"/> | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's. |
| <input type="checkbox"/> | No, we are not interested in participating in future possible RFP's, please remove us from your vendor database. |

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

| | | | |
|-------------|--|-----------|--|
| Name: | | E-mail: | |
| Post Title: | | Telephone | |

- 15.1.2. SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format.
- 15.1.3. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
- 15.1.4. Completed Bidder's Previous Experience; SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE in PDF format.
- 15.1.5. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID in PDF format
- 15.1.6. Completed and signed Checklist on General Conditions of Contracts; SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT in PDF format.

- 15.1.7. Supporting documents/information per the Supplier Qualification Requirements; SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 15.1.8. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 15.1.9. Copy of last three years of audited financial statements.

16. Financial Bid

- 16.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 16.2. Please consider the following information when completing the Price Schedule Form:
 - 16.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX F: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
 - 16.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
 - 16.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
 - 16.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

17. Partial Bids

- 17.1. Partial Bids are **NOT allowed** under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

18. Submission, sealing, and marking of Bids

- 18.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.
- 18.2. UNFPA provides alternative methods of Bid submission:
 - 18.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause Submission of electronic Bids 18.3.
 - 18.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 18.3.5
 - 18.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA's green procurement initiative, electronic submissions are strongly encouraged.

18.3. Submission of electronic Bids

- 18.3.1. Bidders must enter the following text in the subject line: UNFPA/USA/RFP/15/002, *Company Name*, and specify "Technical Bid" or "Financial Bid". Example below:
 - 18.3.1.1. UNFPA/USA/RFP/15/002 [*Company name*], Technical Bid email X

- 18.3.1.2. UNFPA/USA/RFP/15/002 [Company name], Financial Bid
- 18.3.1.3. Submissions without this text in the subject line may be rejected.

- 18.3.2. Electronic submissions must be sent only to Bidtender@unfpa.org. Bids received at Bidtender@unfpa.org mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
- 18.3.3. The total size of the email submission must **not exceed 20 MB**, including e-mail body, attachments, and headers.
- 18.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses 15 & 16. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.
- 18.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform **Mary Rose Tiong**, tiong@unfpa.org.

18.4. Submission of hard copy Bids

- 18.4.1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

18.4.2. Marking of hard copy Bids

- 18.4.2.1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND
Marmorvej 51,
2100 Copenhagen Ø
Denmark
UNFPA/USA/RFP/15/002, Company Name
Attention: Mr. Tom Joseph-Christensen
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL
DO NOT OPEN BEFORE October 30, 2015

- 18.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.
- 18.4.2.3. The **inner envelopes** must be clearly marked with:

UNITED NATIONS POPULATION FUND

Marmorvej 51,

2100 Copenhagen Ø

Denmark

UNFPA/USA/RFP/15/002, Company Name

Attention: Mr. Tom Joseph-Christensen

TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

Submission 1 of 2: UNFPA/USA/RFP/15/002 [Company name], Technical Bid

Submission 2 of 2: UNFPA/USA/RFP/15/002 [Company name], Financial Bid

19. Deadline for submission of Bid and late Bids

- 19.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 19.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

20. Modification and withdrawal of Bids

- 20.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 20.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 20.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 18 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL". Any revision to the Bid must be received by the deadline.
- 20.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

21. Storage of Bids

- 21.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA's RFP.

E. BID OPENING AND EVALUATION

22. Bid opening

- 22.1. UNFPA will conduct an internal Bid opening on 30 October, 2015, 3:30PM, Copenhagen time³ at the office of UNFPA-PSB, Marmorvej 51, 2100 Copenhagen Ø, Denmark.

³ <http://www.timeanddate.com/worldclock/city.html?n=69>

- 22.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 22.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 22.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 22.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

23. Clarification of Bids

- 23.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

24. Preliminary examination of Bids

- 24.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 24.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 24.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - 24.3.1. Affects in any substantial way the scope, quality, or services specified; or
 - 24.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the LTA; or
 - 24.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 24.4. UNFPA considers material deviations to include, but not be limited to the following:
 - 24.4.1. During preliminary examination of Bids
 - 24.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;

- 24.4.1.2. The Bidder indicates in the Bid that they do not accept important LTA conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
- 24.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
- 24.4.1.4. Non-eligibility of the Bidder;
- 24.4.1.5. Financial information is included in the Technical Bid.
- 24.4.2. During technical evaluation of Bids and qualification of Bidders:
 - 24.4.2.1. Bids do not reach the minimum threshold on technical score.
 - 24.4.2.2. The Bidder does not meet the minimum conditions for qualification.
- 24.4.3. During Financial evaluation of Bids:
 - 24.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 25.1.3
 - 24.4.3.2. Required price components are missing;
 - 24.4.3.3. The Bidder offers less quantity than what is required
- 24.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

25. Non-conformities, errors, and omissions

- 25.1. Provided that a Bid is substantially responsive:
 - 25.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
 - 25.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
 - 25.1.3. UNFPA shall correct arithmetical errors on the following basis:
 - 25.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
 - 25.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

26. Evaluation of Bids

- 26.1. The evaluation of the Bids will be carried out in a three-step process by an evaluation panel, starting with the Technical Bid which will consist of two phases, first a document review of proposals followed by an invitation to an oral presentation including a question and answer for those Bidders, where the document review of proposals reach a minimum

score of 70%. The evaluation of both technical aspects will have been completed prior to any Financial Bid being opened and compared.

- 26.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% from both the desk review of technical proposals and the oral presentation session and who have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 26.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of LTA award shall not be disclosed to Bidders or any other person not officially concerned with such process until the LTA award is published.
- 26.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or LTA award decisions may result in the rejection of its Bid.
- 26.5. Notwithstanding from the time of Bid opening to the time of LTA award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

27. Technical evaluation – Desk review of proposals

- 27.1. The Desk Review of Proposal is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

| | <i>Criteria</i> | <i>[A] Maximum Points</i> | <i>[B] Points attained by the bidder</i> | <i>[C] Weighting %</i> | <i>[B] x [C] = [D] Total Points</i> |
|-----|--|-----------------------------------|--|--------------------------------|---|
| (a) | Proposal of programme components as specified in TORs | 100 | | 25% | |
| (b) | Quality and innovativeness of proposed approaches | 100 | | 25% | |
| (c) | Effectiveness and impact of proposed approaches (assessed based on technical bid only) | 100 | | 25% | |
| (d) | Demonstrated performance of company and proposed personnel in similar services for similar clients | 100 | | 25% | |
| | GRAND TOTAL ALL CRITERIA | 400 | | 100% | |

28. Technical evaluation – Oral presentation including question & answer session

- 28.1. The Bidders who secure the minimum score of 70% from the technical evaluation – desk review of proposals (step I) will be requested to participate with their proposed team leaders and team members at an oral presentation including a question & answer session via web-conference for additional clarification and evidence on the technical criteria.

Proposals failing to obtain this minimum threshold will not be eligible for further consideration. Each bidder will be allocated a 45 minute time slot, the meeting will be recorded. Each oral presentation including question and answer session will be evaluated based on clarifying the below criteria. (Maximum score allocated is 100.)

| | <i>Criteria</i> | <i>[A] Maximum Points</i> | <i>[B] Points attained by the bidder</i> | <i>[C] Weighting %</i> | <i>[B] x [C] = [D] Total Points</i> |
|-----|--|-----------------------------------|--|--------------------------------|---|
| (a) | Proposal of programme components as specified in TORs | 100 | | 25% | |
| (b) | Quality and innovativeness of proposed approaches | 100 | | 25% | |
| (c) | Effectiveness and impact of proposed approaches (assessed based on technical bid only) | 100 | | 25% | |
| (d) | Demonstrated performance of company and proposed personnel in similar services for similar clients | 100 | | 25% | |
| | GRAND TOTAL ALL CRITERIA | 400 | | 100% | |

28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical evaluation – desk review of proposals (step I) and Technical evaluation – oral presentation including question and answer session (step II) objectively.

| 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 |

29. Supplier qualification requirements

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed LTA.

| Number | Supplier Qualification Parameter | Bid is acceptable? (YES/NO) | Justification |
|--------|--|--|---------------|
| 1 | Legal and regulatory requirements | UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III) | |
| 2 | Bidder is established as a company and legally incorporated in the country | | |
| 3 | Bidder is not a banned or suspended supplier | | |
| 4 | Financial stability | | |
| 5 | Bidder is experienced and technically capable of delivering the LTA | | |

29.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the LTA satisfactorily before deciding on award.

29.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

30. Financial evaluation

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score of 70% from both Technical evaluation – desk review of proposals (step I) and Technical evaluation – oral presentation including question and answer session (step II), as indicated in clause 26.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX F: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated based on the following sum of scores obtained from the different pricing scheme comparisons; 60% of the score allocated to the mandatory services + 10% of the score allocated to the discount rate one + 30% of the to score allocated to discount rate two.

| | | | | | | |
|-----------------------------|---|--|---|---|---|--|
| Total Financial Score | = | 60% of score allocated to the mandatory services (cost for 1 cohort) | + | 10% of score allocated to the discount rate one | + | 30% score allocated to discount rate two |
|-----------------------------|---|--|---|---|---|--|

30.3. To obtain the Total financial score a sum of scores achieved throughout the comparison of the three categories of the price schedule form is required. The categories considered are: Mandatory Service Score, Discounted rate one score and discounted rate two score. The maximum number of points for each of the category is 100. Find below the specific calculation for each of the categories:

30.3.1. Mandatory Service Score

The financial proposal for the mandatory services consists of the overall total costs of each of the services identified for completion of 1 cohort of 15 UN internal trainers. Should Bidders identify additional services which they consider mandatory to be able to complete such cohort, are required to point these out and include in the price schedule form. The cost for each of the services identified will be summed and will be evaluated using the formula below:

$$\text{Mandatory Service Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being scored (\$)}} \times 100 \text{ (Maximum Score)}$$

30.3.2. Discounted rate score one

The price schedule form provides a space for Bidders to offer a discounted rate for the proposed fee of the first service requirement included in the Mandatory Services, specifically for the Pre-qualification of internal leadership coaches. The fee set-up which is requested in the mandatory services represents a cost based on a 50 applicant process; the discount being requested is to be proposed for if contracted for more than 50 applicants. This discount rate is proposed for successive increase in applicants as indicated in the price schedule form. For evaluation purposes, the discount rates provided will be averaged and the average discount rate score will be calculated using the formula below:

$$\text{Discounted rate score one} = \frac{\text{Discount rate being scored (\%)}}{\text{Highest average discount (\%)}} \times 100 \text{ (Maximum Score)}$$

30.3.3. Discounted rate score two

The price schedule form provides a space for Bidders to offer a discounted rate for the proposed fee(s) of the other services included in the Mandatory Services, specifically for the services identified with number 2 through 6. The fee set-up which is requested in the mandatory services represents a cost based on completion of 1 cohort of 15 UN internal trainers; the discounted being request is proposed for if contracted for more than one cohort. The discount rate is proposed for successive steps in cohorts. For evaluation purposes, the discount rates provided will be averaged and the average discount rate score will be calculated using the formula below:

$$\text{Discounted rate score two} = \text{Discount rate being} \times 100 \text{ (Maximum Score)}$$

| |
|---|
| $\frac{\text{scored (\%)}}{\text{Highest average discount (\%)}}$ |
|---|

31. Total Score

31.1. 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.

| |
|---|
| $\text{Total Score} = 30\% \text{ Desk review score} + 40\% \text{ Oral Presentation} + 30\% \text{ Financial score}$ |
|---|

F. AWARD OF LONG TERM AGREEMENT AND FINAL CONSIDERATIONS

32. Award of long term agreement (LTA)

32.1. UNFPA intends to award lead and back-up LTA to the Bidder(s) that obtain the highest and second highest combined score of the Technical and Financial evaluation.

32.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

33. Rejection of Bids and annulments

33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/Purchase Orders or if the Bidder from UNFPA's perspective is not in a position to deliver Purchase Orders that will be issued pursuant to the LTA(s).

33.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the LTA without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

34. Right to vary requirements and to negotiate at time of award

34.1. At the time of award of the LTA and any Purchase Order(s) pursuant to the LTA UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP without any change in the hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the LTA to ensure that the Financial Bid is competitive on all aspects of the price.

34.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

35. Signing of the long term agreement (LTA)

- 35.1. The procurement official will send the successful Bidder(s) the LTA valid for 3 years (and may be extended for 1 additional year subject to the Supplier's satisfactory performance and competitiveness of prices), which constitutes notification of award. Successful Bidder(s) shall sign and date the LTA, and return it to UNFPA within 10 calendar days of receipt of the LTA. To facilitate the process of signing the LTA, Bidders are expected to have reviewed the LTA template found in SECTION VII: LONG TERM AGREEMENT TEMPLATE of the Bidding documents prior to submitting a Bid. After receipt of any Purchase Order(s) issued pursuant to the signed LTA, the successful Bidder shall deliver the goods and/or services in accordance with the delivery schedule outlined in the Purchase Orders.
- 35.2. The LTA will be established between the successful Bidder(s) and UNFPA to allow UNFPA to contract the provision of the specified goods/services. The resultant Agreement represents an offer on the part of the successful Bidder(s) to provide UNFPA with goods/services, at the prices agreed and under the Conditions of Contract detailed for the duration of the Agreement. These Agreements will not be considered as contracts, nor oblige UNFPA to any financial commitment whatsoever. Only Purchase Orders made pursuant to such Agreements will constitute a commitment on UNFPA's part.
- 35.3. UNFPA reserves the right to discontinue the agreements if the supplier's performance is not satisfactory to UNFPA.
- 35.4. The LTA holders shall hold the prices fixed and not subject to change throughout the validity of the Agreements. LTA holders shall be responsible to apply any special offer or discounts (if applicable) which may become effective at the time of fulfilling the order to any Purchase Order(s) issued under the Agreements. Such discounts shall be reflected in the corresponding supplier invoices.

36. Publication of Contract Award

- 36.1. UNFPA will publish the contract award on [United Nations Global Marketplace](#) with the following information: Supplier Name and Country, Description of the Goods or Services and the date of the contract.
- 36.2. Additionally, for every Purchase Order UNFPA will publish on [United Nations Global Marketplace](#), unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Purchase order amount and the issue date of the purchase order.

37. Payment Provisions

- 37.1. UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

38. Bid protest

- 38.1. Any Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a LTA may lodge a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the supplier within 10 calendar days, if required, advise the Bidder on further recourse.

39. Documents establishing sustainability efforts of the Bidder

39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.

SECTION II: TERMS OF REFERENCE (TOR)

Internal UN Leadership Coaching Training & Supervision Programme

The United Nations Population Fund (UNFPA) is leading the search for a long-term supplier to a UN-wide internal leadership coaching certification and supervision programme.

Why Internal Coaching For Leadership?

In 2014 several staff from different United Nations (UN) agencies participated in a Coaching Certification programme led by UNFPA, accredited by the ICF (International Coaching Federation), and based on the ICF competencies and other standards. These internal coaches started coaching other UN staff, and especially the coaching of emerging leaders proved to be quite impactful. The trustful one-one-one coaching relationship turned out to be a powerful confidence builder for staff who were experimenting with taking leadership initiatives even without necessarily being in decision-maker roles. Also, a number of UNFPA junior professionals are starting to hire their own coaches to help them find their niche in the organization.

UNFPA and other UN organizations have also started to incorporate individual coaching into their respective leadership development programmes. The coaching element combined with self-selected individual stretch goals was seen by the majority of participants as the most powerful part of their learning experience.

Building on these positive experiences with internal coaching training and incorporating individual coaching into their respective leadership programmes, UNFPA in collaboration with other UN agencies seek to establish a scaleable ICF leadership coaching certification programme allowing each agency to build a pool of certified Internal UN Leadership Coaches. The programme would be open to select internal staff that express an interest in coaching, meet the qualifications for entrance into the coaching pool, and dedicate a commitment to attend coach training, practice under the guidance from a mentor coach for a specified period of time, and then participate in coaching group supervision and continuous learning. The programme should be easily accessible for staff based in countries all over the world, leveraging online technology to a maximum. The United Nations Population Fund (UNFPA) is leading the search for a long-term supplier for the UN-wide internal leadership coaching certification and supervision programme, while UNDP will manage and facilitate a UN-wide coaching network once it is established.

Being coached by an Internal UN Leadership Coach within a limited scope and under defined terms of reference will be one of the main entry points for «emerging leaders» - UN staff building confidence in taking leadership for their respective organizations. We define leadership as «leading initiatives that have the potential to add significant value to the organization». For us leadership can be taken at all staff levels and is not confined to managerial positions.

In addition, change has been deeply challenging in some UN organizations recently, and emotional change required in organizational transition requires hardwiring of new learning through insight and action. Therefore, Internal UN Leadership Coaches can also be faced with the challenge to coach emerging as well as senior leaders through difficult changes. Changes can be on the organizational

culture and structure level but can also be at individual levels, team levels and conversational levels, e.g.

- Driving the leadership pipeline through integrated coaching solutions – personal and organizational performance change
- Shifting culture by transforming the quality of every conversation – conversational leading to culture change
- Lifting performance by improving retention & engagement – development leading to culture change.

The main objectives:

The main objectives of the Internal UN Leadership Coaching Training & Supervision programme are therefore:

1. Train selected UN staff to become ICF (International Coaching Federation) certified as UN Internal Leadership Coaches through an ICF accredited programme
2. Provide mentor coaching, group supervision, and continuous training to trainees as well as certified leadership coaches
3. Enable UN Internal Leadership Coaches to coach emerging UN leaders in building confidence for taking leadership (at all levels) at their respective organizations
4. Enable UN Internal Leadership Coaches to coach emerging and more senior UN leaders in leading through difficult change (at all levels) for their respective organizations
5. Provide a programme which is easily scaleable to easily add more coaching trainees and participating UN agencies

What we are looking for:

1. Pre-qualification of Internal Leadership Coaches

We are looking for support in pre-qualifying internal UN staff who apply to become internal leadership coaches. They should demonstrate at least the following:

- Emotional intelligence
- A track record of caring for the personal growth of their colleagues
- Passion for coaching leaders to advance the mandate of the United Nations System
- Commitment to coach a specific amount of internal coaching hours per year

We would like the supplier to manage the internal coaches application process, to screen candidates (application data, video-conferencing interviews), and to submit reports to the UN supporting the selection of suitable internal leadership coaches.

2. Coaches Training & ICF Certification

While we will be open to admit UN staff with other coaching certifications into the Internal Coaching roster, this specific training & supervision programme is focusing on preparing internal UN leadership coaches for the ICF certification, and the programme should be accredited by the ICF.

While every UN agency uses their own competency framework for leadership, in this programme we want to focus on more «entrepreneurial» leadership at all levels, e.g. using the Gallup model «10

Talents That Drive Entrepreneurial Success» (www.gallup.com). We would be open to source the Gallup Entrepreneurial Profile 10 assessment directly in support of this programme:

- Business Focus
- Confidence
- Creative Thinking
- Delegating
- Determination
- Independence
- Knowledge-Seeking
- Promotion
- Relationship-Building
- Risk-Taking

The training programme should be stretched out over one year in order not to burden internal coaches too much alongside their regular workload.

The training programme should also condense any necessary classroom activity to a minimum amount of time blocks, so we can minimize required travel costs for the participants (who can come from any of our offices in the world). We will start with New York as the primary training location, however regional training can be envisaged should the training programme grow larger and scale up.

The experience of actively coaching volunteer clients from within the UN will be built into the training programme, so that upon completion of the training internal coaches have enough hours to complete the minimum ICF requirements for licensing .

It is expected that participants can follow training content and ideally their personal progress on a programme website to be established and maintained as part of the contract.

3. Mentor Coaching

After good experiences with mentor coaching during the 2014 coaching training programme, we ask that every participant in the internal leadership coaching training programme is coached by a mentor coach with the objectives to:

- Experience the feeling of being coached for leadership
- Experience first-hand what works and what does not work in leadership coaching
- Gain awareness and improve their own skills in coaching clients

Participants should have the possibility to choose and if necessary change their mentor coach. Once more UN internal leadership coaches have been trained and certified, they could take an increasing role in mentor coaching of new trainees.

4. Coaches Supervision and Continuous Learning

Coaches supervision and continuous learning has the following objectives

- Support internal UN coaches in surmounting blockages and obstacles during their own client coaching
- Facilitate peer-to-peer learning and mutual support
- Provide external coaching expertise and experience to internal UN leadership coaches
- Offer supplemental and continuous learning

- Make sure that internal coaches keep their certifications up to date

Coach's supervision should be organized in small groups (cohorts) and it can take place through regular virtual meetings in order to contribute to the cost-effectiveness of the programme.

Please propose ideas on continuous learning. We are looking for regular refreshers and learning opportunities on what is new or important in the constantly evolving leadership coaching profession.

A supporting web platform can facilitate peer-to-peer support. UNFPA uses Google applications including Google Groups.

5. Programme Monitoring

The provider of the coaching training & supervision programme is expected to monitor the success of the programme and to recommend changes and adaptive actions to UNFPA and the collaborating UN agencies.

Scope

Pre-qualification of Internal Leadership Coaches

- ✓ Travel to New York for 3 days for stakeholder meetings
- ✓ Internal coaches information website
- ✓ Internal coaches electronic application system (data secure)
- ✓ Pre-screening of applicants (application data, video-conferencing interviews)
- ✓ Support for the selection of internal coach candidates by UN agencies (e.g. applicant data review, participation in interviews with short-listed candidates)

Coaches Training & ICF Certification

- ✓ 1 year ICF accredited training programme
- ✓ Use of «entrepreneurial» leadership model e.g. Gallup
- ✓ Personal compendium (physical or virtual archive for training materials) for coaches to accompany training, actual coaching, and continuous learning
- ✓ Training programme website

Mentor Coaching

- ✓ Personal mentor coach for each participant in the coaching training programme
- ✓ Mentor coaches can be sourced from certified UN leadership coaches

Coaches Supervision and Continuous Learning

- ✓ Regular coaches supervision in virtual (online, phone) small groups/cohorts
- ✓ Additional training offers
- ✓ Supporting web platform (e.g. Google Plus)
- ✓ Supervision and continuous learning primarily provided by seasoned and experienced external coaches

Programme Monitoring

- ✓ Monitoring of the programme success (including coaches and client surveys)
- ✓ Recommendations

Out-of-Scope

Pre-qualification of Internal Leadership Coaches

- ✓ Assessment Centers
- ✓ Travel other than the 3 days in New York for stakeholder meetings

Coaches Training & ICF Certification

- ✓ «Management» coaching – as this is about «entrepreneurial» leadership coaching as defined above
- ✓ Gallup Entrepreneurial Profile 10 licenses can be sourced directly by participating UN agencies

Mentor Coaching

- ✓ Travel (preferred method would be distance-coaching to save costs)
- ✓ Mentor coaching outside of the programme

Coaches Supervision and Continuous Learning

- ✓ Face-to-face meetings and travel (might be organized by UN separately if useful and budgets are available) in order to limit travel costs
- ✓ Trainers and supervision coaches with only limited coaching experience

Programme Monitoring

- ✓ In-depth studies (would be done by UN if required)

UN Responsibilities

UNFPA – in collaboration with participating UN agencies - will be the primary contact for the selection of the programme supplier and for questions concerning the terms of reference of the contract and their interpretation during implementation.

The selected supplier is expected to add any interested UN agency to the contract at the same prices and conditions. They are also expected deal with each UN agency separately on participant selection, and programme administrative matters for the respective participants including payment for participants from the respective agency.

Bidder Qualifications

We hope to attract bidders with the following qualifications:

- ❖ Raving references about coaching training programmes
- ❖ Accreditation of training programme with the International Coaching Federation

- ❖ Experience with coaching supervision
- ❖ Scalable resources that would allow to scale the training and supervision programme to increasing demand from additional staff and additional UN agencies joining the programme progressively
- ❖ Qualified mentor coaches
- ❖ ICF certified and seasoned supervision coaches
- ❖ Primarily English, but also French and Spanish language capabilities
- ❖ Information technology capabilities to set up and maintain support websites
- ❖ Administrative capabilities to support internal coach applications, training administration, and other services, especially if the programme gets scaled up

Timeline

The programme is projected to start at the end of 2015 depending on the availability of funds.
Each cohort will comprise 15 internal UN coaches.
Certification training is estimated to take 12 months.
Supervision and continuous learning will be contracted on a yearly basis.

Travel

For any travel that UNFPA (or the respective UN agency) should require, UNFPA (or the respective agency) will ask the vendor/s to provide a travel quotation including daily subsistence allowance. UNFPA will pay the vendor based on the given quotation which shall not exceed UN travel policy and rates.

SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING 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:

1. Brief description of the firm and the firm's qualifications: providing 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.
2. Your firms' understanding of the requirements for services and the objective of this project, 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 hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. All standard forms as explained under clause Section I: Instructions to Bidders, clause 15.1

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.

SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

| | | | | |
|---|--|-------------------------|------------------------|-------------------------|
| Provision of Mixed Goods & Services | For contract/PO values over equivalent or over USD 100,000 covering mixed goods and services | English | French | Spanish |
|---|--|-------------------------|------------------------|-------------------------|

SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

| | |
|-----------------------------------|--|
| LTA RATES | The rates charged for the goods provided and services performed shall be fixed over a calendar year (see Section VI – Annex F: Price Schedule Form) and not be adjustable beyond. |
| GOODS AND SERVICES DEFINED | <p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p> |
| KEY PERFORMANCE INDICATORS | <p>Successful Bidder's performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Goods and Services:</p> <ul style="list-style-type: none"> • Timely delivery of goods and services based on client requirements • Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) • Effective and timely communication and documents handling • Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions) <p>Key performance indicators may be modified and/or added during the validity of this contract.</p> |
| PAYMENT TERMS | <p>UNFPA's policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA's policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p> |

SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

Bidders are evaluated for these requirements as well, therefore it is important to submit the required supporting documents stipulated below:

1. Legal and regulatory requirements

- 1.1. This will be judged based on the checklist on UNFPA General Conditions of Contracts that will be submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the UNFPA General Conditions of Contracts: Provision of Goods and Services (For this, use SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT)

2. Legal status of the Bidder

- 2.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)

3. Bidder's eligibility

- 3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. Section VI – ANNEX A: Bid Confirmation Form

[Complete this page and return it prior to bid opening]

| | | | |
|----------|--|--------|-----------------|
| To: | UNFPA PSB | Date: | |
| | Mary Rose Tiong | Email: | tiong@unfpa.org |
| From: | [Insert Company Name] | | |
| | [Insert Contact person from Company] | | |
| | [Insert Telephone number] | | |
| | Insert E-mail address of contact person] | | |
| | [Insert Postal address of Company] | | |
| Subject: | UNFPA/USA/RFP/15/002 | | |

| | |
|--------------------------|--|
| <input type="checkbox"/> | YES, we intend to submit a bid in response to the above mentioned RFP. |
| <input type="checkbox"/> | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated

- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

| | |
|--------------------------|--|
| <input type="checkbox"/> | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's. |
| <input type="checkbox"/> | No, we are not interested in participating in future possible RFP's, please remove us from your vendor database. |

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

| | | | |
|-------------|--|-----------|--|
| Name: | | E-mail: | |
| Post Title: | | Telephone | |

- SECTION VI – ANNEX B: BID SUBMISSION FORM Listed as suspended or removed by the United Nations Procurement Division (UNPD);
- Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
- Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

4. Financial stability

4.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.

| Financial Ratio | 2010 | 2011 | 2012 | 2013 | 2014 |
|-----------------|------|------|------|------|------|
| Current ratio | | | | | |
| Quick ratio | | | | | |
| Debt ratio | | | | | |
| | | | | | |

4.2. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.

- 4.3. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

5. Experience and Technical Capacity

- Company's managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period

SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

| Description | | Status | Preferred file for submission |
|-------------|---|----------------|-------------------------------|
| Annex A: | Bid Confirmation Form | Mandatory | PDF |
| Annex B: | Bid Submission Form | Mandatory | PDF |
| Annex C: | Bidder Identification Form | Mandatory | PDF |
| Annex D: | Bidder's Previous Experience | Mandatory | PDF |
| Annex E: | Checklist on UNFPA Conditions of Contract | Mandatory | PDF |
| Annex F: | Price Schedule Form | Mandatory | PDF & Excel |
| Annex G: | Joint Venture Partner Information Form | Optional | PDF |
| Annex H: | Bank Guarantee for Advance Payment | Not Applicable | PDF |
| Annex I: | Performance Security | Not Applicable | PDF |
| Annex J: | Checklist of Bid Forms | Not Applicable | Not Applicable |

SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

| | | | |
|----------|--|--------|-----------------|
| To: | UNFPA PSB | Date: | |
| | Mary Rose Tiong | Email: | tiong@unfpa.org |
| From: | [Insert Company Name] | | |
| | [Insert Contact person from Company] | | |
| | [Insert Telephone number] | | |
| | Insert E-mail address of contact person] | | |
| | [Insert Postal address of Company] | | |
| Subject: | UNFPA/USA/RFP/15/002 | | |

| | |
|--------------------------|--|
| <input type="checkbox"/> | YES, we intend to submit a bid in response to the above mentioned RFP. |
| <input type="checkbox"/> | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated
- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

| | |
|--------------------------|--|
| <input type="checkbox"/> | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's. |
| <input type="checkbox"/> | No, we are not interested in participating in future possible RFP's, please remove us from your vendor database. |

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

| | | | |
|-------------|--|-----------|--|
| Name: | | E-mail: | |
| Post Title: | | Telephone | |

SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA
Procurement Services Branch
Marmorvej 51, 2100 Copenhagen Ø
Denmark
Attention: Mary Rose Tiong

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/USA/RFP/15/002, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received, and that a binding contract would result only after

- 1) Final negotiations and award of LTA/s is concluded on the basis of the Technical and Financial Bids and
- 2) Purchase Order(s) made pursuant to such LTA(s)

We have no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the LTA have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

Best regards

| | |
|------------------------------------|--|
| Signature and stamp of the Bidder: | |
| Name: | |
| Title: | |
| Name of Company: | |
| Telephone: | |
| Email: | |

SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/USA/RFP/15/002

| | |
|--|--|
| 1. Organizational Information | |
| Company/Institution Name | |
| Address, City, Country | |
| Telephone/FAX | |
| Website | |
| Date of establishment | |
| Legal Representative: Name/Surname/Position | |
| Legal structure: natural person/Co. Ltd, NGO/institution/other (specify) | |
| Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc. | |
| Areas of expertise of the organization | |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) | |
| Years supplying to UN organizations | |
| Years supplying to UNFPA | |
| Production Capacity | |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid) | |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) | |

| | |
|--|--|
| 2. Quality Assurance Certification | |
| International Quality Management System (QMS) | |
| List of other ISO certificates or equivalent certificates | |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) | |

| | |
|---|--|
| 3. Expertise of Staff | |
| Total number of staff | |
| Number of staff involved in similar supply LTAs | |

| | |
|--|--|
| 4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation | |
| Name/Surname | |
| Telephone Number (direct) | |
| Email address (direct) | |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

| | |
|------------------------------------|--|
| Signature and stamp of the Bidder: | |
| Name: | |
| Title: | |
| Name of Company: | |
| Telephone: | |
| Email: | |

SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

| Order No. & Date | Description ⁴ | Client | Contact person, phone number, email address | Date of service | | Contract Amount | Satisfactory completion |
|------------------|--------------------------|--------|---|-----------------|----|-----------------|-------------------------|
| | | | | From | To | (Currency) | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

| | | | |
|------------------------------------|--|--|--|
| Signature and stamp of the Bidder: | | Countersigned by and stamp of Chartered Accountant | |
| Name and title: | | Name and title: | |
| Name of Company: | | Name of Company: | |
| Telephone: | | Telephone: | |
| Email: | | Email: | |
| Date: | | Date: | |

⁴ Please indicate relevant contracts to the one requested in the RFP.

SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT

Complete and submit this document as part of the Technical Proposal.

| Criterion | Response from the Bidder |
|---|--------------------------|
| Bidder reviewed the original RFP UNFPA/USA/RFP/15/002 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids? | |
| Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/USA/RFP/15/002 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders? (if your answer is other than YES fill in the table below) | |

| Original term/condition per RFP RFP UNFPA/USA/RFP/15/002 and the subsequent revisions | Proposed deviation (alternate clause), if any, by the Bidder | Reason for proposing alternate clause |
|---|--|---------------------------------------|
| | | |
| | | |
| | | |

Special Note: If Bidder proposes any deviations from the Terms and Conditions stipulated on the RFP document, such deviations must be included on this Form. Such deviations should not be indicated within the main body or any other part of your Technical Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. UNFPA strongly encourages avoiding the deviations for semantic changes.

| | On behalf of Business Authority | On behalf of Legal Authority |
|-----------------------|---------------------------------|------------------------------|
| Signature | | |
| Name | | |
| Title | | |
| Company | | |
| Email address | | |
| UNGM Registration No. | | |

SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 18 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project, their billing rates, and the number of hours proposed for the project.

Services - For 1 cohort of 15 UN Internal Trainers

| Service | | Number & Description of Consultant Personnel by Level (Position) | Hourly Rate | Hours to be Committed | Total Cost |
|--------------------|--|--|-------------|-----------------------|------------|
| 1. | Pre-qualification of internal leadership coaches (per 50 applicants) | | \$ - | | \$ - |
| 2. | Coaches Training & ICF Certification | | \$ - | | \$ - |
| 3. | Mentor Coaching | | \$ - | | \$ - |
| 4.1. | Coach's Supervision | | \$ - | | \$ - |
| 4.2. | Continuous Learning | | \$ - | | \$ - |
| 5. | Programme Monitoring | | \$ - | | \$ - |
| 6. | Materials/Licensing / Other Costs (excluding cost of certification process with ICF) | | \$ - | | \$ - |
| Overall Total Cost | | | | | \$ - |

Discounted Rates for Service 1: Pre-qualification of internal leadership coaches

| Quantity | Discount Rate |
|-----------------------|---------------|
| For > 50 applicants | |
| For 50-100 applicants | |
| For > 100 applicants | |

* Bidders are requested to propose for discounted cost of this service, if contracted for more than 50 applicants.

Discounted Rates for Services Nos. 2-6

| Quantity | Discount Rate |
|--------------------------|---------------|
| For 2-5 cohorts | |
| For 6-10 cohorts | |
| For 11-15 cohorts | |
| For more than 15 cohorts | |

* Bidders are requested to propose for discounted cost of each service, if contracted for more than 1 cohort.

| | |
|------------------------------------|--|
| Signature and stamp of the Bidder: | |
| Name: | |
| Title: | |
| Name of Company: | |
| Telephone: | |
| Email: | |

SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM (OPTIONAL)

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: *[insert date (as month, day, and year) of Bid Submission]*
UNFPA/USA/RFP/15/002

Page _____ of _____ pages

| |
|--|
| 1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i> |
| 2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i> |
| 3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i> |
| 4. JV's party year of registration: <i>[Insert JV's Party year of registration]</i> |
| 5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i> |
| 6. JV's party authorized representative information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i> |
| 7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

SECTION VI – ANNEX H: BANK GUARANTEE FOR ADVANCE PAYMENT

No advance payment shall be requested.

SECTION VI – ANNEX I: PERFORMANCE SECURITY

No performance security shall be requested.

SECTION VI – ANNEX J: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder's internal reference and does *not* need to be submitted with the Bid.

| ACTIVITY | LOCATION | YES/NO/ N/A | REMARKS | | | | | | | | | | | | |
|--|---|----------------|-----------------|-------|--|--|-----------------------|--------|-----------------|-------|--|--|--|--|--|
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | SECTION I: INSTRUCTIONS TO BIDDERS | | | | | | | | | | | | | | |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | SECTION III: GENERAL CONDITIONS OF CONTRACT | | | | | | | | | | | | | | |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT | | | | | | | | | | | | | | |
| Have you completed the Bid Submission Form? | SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE | | | | | | | | | | | | | | |
| Have you completed the Bidder's Identification Form? | SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM | | | | | | | | | | | | | | |
| Have you completed the Bidder's Previous Experience Form? | SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE | | | | | | | | | | | | | | |
| Have you completed and signed the Price Schedule Form? | SECTION VI – ANNEX F: PRICE SCHEDULE FORM | | | | | | | | | | | | | | |
| [OPTIONAL] Have you completed the Joint Venture Partner Information Form? | SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM | | | | | | | | | | | | | | |
| Have you reviewed all of the relevant Contract form(s)? | SECTION VII: LONG TERM AGREEMENT TEMPLATE | | | | | | | | | | | | | | |
| Have you prepared a copy of the previous year's audited Company Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause 11 & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS | | | | | | | | | | | | | | |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | SECTION VI – ANNEX A: BID CONFIRMATION FORM <i>[Complete this page and return it prior to bid opening]</i> <table border="1"> <tr> <td>To:</td> <td>UNFPA PSB</td> <td>Date:</td> <td></td> </tr> <tr> <td></td> <td>Mary Rose Tiong</td> <td>Email:</td> <td>tiong@unfpa.org</td> </tr> <tr> <td>From:</td> <td colspan="3">[Insert Company Name] [Insert Contact person from Company] [Insert Telephone number]</td> </tr> </table> | To: | UNFPA PSB | Date: | | | Mary Rose Tiong | Email: | tiong@unfpa.org | From: | [Insert Company Name] [Insert Contact person from Company] [Insert Telephone number] | | | | |
| To: | UNFPA PSB | Date: | | | | | | | | | | | | | |
| | Mary Rose Tiong | Email: | tiong@unfpa.org | | | | | | | | | | | | |
| From: | [Insert Company Name] [Insert Contact person from Company] [Insert Telephone number] | | | | | | | | | | | | | | |

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|--|--|--|--|
| | <p><i>Insert E-mail address of contact person]</i></p> <p><i>[Insert Postal address of Company]</i></p> | | |
| | <p>Subject: UNFPA/USA/RFP/15/002</p> | | |
| | <p><input type="checkbox"/> YES, we intend to submit a bid in response to the above mentioned RFP.</p> <p><input type="checkbox"/> NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):</p> <p>() The requested products and/or services are not within our range of supply.</p> <p>() The requested products are not available at the moment.</p> <p>() We are unable to submit a competitive bid for the requested products/services at the moment.</p> <p>() We cannot meet the requested specifications.</p> <p>() The information provided for bidding purposes is insufficient and unclear</p> <p>() Your RFP document is too complicated</p> <p>() Insufficient time is allocated to prepare an adequate Bid.</p> <p>() We cannot meet the delivery requirements.</p> <p>() We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):</p> <p>() Our current capacity is overbooked</p> <p>() We are closed during the holiday season</p> <p>() We had to give priority to other clients' requests</p> <p>() We do not sell directly, but through distributors</p> <p>() We have no after-sales service available in the recipient country</p> <p>() The person handling bid is away from the office</p> <p>() Other (please specify)</p> | | |
| | <p><input type="checkbox"/> YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.</p> <p><input type="checkbox"/> No, we are not interested in participating in future possible RFP's,</p> | | |

| | | | | | | | | | | | | | | | |
|--|---|-----------|--|---------|--|------|--|-----------|--|--------|--|--|--|--|--|
| | <p>please remove us from your vendor database.</p> <p>If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:</p> <table border="1"> <tr> <td>Name:</td><td></td><td>E-mail:</td><td></td></tr> <tr> <td>Post</td><td></td><td>Telephone</td><td></td></tr> <tr> <td>Title:</td><td></td><td></td><td></td></tr> </table> <p>SECTION VI – ANNEX B: BID SUBMISSION FORM& Section I: Instructions to Bidders clause 2.4</p> | Name: | | E-mail: | | Post | | Telephone | | Title: | | | | | |
| Name: | | E-mail: | | | | | | | | | | | | | |
| Post | | Telephone | | | | | | | | | | | | | |
| Title: | | | | | | | | | | | | | | | |
| Have you provided a copy of any of your company's environmental or social policies, and any related documentation? | Section I: Instructions to Bidders, clause 39 | | | | | | | | | | | | | | |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause 39 | | | | | | | | | | | | | | |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (hard copy Bids) or clause 19.4 (electronic Bids) or clause 20 (Submission through an online system)? | Section I: Instructions to Bidders, clause 18.3 & 18.3 | | | | | | | | | | | | | | |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 19.4.3) | Section I: Instructions to Bidders, clause 18.3.3 | | | | | | | | | | | | | | |
| Have you noted the Bid closing deadline? | Invitation letter Number 4 | | | | | | | | | | | | | | |
| Have you provided information on Supplier Qualification Requirements? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT | | | | | | | | | | | | | | |
| Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS | | | | | | | | | | | | | | |
| Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS | | | | | | | | | | | | | | |

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| <p>Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e.,</p> <ul style="list-style-type: none"> - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements | <p>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p> | | |
| <p>Have you provided sufficient documentation of your company’s managerial capability?</p> <ul style="list-style-type: none"> - Details of company’s managerial structure. - Quality assurance systems in place. | | | |
| <p>Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above?</p> | <p>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE</p> | | |
| <p>Have you checked Section I: Instructions to Bidders, clauses, 14 & 15 and provided all requested documentation in the correct formats?</p> | <p>Section I: Instructions to Bidders, clauses 15 & 16</p> | | |

SECTION VII: LONG TERM AGREEMENT TEMPLATE

The LTA template is accessible using this link:

<http://www.unfpa.org/resources/long-term-agreement>