

Request for Proposal

Reference No.: UNWHQRFP13

Events Planning and Production Services

February 28, 2015

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Events Planning and Production Services

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Events Planning and Production Services as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - i. This letter and Proposal Instruction Sheet (PIS)
 - ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
 - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
 - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
 - v. [Format of Technical Proposal \(Annex IV\)](#)
 - vi. [Format of Financial Proposal \(Annex V\)](#)
 - vii. [Proposal Submission Form \(Annex VI\)](#)
 - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
 - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
 - x. [General Conditions of Contract \(Annex IX\)](#)
 - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
 - xii. [Submission Checklist \(Annex XI\)](#)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from the below link

<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time : March 30, 2015 11:55 PM</p> <p>City and Country: New York City, U.S.A. (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<p>For Personal Delivery/ Courier mail/ Registered Mail :</p> <p>UN Women 220 East 42nd Street New York, NY 10017 U.S.A</p> <p>For Electronic submission of Proposal:</p> <p>Dedicated Secure E-mail address(s): Technical Proposal: technical.bid@unwomen.org Financial Proposal: financial.bid@unwomen.org</p>
3.1	Language of the Proposal:	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p>
3.4.2	Proposal Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> USD</p>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<p>120 days</p>

2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted by 24 March 2015 (one week prior to the deadline for the submission of Proposals). Any request for clarification of the Solicitation Documents that is received by 24 March 2015 will receive a response. Copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be posted on UN Women website at: http://www.unwomen.org/en/about-us/procurement
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: procurement@unwomen.org</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>This Email Address is for clarifications ONLY.</u></p> <p><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></p>

4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Akhtar Zazai
Chief of Procurement
UN Women

Annex II

Terms of reference (TOR) for the Events Planning and Production

A. BACKGROUND

UN Women is the UN organization dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established in 2010 to accelerate progress on meeting their needs worldwide.

UN Women Headquarters and Regional Offices regularly host global and regional activities to strengthen the engagement between country and HQ staff. For example, there are two major upcoming events during 2015. One is the fifty-ninth session of the [Commission on the Status of Women \(CSW\)](#) that will take place at United Nations Headquarters in New York from 9 to 20 March 2015. Representatives of Member States, UN entities, and ECOSOC-accredited non-governmental organizations (NGOs) from all regions of the world will attend the session.

Another is the [HeForShe Campaign](#), which is expected to host a large scale fund raising event on its twelve month implementation phase in September 2015 in New York City. This celebratory event will bring together gender experts, government officials, senior United Nations officials, civil society organizations, HeForShe celebrity champions and leading performers to raise awareness of gender equality at all time-high. The number of people that is expected to attend this large-scale fundraising event in New York City is expected to reach 18,000.

UN Women HQ in New York envisages entering into non-exclusive **long-term agreement(s) (LTA)** with Events Planning and Production Agency (ies) for the provision of indefinite quantity of the specified services for UN Women events. In the event of UN Women signing long term agreements, the following shall apply:

- a) The agreements shall be valid for 3 years from the date where both parties have signed the LTA with an option for a further extension of 24 months at UN Women's discretion. The successful proposer(s) shall have the right to review their prices every 24 months from commencement of the LTA, and shall notify UN Women in writing 90 days prior to the 24-month period of a proposed price decrease or increase. The successful proposer(s) shall provide proper justification for any price increase. UN Women shall be entitled to either accept the price decrease / increase or to cancel the LTA, and shall notify the successful proposer(s) in writing of its decision.
- b) The long term agreement template as specified in Annex VIII shall be used for the establishment of the final agreement.
- c) UN Women will not be committed to purchase any minimum quantity of the Services, and purchases will be made only if and when there is an actual requirement. UN Women shall not be liable for any cost in the event that no purchases are made under any resulting LTA.

- d) UN Women intends to award more than one LTA to the responsive Proposers. During the validity of the LTAs, the LTA holders will be invited to quote for each specific requirement based on secondary bidding in order to ensure best value for money through effective competition based on the specific requirements.
- e) The confirmation of orders for specific requirements will be placed by issuing Purchase Orders. The General Conditions of LTA will be in force.
- f) The LTA will be available for use by other UN Agencies upon request and approval by both UN Women and the LTA holder(s).

B. DELIVERABLES AND KEY FUNCTIONS

Deliverables	<p>Deliverables of this contract include the events planning and production services including but not limited to the following:</p> <ul style="list-style-type: none"> • Audio and video production • Webcast & video services • Branding & signage • Catering • Contract negotiation / Vendor negotiation¹ • Entertainment • Floral décor & set design • Lighting design • Graphic design • Lighting, audio, visual, camera, projector and stage management • Consulting services • Guest management (including hotels booking, airport pickup and venue drop-off) • Invitations • Marketing • Reputation & branding • Campaign messaging • Spokesperson and advocacy training • Media coordination and relations • Public relations • Photography • Planning & logistics
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¹ In cases where specific subcontract is created between the vendor and external services with fixed prices

	<ul style="list-style-type: none"> • Project management • Registration/ RSVPs • Event Photography • Site surveys • Translation services • Event cleanup • Security • Sound Design • Transportation, parking & logistics management <p>Types of events:</p> <ul style="list-style-type: none"> • Conferences • Live music and concerts • Corporate Events • Charities • Fashion Shows • Awards Shows • Digital Events • Social Events • Media Campaign
Activities/ Tasks	<p>The agency will need to complete a comprehensive action plan for how the agency would approach each of the categories below; the budget page should itemize anticipated costs for fulfilling expectations.</p> <p>Overall Management The Event Organizer and Coordinator will:</p> <ul style="list-style-type: none"> • Will work with specified members of UN Women team to refine and develop creative details including event flow, agenda, signage, look and feel, and all other elements as necessary. • Act as main liaison with the venue and all participating vendors; coordinate as necessary any site inspections, production & logistics meetings and conference calls among them to coordinate all elements of the event. • To directly manage the participation of all parties including the venue, vendors, talent, sponsors, etc. • Develop, maintain & circulate current event production and show flow

schedules, working timeline, ground plan / layouts, etc. and ensure that all efforts are coordinated and managed across all events.

- Work with internal and external resources and vendors to budget to the degree of accuracy possible the exact costs relating to the event and to maintain an up-to-date budget of event costs before, during, and after the event.

- Provide efficient reporting and communication on a project-wide and event-wide basis. Including, but not limited to, weekly status updates.

Venue & Logistics

- Survey venue technical capabilities, perform site inspections, budget & negotiate venue-associated costs.

- Maximize use of venue assets, services, equipment and other contractual deliverables to minimize out-of-pocket expenses of the event.

- Devise, coordinate and provide plans to manage all event logistics including guest arrivals, check-in, hotel rooming list (if needed), meals, transportation, guest movement, etc.

- Circulate master documents to all partners and vendors related to the event to ensure logistical coordination.

- Provide onsite stage management to ensure flow and smooth execution of the event for all participants.

- Provide day-of event staff to oversee set-up, event and strike.

- Engage and manage onsite staff as well as vendors for catering, guest activities, security, etc. as required to ensure a smooth event.

Production

- Consult with UN Women team regarding all creative aspects of each event including but not limited to the theme, program development, and overall design and décor.

- Design, supervise and manage all event technical arrangements including staging, sound, lighting, labor, electrical power, rigging, walkie-talkies, etc.

- Coordinate and advance all logistics and technical requirements

	<p>requested by secured talent.</p> <ul style="list-style-type: none"> • Secure and manage vendors to provide all required technical services. • Provide onsite production management to oversee the load-in, set-up, technical rehearsals, talent rehearsals, show, strike & load-out. • Manage the event from beginning to end. <p>Talent</p> <ul style="list-style-type: none"> • Securing of performance talent. • Coordinate, communicate and manage all talent logistics prior to event as well as provide onsite management & liaison for performing or presenting talent.
Personnel / Qualifications	<p>The selected Event Production Agency should display a clear and mature style of design and possess good track record of work, with proven experience of event production from start to end. The below minimum requirements must be met.</p> <p>Company profile:</p> <ul style="list-style-type: none"> • The Event Production Agency must have a minimum of two (2) full time designers and a maximum of five (5). • The Event Organizer and Coordinator in charge of UN Women projects must have at least 5 years of experience in campaigns, events production and advertising; • The Event Production Agency must have at least ten (10) active clients in the past year; • The Event Production Agency must submit at least five (5) letters of reference attesting client satisfaction. • Project team leader should have at least four (4) years of experience in managing large and complex events; • Access to a full service creative agency or production house and post-production management teams with strong portfolio, and development communication capabilities and experience; <p>Technical skills: Able to display a good understanding of new and evolving technologies and digital platforms, expertise in event production and management.</p>

	<p>Other skills:</p> <ul style="list-style-type: none"> • Capacity to plan, manage, prioritize and deliver tasks on time; • Openness to change and ability to receive/integrate feedback; • Ability to work under pressure and be able to deliver timely and high quality products under tight deadlines; • Consistency in upholding and promoting the values of UN Women.
Roles and responsibilities of the parties	<p>Consultants will be provided by the vendor. The Event Organizer and Coordinator will work in close cooperation with the UN Women team.</p> <p>All products shall follow the <i>UN Women Branding Guidelines and Graphic Standards</i>; Briefs, Brochures and Reports will have to be designed using the UN Women corporate templates for publications (to be provided to the selected vendor by UN Women).</p>
Timeframe and location	<p>This RFP process will result in Long Term Agreements with select Event Production Agency(ies) over the coming three years. The successful service provider(s) shall be contracted for an initial period of 1 (one) year, with the contract renewable on an annual basis up to a maximum of 3 (three) years subject to satisfactory contract performance and continuing needs of the services.</p>
Communication and reporting obligations	<ul style="list-style-type: none"> • For any event design an average of three rounds of revisions should be expected. • All documents and deliverables, including but not limited to the materials, reports, designs, and produced for any UN Women events will not be accepted, used, released, and/or disseminated without prior written approval by UN Women. • For any materials, a sample is requested prior to production. • All products should be submitted in English.
Case Study	<p>UN Women has prepared an illustrative case study that will be used to ensure similar evaluation of like for likes. Proposers are therefore requested to prepare an illustrative case study based on the assumptions provided below. The illustrative case is for evaluation purposes only, which is part of both the technical and financial proposal.</p> <p>The case study shall include two parts:</p> <p>First part should be reflected and submitted as part of the technical proposal (<i>please refer to the Section B: Proposed Work Plan and Approach from Annex IV Format of Technical Proposal</i>). The discussion of the relevant case study should provide a general statement of approach, methodology used in the event management, and other extra explanatory information for the case.</p>

Second part is the associated summary budget, which must be presented in the below financial proposal format (*please refer to **Section B. Event Non-Personnel Cost** from [Annex V Format of Financial Proposal](#)*). This part should be submitted as part of the financial proposal. Financial proposal should include Cost Breakdown per Deliverables. The reasonableness of the costs presented here will be used for evaluation purposes only.

In cases of a real event evaluation, the unit costs for event personnel will be fixed and in accordance with the cost provided under Section A. Event Personnel Cost from Annex V Format of Financial Proposal. The event non-personnel cost are to be provided in accordance with your approach and methodology described in your technical proposal, and to be adjusted for the scope of work as delineated in the Terms of Reference for the real event. The final costs will be determined based on a secondary bidding exercise with the LTA holders.

Assumptions for the case study:

- Event Period: a one day fund raising event.
- Event Location: New York City
- Event Participants: Representatives of Member States, UN entities, gender experts, government officials, senior United Nations officials, civil society organizations. The number of people that is expected to attend is 500.
- Event Purpose: Raise awareness of gender equality at all time-high.
- Event Basic Service needed: 500 Participants registration, hotel arrangement for 20 guests (including booking an overnight hotel, airport pick-up and venue drop-off service for the guests), security arrangement for the event venue, and the publication of 500 brochures for the event."

Annex III

Evaluation Methodology and Criteria

Lowest-Priced Technically Compliant Methodology: The *lowest-priced technically compliant proposal* is selected based on a point system method with a minimum pass threshold and lowest price.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of **70%** of the obtainable **700** points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the total obtainable score of **700** points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of **70%** of the obtainable score of **700** points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

No point is allocated for the financial proposal in “*Lowest-priced technically compliant*” method of evaluation. Therefore, the total number of points which a firm/institution can obtain under this method is only **700** (maximum points assigned to technical proposal).

The contract will be awarded to proposer(s) offering the lowest price(s) having achieved the minimum threshold of **70%** of the total obtainable score of **700** points and therefore are determined to be the most responsive proposal.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in the solicitation document. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting:

Expertise and Capability of Proposer Expertise of organization submitting proposal		Maximal Points obtainable
1.1	Organizational Architecture	35
1.2	Adverse judgments or awards	10
1.3	General Organizational Capability that is likely to affect performance (i.e. size of the organization, strength of management support). Please provide a company registration document and latest audited financial reports from the last 2 financial years.	35
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	15

1.5	Quality assurance procedures, warranty	25
1.6	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects Work for other UN agencies/ major multilateral/ or bilateral programmes	30
		150

Proposed Work Plan and Approach - Discussion of Case Study Proposed methodology		Points Obtainable
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	70
2.2	Design monitoring and reporting metrics	80
2.3	Management Services – Timeline and deliverables. - Planning and conceptualization phase - Event design and content development phase - Implementation phase	150
		300

Resource Plan, Key Personnel Qualification and competencies of proposed personnel		Points Obtainable
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory)	100
3.2	Curriculum vitae of the proposed team that will be involved either full or part time: - Event Organizer - Event Coordinator - Project Lead/Event Producer - Production Manager - Technical Director - Artistic Director - Director of Marketing and Communications - Production Stage Manager	150
		250
	70% of 700pts = 490pts needed to pass technical evaluation stage	

Annex IV

Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected. Financial Proposal must be submitted in separate from the Technical Proposal.

Proposer is requested to include a one page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

Section A: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR.

Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.
- UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested services will be implemented in regard to the TOR (assumptions provided in the [case study](#))

2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

Section C: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	

From [Year]: _____ To [Year]: _____ Employer: _____ Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

Annex V

Format of Financial Proposal

Financial Proposal must be submitted separate from the Technical Proposal.

A. Event Personnel Cost	Number	Daily Rate
Event Organizer	XX person	
Event Coordinator		
Project Team Lead		
Production Manager		
Production Stage Manager		
Artistic Director		
Onsite Project team leader		
Media coordinator		
Other Event staffs (please specify, such as coordinating with registration, be on-site to manage logistics, event cleanup, etc.)		
B. Event Non-Personnel Cost (Based on assumptions presented in the Case Study)	Deliverables	Estimated amounts for deliverables
Venue-associated costs Please specify, such as Sound package, Lighting Package, Dolly rental, etc.		
Suppliers Costs: Please specify, such as Tape, Projection Bulbs, Batteries, etc.		
Equipment Cost: Please specify, such as Scaffolding package, projection package, camera package, etc.		
Logistics-related costs: Please specify, such as transportation cost to the venue, guest movement, car-parking, etc.		

Media outreach Please specify, such as marketing and promotional plans for all aspects of the event in alignment with the association's goals to support attendance and awareness.		
Publication Please specify, such as event briefs, project reports, brochures, graphic Design, etc.		
Miscellaneous costs: Please specify, such as event insurance, catering, spokesperson and advocacy training, etc.		
TOTAL		

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

Annex VI

Proposal Submission Form

To: UN Women
220 East 42nd Street New York, NY 10017
U.S.A

Date:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid Solicitation Documents, **Events Planning and Production Services** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of [] days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries _____ *[insert the nationality of the Proposer, including that of all parties that comprise the Proposer]*
- (g) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Proposal Submission Form]*

Name: _____ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of Proposer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Annex VII

Voluntary Agreement

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (Name of the Contractor) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- ☐ Acknowledge values in UN Women;
- ☐ Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- ☐ Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

Name, Title, Address, Signature

Date:

Annex VIII

Proposed Model Form of Contract

1. OBJECTIVE

1.1 This non-exclusive Long Term Agreement (hereinafter called the “Agreement”) is established to allow UN-Women to purchase [DESCRIBE THE PRODUCT OR SERVICE] as and when required for all its regular programmes as well as for programmes that may be funded by other institutions.

1.2 The Supplier is NOT authorized to deliver any services other than those specified under this Agreement. Requests for different services shall come either through another Long Term Agreement or through formal methods of solicitation.

2. GENERAL PROVISIONS

2.1 This Agreement represents an offer on the part of the Supplier to provide UN-Women with the services, prices and delivery time agreed and under the terms and conditions detailed herein for the duration of the Agreement. It does not represent a contract in itself, nor obliges UN-Women to any financial commitment whatsoever. Only Purchase Orders made pursuant to this Agreement and only for the services stipulated herein will constitute a commitment on UN-Women’s part.

2.2 The Supplier shall accord the same terms and conditions to any other organization within the United Nations system that wishes to avail of such terms, after written consent from the Chief of Procurement, UN-Women.

2.2 UN-Women’s liability shall be limited to the Purchase Order only for the services stipulated therein and no increase in the total liability of UN-Women or in the price of the products will be authorized or paid to the Supplier unless such increases have been approved by UN-Women prior to the delivery of the products or services.

2.3 Purchase Orders will incorporate by reference all of the terms and conditions of this Agreement including UN-Women’s General Conditions of Contract hereto attached and forming a part of this Agreement.

2.4 UN-Women is not obligated to purchase any minimum service quantity under this Agreement.

2.5 Any change to the terms and conditions detailed herein or any increase in the estimated value of this Agreement shall receive prior authorization from UN-Women and changes shall be documented in a written amendment to this Agreement.

3. VALIDITY OF THE AGREEMENT

3.1 This Agreement shall be valid for a period of [NUMBER OF YEARS] effective from [DD/MM/YYYY], and may be extended for up to one additional year subject to the Supplier’s satisfactory

performance and competitiveness of prices. This shall be agreed upon both parties in writing at least 30 days before the expiration of the Agreement. [PLEASE SELECT AS APPROPRIATE]

3.2 UN-Women reserves the right to discontinue this Agreement if the Supplier's performance is not satisfactory to UN-Women.

4. DELIVERABLES OF THIS CONTRACT

[PLEASE DESCRIBE THE PRODUCT/SERVICES OF THIS CONTRACT]

5. CONTRACT DOCUMENTS

5.1 This Agreement is subject to the UN-Women General Conditions of Contract, attached hereto as Annex One (1). The provisions of such Annex shall control the interpretation of this Agreement and in no way shall be deemed to have been derogated by the contents of this Agreement and any other Annexes.

5.2 The Supplier and UN-Women also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:

5.2.1 This Agreement.

5.2.2 The UN-Women solicitation documents including the Terms of Reference [ref. INDICATE BIDDING DOCUMENT NUMBER], incorporated herein by this reference.

5.2.3 The Supplier's bid dated [DD/MM/YYYY], incorporated herein by this reference.

5.3 All the above shall form the Agreement between the Supplier and UN-Women, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

6. PRICES AND DISCOUNTS

6.1 All prices shall be in [CURRENCY] only. The Supplier shall hold the prices fixed and not subject to change throughout the validity of this Agreement. The Supplier shall be responsible to apply to the Purchase Orders raised under this Agreement any special offer or discounts (if applicable) which may become effective [at the time of delivery of services/at the time of the shipment] [DELETE AS APPROPRIATE]. Such discounts will be reflected in the corresponding invoices. Failure to do so may result in the termination of the Agreement.

6.2 The Supplier undertakes not to provide the same [products/services] [DELETE AS APPROPRIATE] under the same market conditions to other customers at a price lower than that offered to UN-Women and stated in this Agreement. Should the Supplier do so then UN-Women will be offered the new lower price.

7. QUALITY OF SERVICES AND WARRANTY

7.1 The Supplier is restricted to providing [DESCRIBE THE PRODUCT/SERVICES] as contained in this Agreement and to the highest international quality standards.

7.2 The Supplier shall ensure that the products supplied are recently produced with a minimum of 80% shelf life at time of receipt by consignee. [DELETE IF NOT RELEVANT].

7.3 Any product shipped to UN-Women that does not meet the specifications outlined in this Agreement or Purchase Order shall be replaced promptly by the Supplier inclusive of all inland or air/sea freight and any destruction costs at no charge to UN-Women. [DELETE IF NOT RELEVANT]

7.4 The Supplier shall notify UN-Women of any change to its service provision lines or services at least six (6) months prior to the effective date of change. The Supplier shall also inform UN-Women of all services to be discontinued at least 6 months prior effective date of discontinuation.

8. REGISTRATION [DELETE IF NOT RELEVANT]

8.1 The goods to be supplied under the Contract shall be registered with the relevant authority in the Consignee's country, unless this requirement is waived in the specific Purchase Order against which the shipment is delivered.

9. PACKING FOR INTERNATIONAL DELIVERY [DELETE IF NOT RELEVANT]

9.1 The item(s) must be in the manufacturer's export packing and must be suitably over packed for shipment in strong triple-wall plain cardboard boxes with a reference to the company name or the product contained, and allowing adequate protection during transport and subsequent inland distribution with sufficient buffering of the equipment, including any special requirements for dangerous or hazardous goods, cold chain items. Export packing is included in the price.

9.2 All packing lists shall clearly indicate the Purchase Order number, the items(s) contained in each package with a brief description, goods value, quantity, gross weight, dimensions and markings including the full consignee address. The markings on the boxes shall be as per solicitation documents / Purchase Order instructions.

10. DELIVERY [DELETE IF NOT RELEVANT]

10.1 The delivery time shall apply for this Agreement from receipt of Purchase Order as listed on page two.

10.2 Purchase Orders under this Agreement will be issued using Incoterms [CPT CITY, COUNTRY]. The Supplier shall nevertheless be responsible for selecting and arranging freight forwarding to final destination at competitive market prices and shall pay the freight costs to the freight forwarder directly.

10.3 Freight forwarding costs will be reflected in the corresponding Purchase Order, and only actual freight cost shall be invoiced to UN-Women accordingly. A freight invoice from the freight forwarder shall be attached to the Supplier's invoice as proof of actual freight cost.

10.4 No partial deliveries shall take place unless expressly confirmed by UN-Women. Individual delivery instructions shall be contained in the Purchase Orders.

11. NOTICE OF DELAY

11.1 In the event of a delay in the delivery time of a Purchase Order, the Supplier shall immediately and not later than the lead time stipulated in page two of this Agreement from the acknowledgement of such delay, notify the UN-Women buyer in writing, requesting an extension of the delivery time, clearly stating the nature of the delay (including supporting documentation) and the proposed new delivery time.

11.2 The corresponding UN-Women buyer will ascertain the facts and extent of delay, and extend the time for performance when in its judgment the facts justify such an extension. The buyer findings thereon shall be final and conclusive subject only the Supplier's right of appeal under the arbitration clause of the contract.

12. RECEIPT AND CONFIRMATION OF PURCHASE ORDERS

12.1 The Supplier shall acknowledge receipt and acceptance of the UN-Women Purchase Order within three business days from the receipt of the UN-Women Purchase Order by acknowledgement of receipt of Purchase Order to the UN-Women contact specified in Article 21 below (via email, fax or letter).

12.2 All UN-Women Purchase Orders shall contain the Supplier's product description, consignee address, shipping instructions, as well as the name, phone, fax, e-mail of the country office contact person. If this information is not clearly stated in the Purchase Order, the Supplier is requested to contact the UN-Women contact specified in Article 21 below to obtain the missing information. [DELETE IF NOT RELEVANT]

13. SUPPLIER RESPONSIBILITY FOR REJECTED OR RETURNED PRODUCTS [DELETE IF NOT RELEVANT]

13.1 Should any product fail to meet the workmanship and requirements of the specifications, the Supplier shall replace the items within the time specified for delivery, or extension granted.

14. FULL RIGHT TO USE AND SELL [DELETE IF NOT RELEVANT]

14.1 The Supplier warrants that it has not and shall not enter into any Agreement or arrangement that restraints or restricts UN-Women or the recipient country Government's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting Purchase Orders. [DELETE IF NOT RELEVANT]

14.2 The Supplier holds UN-Women harmless and indemnifies UN-Women for all costs that may arise as a result of any third party claim to the rights associated to the manufacturing, registration, sale or distribution of the products supplied under the aforementioned order. [DELETE IF NOT RELEVANT]

15. INVOICES

15.1 The invoices must clearly indicate the relevant Purchase Order Number, [CPT prices for each Purchase Order item number as well as the freight cost to final destination. UN-Women will only pay the freight cost to the Supplier directly DELETE IF NOT RELEVANT].

16. PAYMENT

16.1 Payment for all Purchase Orders under this Agreement will be made by UN-Women within thirty (30) days after presentation of relevant original documents mentioned below:

- 16.1.1 An invoice.
- 16.1.2 Bill of Lading/Airway Bill. [DELETE IF NOT RELEVANT]
- 16.1.3 A packing list.[DELETE IF NOT RELEVANT]
- 16.1.4 A copy of freight invoice. [DELETE IF NOT RELEVANT]

16.2 Soft copies of all documents should be emailed in advance to the UN-Women contact specified in Article 17 below to enhance customs clearance and payment. [DELETE IF NOT RELEVANT]

16.3 In relation to international deliveries **ALL DOCUMENTS** have to be received at least **two weeks** prior to the arrival of goods at the destination port (with the exception of air freight, which should be received in advance of the goods). [DELETE IF NOT RELEVANT]

17. CONTACT DETAILS

17.1 All correspondence, invoices and the required shipping documentation shall be sent to following contacts as per above guidelines:

17.1.1 **Consignee:** corresponding address will be specified in each Purchase Order.

17.1.2 **UN-Women:**

COUNTRY OFFICE/SUB REGIONAL OFFICE/REGIONAL OFFICE/HQ
CONTACT PERSON, CONTACT DETAILS

17.2 Please note the following must be mentioned in **ALL** correspondences and invoices sent to UN-Women:

- 17.2.1 PO number; and
- 17.2.2 Name of Buyer.

Annex IX

General Conditions of Contract

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

Annex X

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM (to be completed and returned with your technical Proposal)

JV / Consortium/ Association Information	
JV's Party legal name:	[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Proposers)}
JV's Party Country of Registration:	[insert JV's Party country of registration]
JV's Party Year of Registration:	[insert JV's Part year of registration]
JV's Party Legal Address in Country of Registration:	[insert JV's Party legal address in country of registration]
Consortium/Association's names of each partner and contact information	(inset name, address, telephone numbers, fax numbers, e-mail address)
Consortium/Association Agreement	[attach agreement]
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[insert name, address, telephone/fax or cell number, and the e-mail address]

Signatures of all partners:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Annex XIII

Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
 - [Proposal submission form](#) _____ ☐
 - [Joint Venture Form \(if in a joint venture\)](#) _____ ☐
 - Performance Security Form (if Required) _____ ☐
 - [Inner envelope containing technical proposal](#) _____ ☐
 - [Second inner envelope containing Financial Proposal](#) _____ ☐

For submissions by email:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
 - [Technical Proposal](#) _____ ☐
 - [Proposal submission form](#) _____ ☐
 - [Joint Venture Form \(if in a joint venture\)](#) _____ ☐
 - Performance Security Form (if required) _____ ☐
- [Financial Proposal](#) PDF sent to E-mail address specified in Invitation Letter _____ ☐

[Model Form of contract has been read and understood](#) _____ ☐

[General Conditions of Contract have been read, understood and accepted](#) _____ ☐