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02 February 2015

REQUEST FOR PROPOSAL (RFP) RFP No. UNFPA/TZA/14/006

Contract for Professional Services

SUPPLY OF CONSULTANCY SERVICES TO AUTOMATE THE SHEHIA COMMUNITY BASED INFORMATION SYSTEM IN ZANZIBAR

1. UNFPA, United Nations Population Fund, an international development agency, is seeking qualified offers for the above-mentioned products/services/works. Your company is kindly invited to submit your best technical and financial offer for the requested services. Your bid could form the basis for a contract between your firm/institution and the UNFPA.
2. UNFPA posts all bids notices, clarifications and results in www.ungm.org.
3. To enable you to submit a bid, please read the following attached documents carefully:

• Instructions to Bidders	Annex I
• Terms of Reference (ToR)	Annex II
• Bid Submission Form	Annex III
• Bidders Identification Form	Annex IV
• Format of Bidder's Previous Experience and Clients	Annex V
• Instructions for Preparing Technical Bid	Annex VI
• Price Schedule Form	Annex VII
• UNFPA General Condition of Contracts	Annex VIII
• Checklist on UNFPA Conditions for Contracts	Annex IX
• Supplier Qualification Requirements	Annex X
• Joint Venture Partner Information Form	Annex XI
• Temple of the Contract for Professional Services	Annex XII
• Template for Bank Guarantee for Advance Payment	Annex XIII
• Check List on Bidding Forms	Annex XIV
4. The technical bid containing the technical information shall be submitted separately from the financial bid.
5. The bid shall reach UNFPA's reception or by email to tanzania.office@unfpa.org no later than 16 February 2015.
6. Bids received after the stipulated date and time shall not be accepted under any circumstances.



7. Bidders shall acknowledge receipt of this RFP by email to tanzania.office@unfpa.org no later than 06 February 2015 and indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number and contact person.
8. Any questions relating to the attached documents shall be addressed in writing following the instructions included in Annex I-Instructions to Bidders, 4 Clarifications of Solicitation Documents. Do not submit your bid to the contact there indicated, or your bid will be disqualified.
9. This letter is not to be construed in any way as an offer to contract with your firm/institution.
10. UNFPA strongly encourages all bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers
http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf

Yours sincerely,

Dr. Natalia Kanem
UNFPA Representative
United Republic of Tanzania



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ANNEX I - INSTRUCTIONS TO BIDDERS

A. Introduction

1. General

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services, and have a valid registration in the country, or through an authorized representative.

1.1 A bidder and all parties constituting the bidder may hold any nationality.

1.2 A bidder shall not have a conflict of interest. All 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 are or have been associated in the past, with a firm 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 to be purchased under these bidding documents; or

1.3 A bidder that is under a declaration of ineligibility by UNFPA in accordance with Instructions to Bidders Clause 2 at the date of contract award shall be disqualified. Bidders shall not be eligible to submit a bid if at the time of bid submission:

1.3.1. The bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,

1.3.2. The bidder's name is mentioned in 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;

1.3.3. The bidder is debarred by the World Bank Group

1.3.4. UNPD Suspended Vendor List.

1.4 Bids may be submitted by a Joint Venture (JV). In the case of a JV:

- a) The duly filled Joint Venture Partner Information Form, Annex XII, must be included with the bid; and
- b) All parties to the JV shall be jointly and severally liable; and
- c) The JV shall nominate a Representative who shall have the authority to conduct all businesses:
 - i. for and on behalf of any and all the parties of the JV during the bidding process; and
 - ii. in the event the JV is awarded the contract, during contract execution.

2. Cost of Bid

The bidder shall bear all costs including any related travel associated with the preparation and submission of the bid, nor can it be included as a direct cost of the assignment. UNFPA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. UNFPA Bid Document

3.1. This RFP document is posted at the United Nations Global Marketplace (UNGM) in www.ungm.org. Bidders are expected to examine all instructions, forms, terms of reference, terms and conditions contained in the bid solicitation documents issued by UNFPA. Failure to comply with these documents shall be at the bidder's risk and may affect the evaluation of the bids.

3.2. Bidding documents consist of the following:

Annex I - Instructions to Bidders
Annex II - Terms of Reference (ToR)
Annex III - Bid Submission Form
Annex IV - Bidders Identification Form
Annex V - Format of Bidder's Previous Experience and Clients
Annex VI – Instruction for Preparing Technical Bid
Annex VII - Price Schedule Form
Annex VIII - UNFPA General Condition of Contracts
Annex IX - Checklist on UNFPA Conditions for Contracts
Annex X - Supplier Qualification Requirements
Annex XI - Joint Venture Partner Information Form
Annex XII - Template for Bank Guarantee for Advance Payment
Annex XIII - Check List on Bidding Forms

3.3. Bidders are cautioned to read the Terms of Reference carefully (Annex II), 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.

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

4. Clarifications of Solicitation Document

A prospective bidder requiring any clarification on the bid solicitation documents may notify Mr. Abilio Alfeu, International Operations Manager, alfeu@unfpa.org no later than (06 February 2015, at 13.00 hours East African Time). UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org>.

5. Amendments of UNFPA Bid Solicitation Document

At any time prior to the deadline for submission of proposals, 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 amendment.

All prospective bidders that have received the bidding documents shall periodically check if amendments have been posted to the bidding documents in UNGM. In order to give prospective bidders reasonable



time to take the amendments into account in preparing their bids, UNFPA, may at its discretion, extend the deadline for the submission of bids.

C. Preparation of bids

6. Language of the Bid

The bid prepared by the bidder and all correspondence and documents relating to the Bid shall be written in English.

7. Bid Currency and Prices

All prices shall be quoted in US dollars (USD) or any other convertible currency. The bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract.

8. Conversion to Single Currency

To facilitate evaluation and comparison, the buyer will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to USD at the official UN exchange rate on the last day for submission of bids.

9. Validity of Bid

The prices of the bid shall be valid for 90 days after the closing date of bid submission as specified by UNFPA. A proposal valid for a shorter period will be rejected by UNFPA as non-responsive. UNFPA may solicit the bidder's consent for an extension of the period of validity under exceptional circumstances.

D. Submission of Bids

10. Documents Establishing Eligibility of Goods and Services and Conformity to Bidding Documents

The documentary evidence of conformity of the goods and services to the bidding documents may include the following documentation, to be completed and returned in hard copies or in electronic format.

Failure to furnish all the information required for submission of a bid which 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.

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

All documents that should be furnished with the technical proposal should be submitted in PDF version. The financial proposal should be submitted both in PDF version and Excel version.

10.1. Technical Bid

For UNFPA's acceptance of the bid, the bidder should furnish documentary evidence of:

- a. Completed and signed Bid Submission Form (**according to Annex III, in PDF format**)
- b. Completed Bidders Identification Form (**according to Annex IV, in PDF format**)
- c. Copy of last audited financial statements
- d. Bidder's previous experience and clients (**according to Annex V, in PDF format**)
- e. Technical bid, including documentation to demonstrate that the bidder meets all requirements. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in **Annex VI. (in PDF format)**
- f. Completed and signed Check List on Conditions of Contracts (**According to Annex IX, in PDF format**)
- g. Supporting documents/ information per the Checklist on Supplier Qualification Requirements
- h. Completed Joint Venture Partner Information Form. (**According to Annex XI, in PDF format**)

10.2. Financial Bid

Please complete the Price Schedule Form (**Annex VII – both in PDF format (signed version) and Excel format**). Your separate financial bid must contain a quotation in a single currency, itemizing all services to be provided.

Please consider the following information when completing the Price Schedule Form:

- The Price Schedule must provide a detailed cost breakdown, as shown in **Annex VII**. Provide separate figures for each of the steps for each item.
- 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 breakdown into itemized prices.
- UNFPA anticipates awarding the project on a fixed price basis. In order to complete an analysis of the proposed prices, firms are required to submit itemized pricing that identifies the staff who will work on the project, their billing rate as well as the number of hours/ days proposed for the project. Anticipated out of pocket expenses should be detailed as well. All prices/rates quoted must be exclusive of all taxes, since UNFPA is exempt from taxes.
- Submit this financial bid in a separate envelope from the rest of the RFP technical bid.

11. Partial Bids

Partial bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any bid.

12. Sealing and Marking of Bids

UNFPA provides interested suppliers with two alternatives for the submission of the Technical and Financial proposals – offers can be submitted in hard copy by mail in accordance to the guidelines provided in 12.1 or offers can be submitted in electronic version via email in accordance to guidelines provided in 12.2; Please be advised that either option is acceptable and only one method is required. Following UNFPA's green initiative we prefer the electronic version when possible.

12.1 Sealing and Marking of Bids (hard copies)



When submitting in hard copies, the Bidder shall prepare two sets of documents, one stamped as “Original” and the other one stamped as “Copy”. In the event of a discrepancy between them, the original shall govern.

The **outer envelope** must be clearly marked with the following:

UNITED NATIONS POPULATION FUND
Address: P.O. Box 9182
Dar es Salaam, Tanzania
Invitation to Bid No. UNFPA/TZA/14/006, Company Name
Attention: Dr. Natalia Kanem – UNFPA Representative
ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

The **inner envelopes** must be clearly marked with the following:

UNITED NATIONS POPULATION FUND
Address: P.O. Box 9182
Dar es Salaam, Tanzania
Invitation to Bid No. UNFPA/TZA/14/006, Company Name
Attention: Dr. Natalia Kanem – UNFPA Representative
ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

Submission 1/2: UNFPA/TZA/14/006 [...insert company name...], Technical Proposal

Submission 2/2: UNFPA/TZA/14/006 [...insert company name...], Financial Proposal

The envelope shall also indicate the name and address of the Bidder.

If the outer envelope is not sealed and marked as required, the Buyer shall assume no responsibility for the Bid’s misplacement or premature opening.

12.2 Electronic Submissions

Please note the following guidelines for **electronic submissions**:

Bidders shall make clear reference to the specific proposal in the subject field as instructed, otherwise proposals may be rejected. Clearly specify in the subject: **RFP No. UNFPA/TZA/14/006 [...insert company name...]** and specify “Technical Proposal” or “Financial Proposal” in the subject field. i.e:

Submission 1 of 2: “UNFPA/TZA/14/006 [...insert company name...], Technical Proposal”

Submission 2 of 2: “UNFPA/TZA/14/006 [...insert company name...], Financial Proposal”

The Proposal shall be submitted in two emails to tanzania.office@unfpa.org. Proposals received at the tanzania.office@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date.

The total E-mail submission shall not exceed **9 MB (This limit should include E-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these shall be sent separately before the deadline. It shall be the Bidder’s responsibility to ensure that Bids sent by e-mail are received by the deadline. All Bidders shall receive an auto-reply acknowledging the receipt of their email.

Bidders shall not receive responses to questions sent to tanzania.office@unfpa.org since it is a secure mailbox.

13. Deadline for Submission of Bid and Late Bids

Bids must be delivered to the office on or before the date and time specified in this RFP. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock, or contact the bid focal point.

UNFPA may, under special and exceptional circumstances, extend this deadline for the submission of the bids and such changes shall be notified bon UNGM before the expiration of the original period.

Any proposal received by UNFPA after the deadline for submission of bids shall be rejected. UNFPA shall not be legally responsible for bids that arrive late due to the bidder's problems with the courier company and any other technical issues which are not within the control of UNFPA.

14. Modification and Withdrawal of Bids

The bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNFPA prior to the deadline for submission. No bid may be modified after passing of the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity.

15. Storage of Bids

Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

E. Bid Opening and Evaluation

16. Bid Opening

UNFPA shall open all bids in the presence of **two** witnesses. There shall be separate openings for technical and financial bids. The bidders' names and submitted documents shall be announced at the technical bid opening.

After the technical evaluation has been made, the financial proposals can be opened. During the financial bid opening, the bidders' names and the prices stated in the financial bid shall be announced.

The report shall be available for viewing by bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to bidders.

No bid shall be rejected at bid opening, except for late bids. Bids that are not opened and read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be shredded except for any bank securities, which will be returned to the bidder.

17. Clarification of Bids

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 proposal shall be sought, offered or permitted.



18. Preliminary Examination of Bids

UNFPA shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents are properly signed and whether the proposals are generally in order.

Prior to the detailed evaluation, the Buyer will determine the substantial responsiveness of each bid to the RFP in a preliminary examination. For purposes of these clauses, a substantially responsive bid is one that conforms to all the terms and conditions of the RFP without material deviations. The Buyer's determination of a bid's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence.

UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

A substantially responsive bid is one that 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:

- a. affects in any substantial way the scope, quality, or services specified; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

UNFPA considers material deviation to include, but to not to be limited to the following situations:

- a. During preliminary examination of bids
 - Absence of bid form(s), change in the wording or lack of signature on key portions of the bid form when this is clearly specified in the tender document as a requirement. Any change in wording that is consistent with the standard format of the bid form(s) is not a material deviation;
 - The bidder indicates in the bid that they do not accept important contract conditions, i.e. related to Force Majeure Applicable Law, Delivery Schedule, Payment Terms, General Conditions and Limitation of Liability;
 - Non historical documents required in the solicitation document have not been provided, such as documents specifically related to the bidding process and that the bidder could not be expected to possess before the solicitation document was issued;
 - Non eligibility of the bidder;
 - Financial information is included in the technical bid.
- b. During technical evaluation of bids and qualification of bidders:
 - Bids will not secure the minimum threshold on technical score.
 - The bidder does not meet the minimum conditions for qualification.
- c. During financial evaluation of bids:
 - The bidder does not accept the required price correction as Instructions to Bidders Clause 19.c
 - Required price components are missing;
 - The bidder offers less quantity than what is required

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.

19. Nonconformities, Errors, and Omissions

Provided that a bid is substantially responsive:

- a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
- b. UNFPA may request that the bidder submit the necessary information or documentation within a reasonable period of time to rectify nonmaterial nonconformities 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.
- c. UNFPA shall correct arithmetical errors on the following basis:
 - 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;
 - 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.

20. Evaluation of Bids

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical bid being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders, whose technical bids reach **70** points and will be qualified through the supplier qualification process. The total number of points which a bidder may obtain for technical and financial bids is **100 points**.

Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the contract award is published.

Any effort by a bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

Notwithstanding from the time of bid opening to the time of contract award, if any bidder wishes to contact UNFPA on any matter related to the bidding process, it should do so in writing.

20.1. Technical Evaluation

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Annex II, the technical proposals submitted by the bidders and the evaluation criteria provided below.

Criteria	[A] Maximum Points	[B] Points attained by the bidder	[C] Weighting%	[B] x [C]= [D] Total Points
A Consultant Expertise	100	Sum of A.1-	25%	

A.1	Experience working with multi-sectoral technical teams (including governments, international development partners and NGOs)	30			
A.2	History/Portfolio of work (similar to current project) completed by the service provider over the past three years.	30			
A.3	A concise description of how the service provider meets or exceeds the qualifications listed under Minimum Qualifications.	40			
B	Team Composition	100	Sum of B.1-	25%	
B.1	Experience working on large similar projects with a diverse range of clients	50			
B.2	Qualifications and years of professional experience of proposed staff and history of their experience working together	50			
C	Technical Approach	100	Sum of C1-C6	50%	
C1	Understanding of the objectives of the project	15			
C2	Summary of the approach the consultant will use to work with UNFPA and project stakeholders staff to ensure project communications will be conducted efficiently and that project time lines will be met.	15			
C3	Suitability of the technical approach and system development methodology to the project	25			
C4	A brief description of the firm general quality management system and project management methodology of the project.	15			
C5	Proposed schedule with	15			

	estimated dates and time estimates, in order to manage and deliver quality outputs in a timely manner.				
C6	Understanding of the deliverables	15			
	Technical Score	300			100%

Scoring Scale System

The following scoring scale system will be used by the technical evaluation panel for conducting the technical bid evaluation in objective manner.

Evaluate d Criteria	Supporting Evidence	Points out of 100
Excellent	Excellent evidence of ability to exceed requirements	90-100
Satisfactory to Good	Good evidence of ability to exceed requirements	70- 89
Not Satisfactory	Non Satisfactory/acceptable evidence of ability to meet requirements	40-69
Poor	Less than acceptable evidence of ability to meet requirements	10 -39
Very Poor	Lack of evidence to demonstrate ability to comply with requirements	1-9
No Submission	Information has not been submitted or is unacceptable	0

20.2 Supplier Qualification Requirements

20.2.1 The responses from the bidders against the Annex IX and Annex X of this document will be evaluated based on the criteria provided below in order to assess the degree of bidder qualification for the proposed Contract for Professional Services.

Supplier Qualification Parameter	Bidder's response is acceptable? (YES/ NO)	Justification
Supplier qualification requirement No. 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 for Contracts (Annex VIII)	
Supplier qualification requirement No. 2 - Financial stability		
Supplier qualification requirement No. 3 – bidder is established as a company and legally incorporated in the country		
Supplier qualification requirement No. 4 – Bidder is not a banned or suspended vendor		
Supplier qualification requirement		

No. 5 – Bidder is experienced and technically capable of delivering the contract		
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20.2.2 Notwithstanding anything stated above, UNFPA reserves the right to assess the bidder’s capabilities and capacity to execute the contract satisfactorily before deciding on award.

20.2.3 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 record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

20.3 Financial Evaluation

The financial bid will only be evaluated if the technical bid achieves a minimum of **70** points and will be qualified through the supplier qualification process. Proposals failing to obtain this minimum technical threshold or those which will not be qualified through the supplier qualification process will not be eligible for further consideration.

The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form (Annex VII). The maximum number of points for the price bid is **100**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Bid of} = \frac{\text{[Maximum number of points for the Price Bid]} \times \text{[Lowest price]}}{\text{the Proposal being evaluated} \quad \quad \quad \text{[Price of bid being evaluated]}}$$

20.4. Total Score

The total score for each bidder will be the weighted sum of the technical score and financial score as shown below. The maximum total score is 100 points.

Total Score = 70% x Technical Score + 30% x Financial Score
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21. Rejection of Bids and Annulments

UNFPA reserves the right to reject any bid if the bidder has previously failed to perform properly or complete on time in accordance with contracts or if the bidder from UNFPA’s perspective is not in a position to perform the contract.

A bid that is rejected by UNFPA may not be made responsive by the bidder by correction of the non-conformity. A responsive bid is defined as one that conforms to all the terms and conditions of the UNFPA’s solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid with the UNFPA’s bid solicitation documents.

UNFPA reserves the right to annul the solicitation process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the buyer's action.

The bidders waive all rights to appeal against the decision made by UNFPA.

F. Award of Contract and Final Considerations

22. Award of Contract for Professional Services

UNFPA shall award the Contract to the bidder who obtains the highest combined score of the technical and price evaluation.

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 if 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 scorer, the second highest combined scorer, the third highest combined scorer, etc.

23. Right to Vary Requirements and to Negotiate at Time of Award

UNFPA reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP by 20% without any change in hourly/ daily or any other rates proposed by the bidders or other terms and conditions.

UNFPA reserves the right to negotiate the price with the bid winner before awarding the contract in order to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

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.

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.

24. Signing of the contract

The buyer shall send the successful bidder the Contract for Professional Services for a fixed contract value, which constitutes the Notification of Award. This will also be posted on the UNGM website. The successful bidder shall sign and date the Contract, and return it to UNFPA within seven calendar days of receipt of the contract. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the bid/ contract only after both parties sign the contract.

The Service Provider 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 UNFPA Procurement Services Branch.

25. Bid protest



Suppliers perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a Contract for Professional Services may complain to the UNFPA Head of the Business Unit *Dr. Natalia Kanem*, UNFPA [Representative kanem@unfpa.org](mailto:kanem@unfpa.org) Should the protestor be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the protestor may contact the Chief of the Procurement Services Branch at_procurement@unfpa.org.

26. Payment Provisions

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.

UNFPA's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO 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. (Annex XIII)

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.

27. Key Performance Indicators

The Supplier's performance will be monitored and evaluated by UNFPA on half-yearly basis in order to enable the assessment on the effectiveness, efficiency and/or consistency of services provided. The results of the evaluation will be communicated to the Supplier in order to enable the improvements of services. The evaluation will be based on but not limited to the following Key Performance Indicators:

- Expected output achieved
- Satisfactory level of quality and technical competence
- Timely delivery of services
- Effective and timely communication and professionalism

Key Performance Indicators may be modified and/or added during the validity of this Agreement.

28. Gifts and hospitality

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and any other forms of benefits. Vendors are therefore requested not to send gifts or offer hospitality to UNFPA personnel.

29. Accountability

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Division for Oversight Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the

vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA's list of registered suppliers.

30. Fraud and Corruption

UNFPA's policy regarding fraud and corruption is available at <http://www.unfpa.org/public/home/procurement/pid/8864> and applies fully to this Invitation to Bid. The submission of any offer implies that the bidder is aware of this policy.

31. Documents Establishing Sustainability efforts of the bidder

Currently UNFPA is requesting information on environmental and social policies and related documentation with bids submitted by prospective vendors. In the long run it is UNFPA's intention to incorporate 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 now to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact.



ANNEX II: Terms of Reference (TOR)

CONSULTANCY SERVICES TO AUTOMATE THE SHEHIA COMMUNITY BASED INFORMATION SYSTEM IN ZANZIBAR

Background

The Zanzibar Planning Commission in collaboration with stakeholders is making progressive steps to modify the Shehia community based information system in Zanzibar. An effective community based information system avails up to date information to administrative offices for planning and decision making.

Since the 1990s, a community based information system commonly known as the Shehia register has existed in Zanzibar albeit with a number of challenges. The Shehas and their assistants have been solely responsible for collecting the data using the Shehia registers. An assessment conducted on the Shehia community based information system was done in 2013 and revealed a number of challenges in its implementation. These included inadequate registration books, existence of numerous registers, irregular recording of data, lack of office space, and lack of guiding laws and principles among others.

This led to an initiative to review and update the Shehia register by merging all other registers at the community level into one to collect comprehensive socio-demographic information. Thereafter, the Shehia register was piloted in two districts; in 15 Shehias in North A and 15 Shehias in Wete districts. The pilot findings reflected that the collected information was not computerised and thus was difficult to provide timely feedback to the different shehas. Thus inspite of the urgent need to scaled up to the collect of information to all the 10 districts in Zanzibar, a template of Shehia register and database needs to be developed and digitalised/ computerised first, particularly so that the information collected can be systematically processed, analysed and disseminated to various stakeholders.

Therefore, it is against this background that the Shehia community information system needs to be computerised to ease the storage and processing of information to ease the dissemination of information and to enable decision making through evidence based initiatives.

Objectives of Assignment: the following initiatives will be undertaken within the shehia registration pilot district.

- 1) To design and install a database for storage of Shehia Registration data at the central/national level.
- 2) To develop a data entry interface (clients) for entry of the Shehia Registration data at the district level.
- 3) To design an option for data transfer from the district level to the central level and ensure system enhancement to the CRVS system.
- 4) Propose technology for a data entry mechanism at the shehia level.
- 5) Propose automations from the point of entry and provision of feedback.
- 6) Development environment / Technologies (as minimum requirements or equivalent solution)
 - a. Client layer Any popular web browser supporting XHTML 1.0, CSS2, Java Script, Mobile technologies, etc
 - b. Application layer IIS web server +
 - c. [ASP.NET](#) 3.5 +
 - d. [ODP.NET](#) 11g
 - e. Database layer Oracle Database 11g
- 7) Consultant will solely provide full access to the source code of the developed system to Employer (UNFPA/WB/GoZ) upon commissioning of the project.

Proposed Methodology/ milestones

- 1) An inception report drafted by the consultancy firm will be presented to the Management team five days after signing the contract for the assignment. This will be to agree on the proposed functional specifications, methodology, tasks and milestones to be achieved through out the project cycle.
- 2) Data capturing tools for data entry at the Shehias, validation at the District that utilises simple technology, preferably a web based solution with mobile version.
- 3) Information collected using a sample of the Shehia registers from the 30 Shehias in the pilot districts of North A in Unguja and Wete in Pemba will be entered into the designed database.
- 4) Propose and test Data entry at the lowest level, Shehias secure mobile technology.
- 5) Establish workflow from Shehia, District and the central level on how data will be managed and processed considering the current manual processes in place.
- 6) The System will be deployed at the central level being the planning commission – the owners of the information.
- 7) The developed / proposed solution should be able to inter operate with the existing systems and allow the future development.

Expected deliverables

- 1) An inception report upon the start of the assignment, outlining the understanding of the scope of work and proposed system development life cycle (SDLC) showing:
 - a. Planning
 - b. Analysis
 - c. Design
 - d. Implementation
 - e. Deployment and Maintenance

- 2) A functional database for the Shehia community based information registration system at the central levels that can be accessed from the data collection sites that map the current process flow, i.e Shehias>Districts>Central (Planning Commission). The emphasis of this study will be to focus on the pilot district and in selected shehias within the pilot. Only a sample of the registration forms would be entered – for the purposes of testing the system.

- 3) A final report:
 - a. Highlighting the flow of information and recommendations for the computerised information system from data collection to dissemination.
 - b. System Management guide
 - c. End user manual
 - d. Maintenance plan after commissioning

Management roles and responsibilities:

The project management team: This comprising of representatives from United Nations Population Fund, World Bank, Zanzibar Planning Commission, Registrar of Births and Deaths, and the Office of the Chief Government Statistician will provide:

- 1) Oversight of the database installation and analysis.
- 2) Provide guidance for institutionalisation of the system and champion the related policy and advocacy issues
- 3) Ensure the aspect of continuity and sustainability is realistic and achievable
- 4) Provide working space and facilities for the consultant staff provide support for the assignment in various capacities.

Role of the consultancy firm

- a) Share realistic timeline for the implementation of the consultancy
- b) Facilitate the automation of the Shehia community information system.
- c) Build capacity of UNFPA and ZPC focal points to ensure continuity.

- d) Consolidate feedback from the project management team and adjust the product accordingly.

Role of UNFPA

- a) Recruit the consultant firm
- b) Provide funding for the assignment
- c) Continuously monitor and provide technical support including identification and advice on the modalities incl of the assignment taking into account existing data collection mechanisms.

Role of ZPC:

The ZPC will be directly responsible for managing the implementation of this activity and will provide a government counterpart with IT expertise to work closely with the consultancy firm. Future capacity related initiatives will be done under the leadership of the government counterpart.

Time frame

The exercise will be done for **four – six weeks**.

Qualifications and experience of the firm

- 1) Lead consultant should have at least a master's degree in an IT related field from a recognised university.
- 2) At least 5 years of experience working with survey data collection systems and database management.
- 3) Knowledge and experience with population and development related information will be an added advantage.
- 4) Fluency in written and spoken English and Swahili.
- 5) Proven conceptualization and analytical skills.
- 6) A good understanding of the population issues in Tanzania and Zanzibar.

UNFPA is an equal opportunity employer.



ANNEX III: Bid Submission Form

To: UNFPA
11 Barack Obama Road, Sea
View P. O. Box 9182
Dar es Salaam, Tanzania
[Email: tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org)
[Website: http://tanzania.unfpa.org](http://tanzania.unfpa.org)

Dear Sir / Madam,

The undersigned, having read the solicitation documents of Request for Proposal UNFPA/TZA/14/006, 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 90 days from the date fixed for opening of bid 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.

We undertake, if our bid is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the technical and price bids proposed.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 1.2 of Annex I.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 1.3 of Annex I.

Dated this day of [year].

Signature and seal of the bidder:

Name:

Title:

Company:

Email address

ANNEX IV: Bidders Identification Form

RFP UNFPA/TZA/14/006

1. Organization

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 (please 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 (please 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 contracts	

4. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

Signature and seal of the bidder

Name and title

Name of the company:

Date



ANNEX V: Format of Bidder's Previous Experience and Clients

Order No. & Date	Description (1)	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Bidder shall indicate the description of products, services or works provided to their clients. Please indicate relevant contracts to the one requested in the RFP.
 To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and seal of the bidder.....

Countersigned by and seal of Chartered Accountant.....

Name and title

Name of the company:

Date



ANNEX VI: Instruction 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 listed below.

1. Description of the firm and the firm's qualifications: A brief description of your firm/institution and an outline of recent experience on projects of a similar nature. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.
2. Understanding of the requirements for services, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/ days in each specialization that you consider necessary to carry out all work required. .
4. Proposed Team Structure: The composition of the team which you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An Organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.
5. Proposed Project Team Members: Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. How you understand our needs and the objective of this project (information needs, performance needs).
7. What your proposed solution approach will be to what we are asking you to do in the terms of reference and why you are proposing these solutions over others.
8. Detailed description of your proposed deliverables
9. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
10. Detailed description of the technical specifications of your proposal
11. A list of tasks which are out-of-scope versus in-scope.
12. Details on your company references and so on
13. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
14. All standard forms as explained under clause 10.1 of the Annex I

The bidders should not include any information which is requested to be submitted separately with financial proposals in their technical proposals. Such action will definitely lead to disqualification of entire proposal.



ANNEX VII: Price Schedule Form

RFP UNFPA/TZA/14/006

Item	Unit/quantity	Price per unit	Total cost in (US\$)
(A) Inception Report			
1.			
2.			
3.			
Subtotal			
(B) Translated UNFPA data collection tool			
1.			
2.			
3.			
Subtotal			
(C) Written bi-weekly progress report			
1.			
2.			
3.			
Subtotal			
(D) Formal reports on training of supervisors and data collectors			
1.			
2.			
3.			
Subtotal			
(E) Survey draft reports			
1.			
2.			
3.			
Subtotal			
(F) Survey Cleaned Data in Kiswahili and English			
1.			
2.			
3.			
Subtotal			
(G) Draft Survey reports for 2013 and 2014, Mainland and Zanzibar as per provided outline			
1.			
2.			
3.			
Subtotal			

(H) Presentation to the Ministry of Health and Partners			
1.			
2.			
Subtotal			
(I) Final Survey Reports			
1.			
2.			
3.			
Subtotal			
(J) Out of pocket expenses (if applicable)			
Subtotal			
Grand Total			

ANNEX VIII: UNFPA General Conditions for Contracts

Provision of Services	For contract/PO values over USD 100,000 covering mixed goods and services	English	French	Spanish
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ANNEX IX: Checklist on UNFPA Conditions for Contracts

Kindly complete and submit this document as part of the Technical Proposal.

Criterion	Response from the bidder
Did your firm review the original RFP including Annexes RFP UNFPA/TZA/14/006 the subsequent revisions posted on United Nations Global Market Place and the answers to the questions received from prospective bidders in full before submitting the technical and financial proposals?	
Does your firm fully agree with all the Terms and Conditions given in the RFP UNFPA/TZA/14/006 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 please fill the table below)	

The original Term/ Condition as per the RFP UNFPA/TZA/14/006 and the subsequent revisions.	Proposed deviation (Alternate clause), if any, by the bidder	Reason for proposing alternate clauses

Special Note: If your firm proposes any deviations from the terms and conditions stipulated on the RFP document all such should be summarized using this form. Such proposals should not be indicated within the main body or any other part of your technical proposal. Please be advised that if the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the bid. Please avoid proposing semantic changes.

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

ANNEX X – Supplier Qualification Requirements

Supplier qualification requirement No. 1: Legal and regulatory requirements

This will be fundamentally judged based on the Annex X - Checklist on UNFPA Conditions for Contracts that will be submitted by the bidders. Special consideration will be given to the proposals not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Proposals should clearly indicate, for each of the UNFPA Conditions for Contracts for Services that the bidder does not accept, the reason for the non-acceptance and the alternative provision. (Please use Annex X)

Supplier qualification requirement No. 2 - Financial stability

1) Financial stability of the bidder will be judged based on the ratios such as Current Ratio, Quick Ratio and Debt Ratio; Bidders are requested to provide key financial ratio analysis using a table format together with their audited financial statements. The financial ratio analysis should cover key financial stability ratios over a 5 years period, including those mentioned on the table below.

Financial Ratio	2009	2010	2011	2012	2013
Current Ratio					
Quick Ratio					

2) Documentary Evidence that the bidder has successfully completed at least one similar contract within the last five years for supply of goods against the lot offered.

3) Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.

Supplier qualification requirement No. 3 – Legal status of the bidder

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 documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However evidence on such registrations should be provided)

Supplier qualification requirement No. 4 – Bidder’s eligibility

Technical Proposals from the bidders should provide written confirmation that they are not listed in any of the banned/ suspended vendor lists. (**Annex III: Bid Submission Form**)

- Vendor ineligibility list posted on the United Nations Global Market Place (UNGM).
- UNPD Suspended Vendor List.
- The World Bank’s corporate procurement listing of non-responsible vendors and ineligible firms and individual.
- Security Resolution 1267 List.

Supplier qualification requirement No. 5 - Experience and Technical Capacity

- Company's managerial capability
- Evidence for Quality assurance systems in place
- Bidder must have delivered satisfactorily similar services to UN or similar organizations during last three years and the services should have been delivered with no adverse reports
- Reference checks in support of the satisfactory delivery of services as specified above
- Data to support that the bidder has capacity to perform the contract and complete the deliverables within the stipulated delivery period

ANNEX XI - Joint Venture Partner Information Form

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

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: **RFP UNFPA/TZA/14/006**

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert bidder's legal name]</i>
2. JV's 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>
<p>6. JV's Party Authorized Representative Information</p> <p>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></p>
<p>7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 1.1, 1.2 and 1.3.</p> <p><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</p>



ANNEX XII: Template for Bank Guarantee for Advance Payment

The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid Submission]*
ITB No: **RFP UNFPA/TZA/14/006**

[bank's letterhead]

Beneficiary: 11 Barack Obama Road, Sea View
P. O. Box 9182
Dar es Salaam, Tanzania
[Email: tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org)
[Website: http://tanzania.unfpa.org](http://tanzania.unfpa.org)

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the contract, an advance is to be made against an advance payment guarantee.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)¹ in figures and words]* upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the Contract because the supplier used the advance payment for purposes other than toward delivery of the goods.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This guarantee shall remain valid and in full effect from the date of the advance payment received by the supplier under the contract until *[insert date²]*.

[signature(s) of authorized representative(s) of the bank]

¹ *The bank shall insert the amount(s), either in the currency(ies) of the contract or a freely convertible currency acceptable to UNFPA.*

² *Insert the delivery date stipulated in the contract delivery schedule. UNFPA should note that in the event of an extension of the time to perform the contract, UNFPA would need to request an extension of this guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this guarantee for a period not to exceed [six months/one year], in response to UNFPA's written request for such extension, such request to be presented to us before the expiry of the guarantee."*

ANNEX XIII: Check List on Bidding 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/ NOT APPLICABLE	REMARKS
Have you read and understood all of the Instructions to Bidders in Annex I of the bidding documents?	Annex I		
Have you reviewed and agreed to the UNFPA Conditions of Contracts?	Annex VIII		
Have you completed the Bid Submission Form?	Annex III		
Have you completed the Bidder's Identification Form?	Annex IV		
Have you completed the Format of Bidder's Previous Experience and Clients?	Annex V		
Have you completed and signed the Price Schedule Form?	Annex VII		
Have you reviewed all of the relevant contract form(s)?	Annex XII		
Have you prepared a copy of your company's registration in the country of operation?	Annex X		
Have you prepared a copy of the previous year's audited company Balance and Financial Statements?	Annex I, 10.1		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Annex I, 1.3, Annex III		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Annex I, 31		
Have you reviewed the UN Global Compact requirements?	Annex 1, 31		
Have you sealed and marked the bids according to Instructions to Bidders Clause 12.1 (hard copy bids) or Clause 12.2 (electronic bids)?	Annex I, 12.1 and 12.2		
If submitted electronically, is the file size of the bid less than 9MB? (If the file size is above 9 MB, refer to Instructions to Bidders Sub-Clause 12.2)	Annex I, 12.2		
Have you noted the bid closing deadline?	Cover letter, #5		
Have you provided information on Supplier qualification Requirements?	Annex X & Annex IX		
Have you provided documentary evidence that the bidder has successfully completed at least one similar contract within the last five years for supply of goods?	Annex X		
Have you provided contact details of commercial banks and names of contact	Annex X		

persons from whom UNFPA could seek feedback?			
<p>Have you provided sufficient documentation of your company's ability to undertake the contract, i.e.,</p> <ul style="list-style-type: none"> - List of similar contracts executed for other clients including contract details. - Evidence that the bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts. 	Annex V Annex X		
<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. 			
Have you supplied Client's certificates in support of the satisfactory operation of the goods as specified above?	Annex V		