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25 November 2014

## **REQUEST FOR PROPOSAL (RFP)** **RFP No. UNFPA/TZA/14/007**

### **Contract for Professional Services**

#### **SUPPLY OF CONSULTANCY SERVICES ON CAPACITY ASSESSMENT OF LGAs FOR DELIVERY OF SEXUAL AND REPRODUCTIVE HEALTH SERVICES IN SHINYANGA, SIMIYU AND GEITA REGIONS**

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](http://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
• Template 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](mailto:Tanzania.office@unfpa.org) no later than 18 December 2014.
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](mailto:tanzania.office@unfpa.org) no later than 05 December 2014 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](http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf)

Yours sincerely,

Dr. Natalia Kanem  
UNFPA Representative  
United Republic of Tanzania

## Table of Contents

ANNEX I - INSTRUCTIONS TO BIDDERS.....	4
A. Introduction .....	4
1. General .....	4
2. Cost of Bid .....	4
B. Solicitation Documents .....	5
3. UNFPA Bid Document .....	5
4. Clarifications of Solicitation Document .....	5
5. Amendments of UNFPA Bid Solicitation Document .....	5
C. Preparation of bids .....	6
6. Language of the Bid .....	6
7. Bid Currency and Prices .....	6
8. Conversion to Single Currency .....	6
9. Validity of Bid .....	6
D. Submission of Bids .....	6
10. Documents Establishing Eligibility of Goods and Services and Conformity to Bidding Documents .....	6
10.1. Technical Bid .....	7
10.2. Financial Bid .....	7
11. Partial Bids .....	7
12. Sealing and Marking of Bids .....	7
13. Deadline for Submission of Bid and Late Bids .....	9
14. Modification and Withdrawal of Bids .....	9
15. Storage of Bids .....	9
E. Bid Opening and Evaluation .....	9
16. Bid Opening .....	9
17. Clarification of Bids .....	9
18. Preliminary Examination of Bids .....	10
19. Evaluation of Bids (5) .....	11
F. Award of Contract and Final Considerations .....	14
20. Award of Contract .....	15
21. Rejection of Bids and Annulments .....	14
22. Right to Vary Requirements at Time of Award .....	15
23. Signing of the contract .....	15
24. Bid protest .....	15
25. Payment Provisions .....	16
25. Gifts and hospitality .....	16
ANNEX II: Terms of Reference (TOR) .....	17
ANNEX III: Bid Submission Form .....	18
ANNEX IV: Bidders Identification Form .....	23
ANNEX V: Format of Bidder's Previous Experience and Clients .....	25
ANNEX VI: Technical Bid (10) .....	26
ANNEX VII: Price Schedule Form (11) .....	27
ANNEX VIII: UNFPA General Terms and Conditions for Contracts (12) .....	29

## **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](http://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](mailto:alfeu@unfpa.org) no later than (05 December 2014, 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/14/007, 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/14/007, Company Name*

*Attention: Dr. Natalia Kanem – UNFPA Representative*

**ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL**

*Submission 1/2: UNFPA/TZA/14/007 [...insert company name...], Technical Proposal*

*Submission 2/2: UNFPA/TZA/14/007 [...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/14/007 [...insert company name...]** and specify “Technical Proposal” or “Financial Proposal” in the subject field. i.e:

Submission 1 of 2: “UNFPA/TZA/14/007 [...insert company name...], Technical Proposal”

Submission 2 of 2: “UNFPA/TZA/14/007 [...insert company name...], Financial Proposal”

The Proposal shall be submitted in two emails to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org). Proposals received at the [tanzania.office@unfpa.org](mailto: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](mailto: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](http://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
<b>A</b>	<b>Consultant Expertise</b>	<b>100</b>	<b>Sum of A.1-A.3</b>	<b>25%</b>	

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>B</b>	<b>Team Composition</b>	<b>100</b>	<b>Sum of B.1-B.2</b>	<b>25%</b>	
B.1	Experience working on large research 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			
<b>C</b>	<b>Technical Approach</b>	<b>100</b>	<b>Sum of C1-C6</b>	<b>50%</b>	
C1	Understanding of the objectives of the project	15			
C2	Summary of the approach the consultant will use to work with UNFPA 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 research methodology to the project	25			
C4	A brief description of the consultant's general quality management system and project management methodology.	15			
C5	Proposed schedule with estimated dates and time estimates, in order to	15			

	manage and deliver quality outputs in a timely manner.				
C6	Understanding of the deliverables	15			
	<b>Technical Score</b>	<b>300</b>		<b>100%</b>	

### 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.

Evaluated 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		

**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:

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

<b>Total Score = 70% x Technical Score + 30% x Financial Score</b>
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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](mailto: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](mailto: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)

### ASSESSMENT AND MAPPING OF LGAs' CAPACITY FOR DELIVERY OF SEXUAL AND REPRODUCTIVE HEALTH IN THE REGIONS OF SHINYANGA, SIMIYU, AND GEITA

#### I Background

UNFPA in collaboration with the MOHSW, LGAs, Regional Secretariats', AMREF, and other CSOs is providing support to strengthen the district health systems in Shinyanga and selected districts in Geita and Simiyu regions. The programme aim is to support districts and LGAs provision of integrated quality sexual reproductive health services including scaling-up CEMONC services, GBV awareness and response, increased uptake of FP commodities, strengthen national and districts' health information systems, Integrated Supply Chain Management System on quantification, forecasting, distributing and monitoring of supply chain management, and planning RHMT and CHMTs' planning and oversight roles. The interventions contribute to the United Nations Development Assistance Plan's ( UNDAF) outcomes and outputs which are in line with the Health Sector Strategic Plan (HSSP III) and the One RMNCH Plan. Specifically the support focus on contributing to the following UNDAF Outputs:

#### **Output: MOHSW and LGA capacity to plan implement and monitor the One for MNCH improved:**

- Support to RHMT planning, coordination , and oversight role
- Refurbish selected health centres earmarked to provide CEmONC
- Support procurement of EmONC equipment at all levels
- Procure ambulances to improve referral system
- Training of health care providers –FP, EmONC, cPAC, YFS and fistula management
- Support regional and district M&E system to track and report on results
- Integration of SRH in HIV programmes
- In addition, UNFPA contributes un-earmarked support to the health basket - additional resources to strengthen health systems

#### **Output: Evidence based integrated communication strategies for improving behaviour and uptake of services including Adolescent health and nutrition are developed and implemented**

- Provide client oriented information for improved healthcare seeking behaviour for increased uptake of RMNCH services including FP
- Improve adolescent girls access to SRH &R information and services
- scaling out Youth Friendly Services

#### **Output: Alternative approaches to health workers skills development and utilization are in place**

- Train Health Centres' Teams to support scale up of models for task shifting of models for provision of Emergency Obstetric Care in selected health centres

#### **Output: Medical supplies system for quantification, procurement, storage, and distribution are accurate, centrally linked and computerised**

- Strengthen National and District Capacity on Integrated supply chain Management system on quantification, forecasting, distributing and monitoring

#### II Broad Objectives:

To undertake LGAs capacity assessment and mapping of delivery of Sexual and Reproductive Health including GBV in the regions of Shinyanga, Simiyu, and Geita

### **III Specific Objectives**

1. To assess capacity of health facility and health care providers to provide CEmONC and integrated SRH services in selected high burden facilities
2. To assess capacity of community and facility based referral systems
3. To assess SRH training coverage and needs for the remaining period of UNDAF implementation in the areas of: Basic and Emergency Obstetric Care, Family Planning, Comprehensive Post Abortion Care, District Health Information Services, Intergrated Logistic Management System, and Fistula Management
4. Document good practices under UNFPA and partners collaborative support in the region

### **IV. Scope of Work**

UNFPA requests the services of a consultant who will conduct an assessment of LGA in three regions of all districts of Shinyanga, Simiyu, and Bukombe and Mbogwe districts in Geita regions.

1. Formulate the inquiry design, analytical framework and the proposed report outline
2. Develop web-based customized GIS map showing the following health facility parameters:
  - a) Distance between facilities
  - b) Progress and availability and use of RMCNH services: CEMONC, BEmONC, and referral services including equipment inventory in selected health facilities as indicated in UNFPA's work plan results baselines, target, and indicators
  - c) Health facilities profiles in terms of: population served segregated in: sex, age-women of child bearing age, average of deliveries from 2011 to 2014
  - d) Facilities with Integrated FP in HIV Programmes
  - e) Staffing capacity, and
  - f) Access to water, electrical power, and internet communication,
3. Prepare the draft report; and present the report to UNFPA, which will be shared by at national, regional, and LGAs
5. Prepare the final report incorporating inputs from stakeholders coordinated by UNFPA, and present the final results of the study as well as recommendations for further actions in the format of an action plan.

### **V. Expected outputs**

1. Inception report containing at the minimum, proposed research design and report outline as per item section VIII
2. One (1) printed and one (1) electronic copy of the draft study report
3. Conduct draft report dissemination and consensus generation meeting for Government, UNFPA and other stakeholders
4. Two (2) printed and one (1) electronic copies of the final report incorporating inputs from national authorities, UNFPA and other stakeholders
6. Web-based Health Facility Data
7. Recommendations for next steps: Implementation and further research in an action plan (within week 8)

### **VI. Time Frame/Duration**

The Consultant will be hired for two months to undertake the study from the fourth week after this advert. This includes the review of pertinent project documents, existing data, conduct of research design, analysis of the results, drafting of the report, dissemination of results to stakeholders and submission of the final report.

## **VII Report**

### **PART I: PRELIMINARY PAGES**

Acknowledgement

Acronyms

Contents

List of Tables and Graphs

List of Boxes and Diagrams

Executive Summary

### **PART II: INTRODUCTION**

1.1 Background

1.2 Rationale and Objective of the study

1.3 Survey organization and management

1.4 Methodology and limitations

1.4.1 Survey design and sampling of facilities

1.4.2 Data collection

1.4.3 Data analysis and presentation

1.4.4 Limitation of the survey

1.5 Outline of report

### **PART III: FINDINGS ON PROGRESS ON AVAILABILITY OF REPRODUCTIVE AND MATERNAL HEALTH SERVICES**

2.1.1.1 Human resource for Health

2.1.2 SRH including FP Training coverage and gaps

2.1.3 Service Coverage Mapping

2.1.4 Client access and use of RMNCH services

### **PART IV: CONCLUSION AND RECOMMENDATIONS**

## **VIII Qualifications**

- The firm should have mixed team of consultants with knowledge and previous experience in public health, Information Systems or any related field and experience in conducting GIS mapping.
- The team should have members with proficient writing skills, and demonstrate strong familiarity with issues on population development, and particularly in the promotion of maternal health
- Knowledge of the Tanzanian district health system is essential.

## **VIII. Remuneration**

The payment will be divided in three installments:

-30% upon acceptance of the inception report by UNFPA Country Representative

-30% upon acceptance of the draft report by UNFPA Country Representative

-40% upon acceptance of the final report and all other required documents by UNFPA Country Representative

## **VII. Reimbursement of expenses**

Program-related expenses like travel, communications, photocopying and printing, etc. will be reimbursed based on pre-approved budgets in line with UNFPA financial regulations.



Organizations or firms that qualify and wish to apply should access the RFP document from this site. Within the site the Bidding documents can be found under the section 'CURRENT VACANCIES'. In case of need for clarifications please write to the Bid Officer via email [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org).

UNFPA is an equal opportunity employer.

*UNFPA aims at delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.*



### ANNEX III: Bid Submission Form

To: UNFPA  
11 Barack Obama Drive, 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>

Dear Sir / Madam,

The undersigned, having read the solicitation documents of Request for Proposal UNFPA/TZA/14/007, 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/14/007

### 1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> 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/14/007

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

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

## ANNEX VIII: UNFPA General Conditions for Contracts

Provision of Services	For contract/PO values over USD 100,000 covering mixed goods and services	<a href="#">English</a>	<a href="#">French</a>	<a href="#">Spanish</a>
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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 <b>RFP UNFPA/TZA/14/007</b> 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 <b>RFP UNFPA/TZA/14/007</b> 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/14/007 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.

<b>Financial Ratio</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
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/14/007**

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>
6. JV's Party Authorized Representative Information  Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 1.1, 1.2 and 1.3.  <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

## 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/14/007**

*[bank's letterhead]*

**Beneficiary:** 11 Barack Obama Drive, 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>

**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)]*<sup>1</sup> *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 date]*<sup>2</sup>.

---

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

---

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

<sup>2</sup> 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"> <li>- List of similar contracts executed for other clients including contract details.</li> <li>- Evidence that the bidder possesses experience in the geographical area.</li> <li>- At least three years of experience in performing similar contracts.</li> </ul>	<p>Annex V</p> <p>Annex X</p>		
<p>Have you provided sufficient documentation of your company's managerial capability?</p> <ul style="list-style-type: none"> <li>- Details of company's managerial structure.</li> <li>- Quality assurance systems in place.</li> </ul>			
Have you supplied Client's certificates in support of the satisfactory operation of the goods as specified above?	Annex V		