



United Nations Population Fund  
3<sup>rd</sup> Floor, Shinetree Building  
Boduthakurufaanu Magu  
Male', Maldives  
Telephone: (960) 3316940  
Website: <http://www.unfpa.org>

26 April 2016

**REQUEST FOR PROPOSAL (RFP)**  
**RFP Number UNFPA/MDV/RFP/16/001**  
For the establishment of a:  
**CONTRACT FOR PROFESSIONAL SERVICES**  
In regards to:  
**SUPPLY/PROVISION OF SERVICES to MALE', MALDIVES**

**LETTER OF INVITATION**

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of services to establish a data management web portal for the local planning processes in the Maldives. Your company is hereby invited to submit your best Technical and Financial Bids for the requested service. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Template of Proposed Contract for Professional Services

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.



All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than Thursday, 26 May 2016, at 00:00 Male' time<sup>1</sup>:

- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 19.34 Submission of hard copy Bids, and should reach the following address:

**United Nations Population Fund**

3rd Floor, Shinetree Building  
Boduthakurufaanu Magu  
Male', Maldives

- b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 19.3 Submission of electronic Bids, should reach the email inbox of [maldives.office@unfpa.org](mailto:maldives.office@unfpa.org) Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
5. Bids received after the stipulated date and time will be rejected.
  6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: Mohamed Haneef, Administrative and Finance Associate, [haneef@unfpa.org](mailto:haneef@unfpa.org) no later than Thursday, 12 May 2016 and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
  7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: Mohamed Haneef, Administrative and Finance Associate at email: [haneef@unfpa.org](mailto:haneef@unfpa.org)

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

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

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email 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.

9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

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



10. This letter is not to be construed in any way as an offer to contract with your company/ institution.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Shadiya Ibrahim', is positioned above the printed name.

Shadiya Ibrahim  
Assistant Representative  
Maldives Country Office  
UNFPA



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## SECTION I: INSTRUCTIONS TO BIDDERS

### A. INTRODUCTION

#### 1. General

- 1.1. UNFPA's Procurement Services Branch wishes to establish a contract for professional services with a qualified supplier(s) for the provision of services to establish a data management web portal for local planning processes in support of UNFPA's *Programmes* located in Maldives
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
- 1.3. In the event of UNFPA signing a contract the following shall apply:
  - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, located in Maldives, that wishes to avail itself of such terms, after written consent from UNFPA's Procurement Services Branch;
  - 1.3.2. The contract template specified in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

#### 2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested service and have legal capacity to perform in the country, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
  - 2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
  - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause 21. However, this does not limit the participation of subcontractors in more than one Bid.
  - 2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
  - 2.3.4. The following information must be disclosed in the Bid:
    - 2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
    - 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.



- 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
  - 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
  - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
  - 2.4.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
  - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA

### **3. Cost of Bid**

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

### **4. Fraud and Corruption**

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
  - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
  - 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;



- 4.4.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party:
  - 4.4.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
  - 4.4.6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
  - 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
  - 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.
  - 4.7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
  - 4.8. Suppliers, their subsidiaries, agents, intermediaries, and principals must cooperate with UNFPA’s Office of Internal Audit and Investigation Services (OIAS), as well as with any other investigations authorized by the Executive Director and with the UNFPA Ethics Officer as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents, and assignees of the supplier and submission of all requested documents, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.
  - 4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)
- 5. Zero Tolerance**
- 5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).
- 6. Disclaimer**
- 6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).





## B. SOLICITATION DOCUMENTS

### 7. UNFPA Bidding document

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

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder's Previous Experience
Annex E:	Checklist on UNFPA General Conditions of Contract
Annex F:	Price Schedule Form
Annex G:	Checklist of Bid Forms
Section VII:	Template of Proposed Contract for Professional Services

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

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

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

### 8. Clarifications of Bidding document

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

Mohamed Haneef, Administrative and Finance Associate, [haneef@unfpa.org](mailto:haneef@unfpa.org)

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

Bidders may request clarifications no later than Thursday, 14 May 2016, at 09:00am Male' time<sup>2</sup>.

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying

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



the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, ([www.ungm.org](http://www.ungm.org)) and the UNFPA Maldives website.

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

## **9. Amendments to Bidding documents**

- 9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.
- 9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.
- 9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

## **C. PREPARATION OF BIDS**

### **10. Language of the Bid**

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

### **11. Bid currency and prices**

- 11.1. All prices shall be in US dollars (USD) or any other convertible currency.
- 11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

### **12. Conversion to single currency**

- 12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

### **13. Most favored pricing**

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

### **14. Validity of Bids**

- 14.1. Bids must remain valid for 120 calendar days after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under



special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

**D. SUBMISSION OF BIDS**

**15. Documents establishing eligibility and conformity to Bid documents**

15.1. Evidence of conformity of the services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 16.1.9 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder’s risk and may result in a rejection of the Bid.

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

**16. Technical Bid**

16.1. Documents establishing the eligibility of the Technical Bid:

16.1.1. Completed and signed Bid Submission Form; Section VI – ANNEX A: BID CONFIRMATION FORM

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

To:	UNFPA Maldives	Date:	
	Mohamed Haneef	Email:	haneef@unfpa.org
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>[Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject:	UNFPA/MDV/RFP/16/001		

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

- ( ) The requested products and/or services are not within our range of supply.
- ( ) The requested products are not available at the moment.
- ( ) We are unable to submit a competitive bid for the requested products/services at the moment.
- ( ) We cannot meet the requested specifications.
- ( ) The information provided for bidding purposes is insufficient and unclear
- ( ) Your RFP document is too complicated
- ( ) Insufficient time is allocated to prepare an adequate Bid.
- ( ) We cannot meet the delivery requirements.
- ( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- ( ) Our current capacity is overbooked



- ( ) We are closed during the holiday season
- ( ) We had to give priority to other clients' requests
- ( ) We do not sell directly, but through distributors
- ( ) We have no after-sales service available in the recipient country
- ( ) The person handling bid is away from the office
- ( ) Other (please specify)

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

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

Name:		E-mail:	
Post Title:		Telephone	



- 16.1.3. SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format.
- 16.1.4. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
- 16.1.5. Completed Bidder’s Previous Experience; SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE in PDF format.
- 16.1.6. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS in PDF format
- 16.1.7. Completed and signed Checklist on General Conditions of Contracts; SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT in PDF format.
- 16.1.8. Supporting documents/information per the Supplier Qualification Requirements;

#### SECTION V: SUPPLIER QUALIFICATION REQUIREMENT

- 16.1.9. Copy of last years’ audited financial statements.

### **17. Financial Bid**

- 17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.



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

- 17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX F: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
- 17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
- 17.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
- 17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

#### **18. Partial Bids**

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

#### **19. Submission, sealing, and marking of Bids**

19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

19.2. UNFPA provides alternative methods of Bid submission:

- 19.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 19.3.
- 19.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 19.4
- 19.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA's green procurement initiative, electronic submissions are strongly encouraged.

#### **19.3. Submission of electronic Bids**

19.3.1. Bidders must enter the following text in the subject line: UNFPA/MDV/RFP/16/001, *Company Name*, and specify "Technical Bid" or "Financial Bid". Example below:

- 19.3.1.1. UNFPA/ MDV/RFP/16/001 [*Company name*], Technical Bid email X
- 19.3.1.2. UNFPA/ MDV/RFP/16/001 [*Company name*], Financial Bid
- 19.3.1.3. Submissions without this text in the subject line may be rejected.

19.3.2. Electronic submissions must be sent only to [maldives.office@unfpa.org](mailto:maldives.office@unfpa.org) Bids received at [maldives.office@unfpa.org](mailto:maldives.office@unfpa.org) mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

19.3.3. The total size of the email submission must **not exceed 20 MB** including e-mail body, attachments, and headers.

19.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in



clauses 16 & 16.1.9. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.

19.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Mohamed Haneef, Administrative and Finance Associate at: [haneef@unfpa.org](mailto:haneef@unfpa.org)

**19.4. Submission of hard copy Bids**

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

19.4.2. Marking of hard copy Bids

19.4.2.1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND  
3<sup>rd</sup> floor, Shinetree Building  
Boduthakurufaanu Magu  
Male’, Maldives  
UNFPA/MDV/RFP/16/001, Company Name  
Attention: Mohamed Haneef  
**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**  
**DO NOT OPEN BEFORE THURSDAY, 26 MAY 2016, AT 00:00 MALE’ TIME**

19.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

19.4.2.3. The **inner envelopes** must be clearly marked with:

UNITED NATIONS POPULATION FUND  
3<sup>rd</sup> floor, Shinetree Building  
Boduthakurufaanu Magu  
Male’, Maldives  
UNFPA/MDV/RFP/16/001, Company Name  
Attention: Mohamed Haneef  
**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**  
  
Submission 1 of 2: UNFPA/ MDV/RFP/16/001 [Company name], Technical Bid  
Submission 2 of 2: UNFPA/ MDV/RFP/16/001 [Company name], Financial Bid



## **20. Deadline for submission of Bid and late Bids**

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

## **21. Modification and withdrawal of Bids**

- 21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL". Any revision to the Bid must be received by the deadline.
- 21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

## **22. Storage of Bids**

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

## **E. BID OPENING AND EVALUATION**

### **23. Bid opening**

- 23.1. UNFPA will conduct an internal Bid opening on Thursday, 26 May 2015, at 11:00am Male' time<sup>3</sup> at the office of UNFPA Maldives, 3<sup>rd</sup> Floor Shinetree Building, Boduthakurufaanu Magu, Male', Maldives.
- 23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.

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





23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.

23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

#### **24. Clarification of Bids**

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

#### **25. Preliminary examination of Bids**

25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.

25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.

25.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

25.3.1. Affects in any substantial way the scope, quality, or services specified; or

25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or

25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

25.4. UNFPA considers material deviations to include, but not be limited to the following:

25.4.1. During preliminary examination of Bids

25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;

25.4.1.2. 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 of Contract and Limitation of Liability;

25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.

25.4.1.4. Non-eligibility of the Bidder;

25.4.1.5. Financial information is included in the Technical Bid.

25.4.2. During technical evaluation of Bids and qualification of Bidders:

25.4.2.1. Bids do not reach the minimum threshold on technical score.

25.4.2.2. The Bidder does not meet the minimum conditions for qualification.



25.4.3. During Financial evaluation of Bids:

25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3

25.4.3.2. Required price components are missing;

25.4.3.3. The Bidder offers less quantity than what is required

25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

**26. Non-conformities, errors, and omissions**

26.1. Provided that a Bid is substantially responsive:

26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

26.1.3. UNFPA shall correct arithmetical errors on the following basis:

26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;

26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

**27. Evaluation of Bids**

27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.

27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 60% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.

27.3. 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 person not officially concerned with such process until the contract award is published.

27.4. 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.

27.5. 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.



**28. Technical evaluation**

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

Criteria	[A] Maximum Points	[B] Points attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
1. Technical approach and methodology- understanding the nature and scope of work	100		30%	
2. Implementation and management plan	100		20%	
3. Specific experience and expertise to the scope of services	100		20%	
4. Quality of past performance	100		15%	
5. Reference from clients/ demonstrated ability to deliver scope of service	100		15%	
<b>GRAND TOTAL ALL CRITERIA</b>	<b>500</b>		<b>100%</b>	

28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	60 – 79
Partially meets the requirements	1 – 59
Does not meet the requirements or no information provided to assess compliance with the requirements	0

**29. Supplier qualification requirements**

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE of this



document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

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

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

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

**30. Financial evaluation**

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX F: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

**31. Total score**

31.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.



Total Score = 70% Technical Score + 30% Financial Score



## **F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS**

### **32. Award of Contract**

- 32.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.
- 32.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

### **33. Rejection of Bids and annulments**

- 33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA's perspective is not in a position to deliver pursuant to the contract.
- 33.2. UNFPA reserves the right to annul the RFP 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.
- 33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

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

- 34.1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.
- 34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.
  - 34.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.
  - 34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

### **35. Signing of the Contract**

- 35.1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services in accordance with the delivery schedule outlined in the Bid/ Contract only after both parties sign the contract.
- 35.2. UNFPA reserves the right to discontinue the contract if the supplier's performance is not satisfactory to UNFPA.



**36. Publication of Contract Award**

36.1. UNFPA will publish the following contract award information on United Nations Global Marketplace <http://www.ungm.org>, unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

**37. Payment Provisions**

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

**38. Bid protest**

38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit Shadiya Ibrahim, Assistant Representative at [ibrahim@unfpa.org](mailto:ibrahim@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief of the Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org)

**39. Documents establishing sustainability efforts of the Bidder**

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



## SECTION II: TERMS OF REFERENCE (TOR)

### Development of a data management web portal for Laamu Atoll Council

Ref: MDV-TOR/2016/02

#### 1. Background

The local councils of Laamu Atoll (1 Atoll Council and 11 Island Councils), with support from resident UN Agencies, are implementing a Programme on Low Emission Climate Resilience Development (LECReD) for a more strategic and evidence-based local development planning process which is climate smart and able to mobilize public and private investments.

One of the key objectives of the programme is to strengthen data and knowledge systems to ensure population and other data are used in the planning and development processes at the local level. United Nations Population Fund, UNFPA, is the lead UN Agency that supports the Councils to establish and manage their data and knowledge systems under this programme.

The key stakeholders and their related mandates for this work are listed below:

**Island Councils** are mandated to gather and maintain the statistical records of the island under the Decentralization Act (2010).

**Atoll Councils** are mandated to coordinate the activities and manage the functioning of the island councils under the Decentralization Act (2010).

**Local Government Authority** is mandated to monitor and coordinate the work of Island and Atoll Councils under the Decentralization Act (2010). They are required to work towards maintaining similar standards for activities undertaken by different Councils.

**National Bureau of Statistics** is mandated to a) gather and publicize statistical information, and b) plan, implement and supervise the national statistics system of the country under the Statistics Act (2012). They are responsible to provide decentralized statistical information, as well as provide technical assistance to data generators and users.

#### *Rationale*

An assessment to identify existing data management practices and data needs at the local level was conducted by UNFPA in 2015. It was noted that a lot of administrative data were being collected by local level councils and institutions; however most of the data were not standardized or compiled in a way that could be used for further analysis as they are. The potential for using this data for development planning had not been explored.

It was recommended to support the standardization of data forms, and to support data sharing between Atoll and Island councils through a simple web-based platform that would immensely reduce the administrative burden of sharing information, and make the information easily available for the planning process.

LGA is developing a web-based database called e-Council, which at the beginning will include island level data on population, births registered and land use. In the future, other modules will be added.





As the timeframe for this project is beyond the scope of this programme it is recommended to develop the data forms in a way it could be incorporated to the E-Council eventually, if needed. UNFPA has been working closely with the Councils and the NBS to develop a comprehensive set of standardized data collection forms. Indicators and aggregate indicators have been now drafted for these forms.

We are seeking a Contractor to develop the above mentioned administrative data management web portal to facilitate data entry and compilation for the local development planning process.

## 2. Outputs/ deliverables

The web portal, designed for Laamu Councils at this stage, should have the following functionalities:

- Be replicable at front end
- Have different levels of access
- Have the flexibility to accommodate changes at different levels of access.
- Have both Dhivehi and English interphases
- Should be mobile responsive
- All the data should be hosted securely and protected by appropriate measures to prevent the corruption or unauthorized access to data
- Should be simple, and respond to available capacities locally to use and manage the portal

The proposed contents of the web portal include:

- Data entry platform with csv upload function from Microsoft Excel, for each Council. There should be a function to automatically generate simple indicators like totals and averages.
- Document repository with ability to upload documents directly and link to external websites and filter/ search documents on different subject areas. Documents include Atoll and Island Development Plans, various reports, data and reference material
- Link to data and statistics generated by E-Council, LaamuInfo, NGIS and other sectorial databases.
- Multi-layered data visualization screen, integrated into GIS map for the aggregate indicators
- Have the functionality to generate Island and Climate Profiles

The specific deliverables are specified below:

	Deliverables	Estimated Timeframe
1	Detailed methodology and draft design concepts of the web platform	2 <sup>nd</sup> week
2	Administrative data management web portal developed, with user management and login based data entry, security features, report generation and dual language functionalities	8 <sup>th</sup> week
3	Web portal launched and focal points trained to independently manage the web portal in terms of management of indicators, management of data entry users and training on data entry.	10 <sup>th</sup> week
4	Complete web portal developed (including integration of additional features)	15 <sup>th</sup> week
5	An operating/user manual (finalized based on the feedback from Atoll Council, NBS, LGA and UNFPA) with a) the fully commented source code of the developed web application	20 <sup>th</sup> week

	<p>b) how to add, update data and retrieval of various reports using the application</p> <p>c) Administrative user manual for installing and maintenance of the developed web application by the system administrator</p>	
6	Provide technical backstopping and support to integrate additional indicators in the portal for a period of at least six months	34 <sup>th</sup> week

It is envisaged that the contractor will need to travel to Male’/ Laamu Atoll, Maldives at least twice during the duration of this assignment in order to complete deliverables (1) and (3). Additional trips maybe required under deliverable (6). The duration of any such trip is estimated to be around 3 working days.

Activities include but are not necessarily limited to the following tasks:

1. Meetings with relevant stakeholders (including data assessment contractors, LGA, NCIT, MLSA, NBS, Local Councils and UNFPA)
2. Travel to Laamu Atoll to train Atoll and Island level focal points
3. Design and development of the web portal (Preferable if developed using PHP, Database in MySQL)
4. Provide access to island level focal points for administrative data entry. Their access should be restricted to island level data pages only.
5. Provide training for the Atoll, Island Council, LGA, NCIT and NBS focal points to add/ modify/ manage the web portal
6. Development, design and layout of operating/user manuals
7. Provide technical backstopping and support to integrate additional data in the portal for a period of at least six months

### 3. Inputs

#### Inputs from UNFPA

- Assign a focal point to work with the consultant
- Background information needed for the assignment
- Documents and other products from the UN Agencies and line ministries to be uploaded in the web portal
- Meeting arrangement with required stakeholders
- Travel arrangements and per diems when required
- Provide timely feedback on deliverables
- Within the 34 weeks contract period, inform contractor of any issues that may need resolving as soon as possible

#### Inputs from the beneficiary/ LGA/ Atoll Council

- Assign a focal point to work with the contractor
- Background information needed for the assignment
- Documents and other products within the Atoll and Island Council that are required to be uploaded in the web portal
- Coordinate and arrange meetings with required personnel
- Provide timely feedback on deliverables



- Within the 34 weeks contract period inform UNFPA and Contractor of any issue that arises as soon as possible

#### Inputs from the Contractor

- Be reachable by UNFPA any time during working hours for the duration of the assignment
- Inform UNFPA of any documents/ meetings that may be needed to complete the assignment
- Share the source code for the web portal with the Atoll Council
- Provide technical backstopping and support to integrate additional data in the portal for a period of at least three months, within a period of five working days from the date of request for assistance.

#### Inputs from the LGA

- Assign a focal point for this activity
- Provide timely feedback on deliverables
- Store the source code provided by the Contractor safely
- Within the 32 weeks contract period inform UNFPA and Contractor of any issue that arises as soon as possible

#### Inputs from the NBS

- Assign a focal point for this activity
- Provide guidance to Councils on standardizing administrative data forms and assist the Councils in implementing international standards and guidelines for collecting, compilation and dissemination of data
- Provide timely feedback on deliverables

### **4. Profile of the Contractor's team**

- (a) Educational background: Degree in Computer Science/ Information Technology/IT or any other equivalent qualification.
- (b) Work experience: at least 5 years of experience in developing similar products
- (c) Language: Excellent English and Dhivehi writing skills, proficiency in spoken Dhivehi is required.
- (d) Ability to work in teams
- (e) The contractor should be proficient in computer skills including use of internet and web design applications other office application.

### **5. Work Setting**

- (a) Place, timing and duration of assignment: Remote support for a duration of 3 months, with travel to Male', Maldives at least twice in order to complete deliverables (1) and (3). Additional trips may be required under deliverable (6).
- (b) Briefing/debriefing arrangements: the contractor will be briefed by the NBS, LGA and UNFPA focal points at the start of the assignment. The contractor is expected to debrief the NBS, LGA and UNFPA after each phase.
- (c) Reporting relationships and identification of responsibility for assessment of the services/outputs: The Contractor will report directly to UNFPA and will be assessed jointly by the NBS, LGA and UNFPA.

### **6. Specific Conditions**

- (a) Basis of payment: Progress payments associated to outputs and based on acceptance of the deliverables



- (b) Format of outputs: Written documents in electronic editable format, master copy of the print ready operating/user manual in both AI and PDF format.
- (c) Language of reports/publications and other documentations: English
- (d) Ownership of output: The work produced under this assignment will be owned by UNFPA until it is handed over to another party at the end of the project.
- (e) Conditions of payments: upon completion and acceptance of specific deliverable referred in clause 2 “specific deliverables” of the ToR. Proposed payment installments as follows:
  - 1) 20% of the agreed fee (Lump sum all inclusive) for deliverable (1) and (2)
  - 2) 40% of the agreed fee (Lump sum all inclusive) for deliverables (3) and (4)
  - 3) 30% of the agreed fee (Lump sum all inclusive) for deliverable (5)
  - 4) 10% of the agreed fee (Lump sum all inclusive) for deliverable (6)



## **SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID**

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Proposed Approach, Methodology, Timing and Outputs
  - 1.1. Your firms' understanding of the requirements for services and the objective of this project, including assumptions.
  - 1.2. Any comments or suggestions on the TOR
  - 1.3. Your detailed description of the technical specifications and the manner in which your firm/institution would respond to the TOR, including for each deliverable and proposed component of the web portal
  - 1.4. Proposed team structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each.
  - 1.5. Proposed project team members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.

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



### SECTION III: GENERAL CONDITIONS OF CONTRACT

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

<a href="#">UNFPA General Conditions - Services</a>	UNFPA's General Conditions of Contract	<a href="#">English</a>	<a href="#">French</a>	<a href="#">Spanish</a>
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## SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

<b>CONTRACT RATES</b>	The rates charged for the services performed shall not be adjustable.
<b>SERVICES DEFINED</b>	Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.
<b>BACKSTOPPING SERVICES</b>	Contract includes support to integrate additional data in the portal and provide technical backstopping as needed, for a period of at least three months
<b>KEY PERFORMANCE INDICATORS</b>	<p>Successful Bidder's performance will be monitored and evaluated by UNFPA on a milestone basis 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 to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <ul style="list-style-type: none"> <li>• Expected output achieved</li> <li>• Satisfactory level of quality and technical competence</li> <li>• Effective and timely communication and professionalism</li> </ul> <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
<b>PAYMENT TERMS</b>	<p>UNFPA's policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA's policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>
<b>LIQUATED DAMAGES</b>	In the event of a Contract being issued and in case the Vendor fails to perform the services in accordance to the milestones stipulated in the



	<p>Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct [2%] of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.</p>
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## SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

### 1. Legal and regulatory requirements

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

### 2. Legal status of the Bidder

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

### 3. Bidder's eligibility

3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists.

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



## SECTION VI: BID AND RETURNABLE FORMS

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

Description		Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder's Previous Experience	Mandatory	PDF
Annex E:	Checklist on UNFPA Conditions of Contract	Mandatory	PDF
Annex F:	Price Schedule Form	Mandatory	PDF & Excel
Annex G:	Checklist of Bid Forms	Not Applicable	Not Applicable
Technical Bid	As per Section II- Annex A: Instructions for Preparing Technical Bids	Mandatory	PDF



**SECTION VI – ANNEX A: BID CONFIRMATION FORM**

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

To:	UNFPA Maldives	Date:	
	Mohamed Haneef	Email:	<a href="mailto:haneef@unfpa.org">haneef@unfpa.org</a>
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>[Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject:	UNFPA/MDV/RFP/16/001		

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

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

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

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

Name:		E-mail:	
Post Title:		Telephone	



## SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA  
3<sup>rd</sup> floor Shinetree Building  
Boduthakurufaanu Magu  
Male', Maldives

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/MDV/RFP/16/001, 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 Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received, and that a binding contract would result only after final negotiations and award of contract is concluded on the basis of the Technical and Financial Bids and

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

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

Best regards

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



## SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/MDV/RFP/16/001

<b>1. Organizational Information</b>	
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 (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 (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

<b>2. Quality Assurance Certification</b>	
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)	

<b>3. Expertise of Staff</b>	
Total number of staff	
Number of staff involved in similar 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)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

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



**SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE**

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

Indicate the description of products, services or works provided to their clients.  
 To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	

<sup>4</sup> Please indicate relevant contracts to the one requested in the RFP.



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

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

Criterion	Response from the Bidder
Bidder reviewed the original RFP UNFPA/MDV/RFP/16/001 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids?	
Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/MDV/RFP/16/001 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders? (if your answer is other than YES fill in the table below)	

Original term/condition per RFP UNFPA/MDV/RFP/16/001 and the subsequent revisions	Proposed deviation (alternate clause), if any, by the Bidder	Reason for proposing alternate clause

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

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





## SECTION VI – ANNEX F: PRICE SCHEDULE FORM

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

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Example Price Schedule below:

Item	Description	Total
<b>1. Professional Fees</b>		
1.1	Designing of draft concepts	
1.2	Hosting	
1.3	Web entry portal with user management and login based data entry, dual language function	
1.4	Security features	
1.5	Report generation	
1.6	Capacity development on web portal management	
1.6	GIS integration	
1.7	Multi-layered visual screen	
1.8	Capacity development on visualisation screen	
1.9	Operating/ User manual	
1.10	Support and maintenance	
1.11	Other (specify)	
<i>Total Professional Fees</i>		
<b>2. Out-of-Pocket expenses</b>		
2.1	Field Travel Male/L. Atoll - Trip 1 (3 days)	
2.2	Field Travel Male/L. Atoll - Trip 2 (5 days)	
2.3	Field Travel Male/L. Atoll - Trip 3 (3 days)	
2.4	Other (specify)	
<i>Total Out of Pocket Expenses</i>		
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>		
Signature and stamp of the Bidder:		
Name:		
Title:		
Name of Company:		
Telephone:		



Email:

## SECTION VI – ANNEX G: CHECKLIST OF BID FORMS

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

ACTIVITY	LOCATION	YES/NO/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE		
Have you completed the Bidder’s Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder’s Previous Experience Form?	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX F: PRICE SCHEDULE FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES		
Have you prepared a copy of the previous year’s audited Company	Section I: Instructions to Bidders, clause 86 &		

Balance Sheet and Financial Statements?																																			
SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS																																			
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	SECTION VI – ANNEX A: BID CONFIRMATION FORM <i>[Complete this page and return it prior to bid opening]</i>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 2px;">To:</td> <td style="width: 30%; padding: 2px;">UNFPA Maldives</td> <td style="width: 10%; padding: 2px;">Date:</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td style="padding: 2px;">Mohamed Haneef</td> <td style="padding: 2px;">Email:</td> <td style="padding: 2px;">haneef@unfpa.org</td> </tr> <tr> <td style="padding: 2px;">From:</td> <td colspan="3" style="padding: 2px;"><i>[Insert Company Name]</i></td> </tr> <tr> <td></td> <td colspan="3" style="padding: 2px;"><i>[Insert Contact person from Company]</i></td> </tr> <tr> <td></td> <td colspan="3" style="padding: 2px;"><i>[Insert Telephone number]</i></td> </tr> <tr> <td></td> <td colspan="3" style="padding: 2px;"><i>[Insert E-mail address of contact person]</i></td> </tr> <tr> <td></td> <td colspan="3" style="padding: 2px;"><i>[Insert Postal address of Company]</i></td> </tr> <tr> <td style="padding: 2px;">Subject:</td> <td colspan="3" style="padding: 2px;">UNFPA/MDV/RFP/16/001</td> </tr> </table>				To:	UNFPA Maldives	Date:			Mohamed Haneef	Email:	haneef@unfpa.org	From:	<i>[Insert Company Name]</i>				<i>[Insert Contact person from Company]</i>				<i>[Insert Telephone number]</i>				<i>[Insert E-mail address of contact person]</i>				<i>[Insert Postal address of Company]</i>			Subject:	UNFPA/MDV/RFP/16/001		
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	<p>( ) We cannot meet the requested specifications.</p> <p>( ) The information provided for bidding purposes is insufficient and unclear</p> <p>( ) Your RFP document is too complicated</p> <p>( ) Insufficient time is allocated to prepare an adequate Bid.</p> <p>( ) We cannot meet the delivery requirements.</p> <p>( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):</p> <p>( ) Our current capacity is overbooked</p> <p>( ) We are closed during the holiday season</p> <p>( ) We had to give priority to other clients' requests</p> <p>( ) We do not sell directly, but through distributors</p> <p>( ) We have no after-sales service available in the recipient country</p> <p>( ) The person handling bid is away from the office</p> <p>( ) Other (please specify)</p> <p><input type="checkbox"/> YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.</p> <p><input type="checkbox"/> No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.</p> <p><b>If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:</b></p> <table border="1" data-bbox="495 1396 1088 1501"> <tr> <td>Name:</td> <td></td> <td>E-mail:</td> <td></td> </tr> <tr> <td>Post</td> <td></td> <td>Telephone</td> <td></td> </tr> <tr> <td>Title:</td> <td></td> <td></td> <td></td> </tr> </table> <p>SECTION VI – ANNEX B: BID SUBMISSION FORM &amp; Section I: Instructions to Bidders clause 2.4</p>	Name:		E-mail:		Post		Telephone		Title:					
Name:		E-mail:													
Post		Telephone													
Title:															
<p>Have you provided a copy of any of your company's environmental or social policies, and any related documentation?</p>	<p>Section I: Instructions to Bidders, clause 38</p>														



<p>Have you reviewed the UN Global Compact requirements?</p>	<p>Section I: Instructions to Bidders, clause 38</p>		
<p>Have you sealed and marked the Bids according to Instructions to Bidders clause 19.4 (hard copy Bids) or clause 19.3 (electronic Bids)?</p>	<p>Section I: Instructions to Bidders, clause 19.3 &amp; 19.4</p>		
<p>If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 19.3.4)</p>	<p>Section I: Instructions to Bidders, clause 19.3</p>		
<p>Have you noted the Bid closing deadline?</p>	<p>Invitation letter Number 4</p>		
<p>Have you provided information on Supplier Qualification Requirements?</p>	<p>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS &amp;</p>		

	SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT		
<p>Have you provided sufficient documentation of your company's ability to undertake the services, i.e.,</p> <ul style="list-style-type: none"> <li>- List of similar contracts executed for other clients including contact 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>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p> <p style="text-align: center;">&amp;</p>		
	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
<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>			
<p>Have you supplied clients' certificates in support of the satisfactory operation of the services as</p>	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p>		



specified above?			
Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats?	Section I: Instructions to Bidders, clauses 16 & 16.1.9		



## SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES

### CONTRACT N° UNFPA/MDV/PSC/16/001

This Contract is entered into between the United Nations Population Fund, a subsidiary organ of the General Assembly of the United Nations (“UN”) in terms of Article 22 of the UN Charter, with its Headquarters at 605 Third Avenue, New York, NY 10158, USA (the “UNFPA”) and [Name of Contractor], a [Type of entity] organized under the laws of [Country], (the “Contractor”). In consideration of the promises contained in this Contract and subject to the UNFPA General Conditions of Contract: De Minimis Contracts, hereby incorporated into this Contract and attached as Annex A (the “UNFPA General Conditions”), the Parties agree as follows:

#### ARTICLE 1 CONTRACT TERM

This Contract shall enter into force on the date of the last signature affixed by the Parties (the “Commencement Date”) and shall remain in force for [Number of years] years, starting from the Commencement Date.

#### ARTICLE 2 SERVICES

The Contractor shall perform services as specified in the Terms of reference (the “TOR”) attached as Annex B and hereby incorporated into this Contract (the “Services”).

#### ARTICLE 3 PAYMENT AND FEE

3.1 In full consideration for the complete, satisfactory and timely performance of the Services under this Contract, UNFPA shall pay the Contractor the fee of [currency & amount in figures and in words] (the “Fee”).

The Fee will be paid to the Contractor according to the following payment schedule:

PAYMENT DUE DATE	PAYMENT AMOUNT	BALANCE

3.2 UNFPA shall effect payments to the Contractor within thirty (30) days after the UNFPA's receipt and acceptance of the Contractor's invoice and complete set of supporting documentation where applicable. Payment by UNFPA shall be made to the Contractor's following bank account:

Account name:	
Bank Address:	
Acct Number:	
ABA Number:	
BIC (Swift address):	





#### **ARTICLE 4 SPECIAL CONDITIONS**

No special conditions shall apply.

#### **ARTICLE 5 SECURITY**

- 3.1 The Contractor shall be fully responsible for the safety and security of its personnel and for the safekeeping of all assets, equipment and supplies in the custody of the Contractor or its personnel (as this term is referred to in Article 2 of the General Conditions).
- 3.2 The Contractor shall:
  - 3.2.1 Put in place and maintain its own security plan, taking into account the security situation in the country where the Services are being provided;
  - 3.2.2 Assume all risks and liabilities related to the Contractor's security, assets entrusted to it by UNFPA and the full implementation of its own security plan.
- 3.3 The Contractor and its personnel are neither subject to, nor obliged to adhere to the United Nations Security Management policies and procedures, except insofar as they relate to the utilization of UNFPA's assets, equipment and supplies, or as required to perform the Services under this Contract.
- 3.4 UNFPA may lend reasonable assistance, when possible and to the extent feasible, to the Contractor and its personnel. Any travel or financial assistance provided shall be on a space-available and reimbursable basis.
- 3.5 UNFPA may, at its sole discretion, consent to the inclusion of the Contractor and its personnel in the UNFPA security plan to the extent that it applies within the country where the Services are being provided on the same terms that are offered to implementing partners of UNFPA. Notwithstanding this provision, the Contractor acknowledges and agrees that the UNFPA shall have no obligation to evacuate personnel from the country where the Services are being provided in case of emergency or due to security developments.
- 3.6 Notwithstanding the foregoing, the Contractor acknowledges and agrees that the UNFPA shall not be liable to the Contractor, or its personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this Article 6.1, or otherwise, and the Contractor shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any safety or security related incident, including without limitation, the death, injury or illness of any personnel, or the loss, damage, destruction, sabotage or theft of any assets, equipment or supplies in the custody of the Contractor or its personnel. The foregoing indemnity is without prejudice to any other indemnity provided by the Contractor, or any other rights or remedies of the UNFPA, under this Contract.
- 3.7 Upon the Contractor's request, UNFPA may provide security advisory information to the Contractor.



**IN WITNESS WHEREOF**, the authorized representatives of the Parties have signed this Contract on the dates set forth below:

<b>For UNFPA</b>		<b>For Contractor</b>	
Signature		Signature	
Name:		Name:	
Title		Title	
Date:		Date:	

*(N.B. Each page of the contract is to be initialed)*

**ANNEX A**

UNFPA GENERAL CONDITIONS OF CONTRACT: DE MINIMIS CONTRACTS

**ANNEX B**

TERMS OF REFERENCE