



United Nations Population Fund
Mongolia country office
UN House, UN Street 14
Ulaanbaatar, Mongolia 14201
Telephone: +976-11-353501
Website: <http://mongolia.unfpa.org>

12 May 2017

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/MNG/RFP/17/003
For the establishment of a:
CONTRACT FOR PROFESSIONAL SERVICES

In regards to:
SUBCONTRACTING CIVIL SOCIETY ORGANIZATIONS TO DEVELOP AND STRENGTHEN GENDER-BASED VIOLENCE AND DOMESTIC VIOLENCE PREVENTION

LETTER OF INVITATION

Dear Sir/Madam,

1. The **Mongolia country office** of the United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of services. Your organization is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your organization and UNFPA.
2. To enable your organization 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:	Contractual Forms

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 **29 May 2017, at 10:00 AM Ulaanbaatar time¹**:

- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 20.3 Submission of hard copy Bids, and should reach the following address:

United Nations Population Fund
Mongolia country office

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



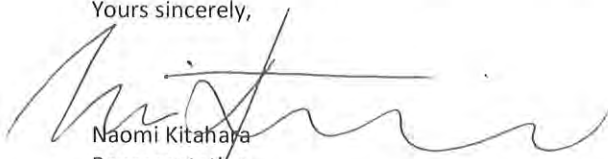
UN House, UN Street 16
Post Office 48
Ulaanbaatar, Mongolia 14201

- 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 20.3 Submission of electronic Bids, should reach the email inbox of procurement@unfpa.org.mn. 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 Ms. G. Enkhjargal, UNFPA Administrative Associate at ganbold@unfpa.org no later than 18 May 2017 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 Ms. G. Enkhjargal, UNFPA Administrative Associate at ganbold@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.
10. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Naomi Kitahara
Representative
UNFPA Mongolia



Table of Contents

SECTION I: INSTRUCTIONS TO BIDDERS..... 5

A. INTRODUCTION 5

1. General 5

2. Eligible Bidders 5

3. Cost of Bid 6

4. Fraud and Corruption 6

5. Zero Tolerance..... 7

6. Disclaimer 7

B. SOLICITATION DOCUMENTS 7

7. UNFPA Bidding document 7

8. Clarifications of Bidding documents..... 8

9. Amendments to Bidding documents..... 8

C. PREPARATION OF BIDS 8

10. Language of the Bid 8

11. Bid currency and prices 8

12. Conversion to single currency 9

13. Most favored pricing..... 9

14. Validity of Bids 9

15. Bidders’ conference 9

D. SUBMISSION OF BIDS 9

16. Documents establishing eligibility and conformity to Bid documents 9

17. Technical Bid 9

18. Financial Bid 10

19. Partial & Alternative Bids 10

20. Submission, sealing, and marking of Bids 10

20.3. Submission of electronic Bids 10

20.4. Submission of hard copy Bids 11

21. Deadline for submission of Bid and late Bids..... 12

22. Modification and withdrawal of Bids 12

23. Storage of Bids 12

E. BID OPENING AND EVALUATION 12

24. Bid opening 12

25. Clarification of Bids 12

26. Preliminary examination of Bids 13

27. Non-conformities, errors, and omissions..... 13

28. Evaluation of Bids..... 14

29. Technical evaluation 14

30. Supplier qualification requirements 15

31. Financial evaluation 15

32. Total score..... 15



F.	AWARD OF CONTRACT AND FINAL CONSIDERATIONS.....	16
33.	Award of Contract.....	16
34.	Rejection of Bids and annulments	16
35.	Right to vary requirements and to negotiate at time of award.....	16
36.	Signing of the Contract	16
37.	Publication of Contract Award	16
38.	Payment Provisions.....	16
39.	Bid protest.....	17
40.	Documents establishing sustainability efforts of the Bidder	17
	SECTION II: TERMS OF REFERENCE (TOR).....	18
	SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID.....	22
	SECTION III: GENERAL CONDITIONS OF CONTRACT	23
	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT	24
	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS	25
	SECTION VI: BID AND RETURNABLE FORMS	26
	SECTION VI – ANNEX A: BID CONFIRMATION FORM	27
	SECTION VI – ANNEX B: BID SUBMISSION FORM	28
	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM	29
	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE	31
	SECTION VI – ANNEX E: PRICE SCHEDULE FORM.....	32
	SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM	33
	SECTION VI – ANNEX G: CHECKLIST OF BID FORMS	34
	SECTION VII: CONTRACTUAL FORMS.....	36
	SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES	37
	SECTION VII – ANNEX B: BANK GUARANTEE FOR ADVANCE PAYMENT	38
	SECTION VII – ANNEX C: PERFORMANCE SECURITY	39



SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. The Mongolia country office of the UNFPA wishes to establish a contract for professional services with qualified suppliers for the provision of services in support of UNFPA's "Combating Gender-Based Violence in Mongolia" project funded by the Swiss Agency for Development and Cooperation and the UNFPA.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with 4 (four) suppliers.
- 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 Ulaanbaatar, Mongolia, that wishes to avail itself of such terms, after written consent from UNFPA Mongolia country office;
 - 1.3.2. The contract template specified in SECTION VII – ANNEX A: 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 services 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 an Organization 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 accepted under instructions to Bidders clause 19 is not permitted. 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 Organization that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA
- 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
 - 2.7.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX F: Joint Venture Partner Information Form, must be included with the Bid; and
 - 2.7.2. All parties to the JV shall be jointly and severally liable; and
 - 2.7.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

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 the UNFPA Office of Audit and Investigations 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 Agreement, 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 \(UNGM\)](#) and [UNFPA Mongolia country office webpage](#).
- 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:	Price Schedule Form
Annex F:	Joint Venture Partner Information Form
Annex G:	Checklist of Bid Forms
Section VII:	Contractual Forms
Annex A:	Template of Proposed Contract for Professional Services
Annex B:	Bank Guarantee for Advance Payment
Annex C:	Performance Security



- 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 documents

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

Ms. G. Enkhjargal, UNFPA Administrative Associate, ganbold@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 18 May 2017, at 12:00 PM hours Ulaanbaatar time².

- 8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org).
- 8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

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

C. PREPARATION OF BIDS

10. Language of the Bid

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

11. Bid currency and prices

- 11.1. All prices shall be in Mongolian Tugriks (MNT).

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



11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX E: Price Schedule Form the unit of measure, the unit price and total Bid price of the services it proposes to perform 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 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 90 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.

15. Bidders' conference

15.1. A Bidders' conference will be conducted on 18 May 2017, at 3:00 PM (15:00 hours) Ulaanbaatar time at UNFPA premises. All interested Bidders will be encouraged to attend. Non-attendance, however, will not result in disqualification of an interested Bidder. Minutes of the Bidders' conference will be either posted on UNGM or e-mailed to the Bidders that have confirmed participation or expressed interest in the Bid. Verbal statements made during the Bidders' conference will not modify the terms and conditions of the RFP, unless such statements are specifically written in the minutes of the Bidder conference or issued as an amendment to the Bid documents and posted on UNGM.

D. SUBMISSION OF BIDS

16. Documents establishing eligibility and conformity to Bid documents

16.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 17 Technical Bid and 17.1.12 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

16.2. 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.

17. Technical Bid

17.1. Documents establishing the eligibility of the Technical Bid:

17.1.1. Completed and signed Bid Submission Form, SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.

17.1.2. Completed Bidder Identification Form, SECTION VI – ANNEX C: Bidder Identification Form, in pdf format.

17.1.3. Completed and signed Bidder's Previous Experience, SECTION VI – ANNEX D: Bidder's Previous Experience Form in PDF format.



- 17.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in pdf format.
- 17.1.5. Supporting documents/information per the Supplier Qualification Requirements, SECTION VI – Supplier Qualification Requirement.
- 17.1.6. Completed Joint Venture Partner Information Form, SECTION VI – ANNEX F: Joint Venture Partner Information Form, in pdf format, if applicable.
- 17.1.7. Copy of last three years of audited financial statements.
- 17.1.8. Copy of a valid legal registration in the country.
- 17.1.9. Brochure or other promotional materials of the organization.
- 17.1.10. Organizational chart and curriculum vitae of the proposed personnel to be involved in the Bid's implementation.

18. Financial Bid

- 18.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX E: 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.
- 18.2. Please consider the following information when completing the Price Schedule Form:
 - 18.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX E: Price Schedule Form. Bidders are required to provide separate figures for each of the steps for each item.
 - 18.2.2. 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.
 - 18.2.3. All prices/rates must state amounts exclusive of all taxes. Applicable taxes must be stated in separate lines. The applicable unit of measure should be clearly indicated.
 - 18.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

19. Partial & Alternative Bids

- 19.1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.
- 19.2. Alternative bids are not accepted. In the event of a supplier submitting more than one bid, the following shall apply:
 - 19.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
 - 19.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

20. Submission, sealing, and marking of Bids

- 20.1. 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.
- 20.2. UNFPA provides alternative methods of Bid submission:
 - 20.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 20.3.
 - 20.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 20.4.
 - 20.2.3. 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.

20.3. Submission of electronic Bids

- 20.3.1. Bidders must enter the following text in the subject line: *UNFPA/MNG/RFP/17/003, Organization Name*, and specify "Technical Bid" or "Financial Bid". Example below:
 - 20.3.1.1. UNFPA/MNG/RFP/17/003, [Organization name], Technical Bid email X
 - 20.3.1.2. UNFPA/MNG/RFP/17/003, [Organization name], Financial Bid
 - 20.3.1.3. Submissions without this text in the subject line may be rejected.



- 20.3.2. Electronic submissions must be sent only to procurement@unfpa.org.mn. Bids received at this 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.
- 20.3.3. The total size of the email submission must **not exceed 15 MB**, including e-mail body, attachments, and headers.
- 20.3.4. 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 17 and 17.1.12. 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".
- 20.3.5. 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.

20.4. Submission of hard copy Bids

- 20.4.1. 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.
- 20.4.2. Marking of hard copy Bids
 - 20.4.2.1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND
Mongolia country office
UN House, UN Street 14
Post Office 48
Ulaanbaatar, Mongolia 14201
UNFPA/MNG/RFP/17/003, Organization name
Attention: Ms. G. Enkhjargal, UNFPA Administrative Associate
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL
DO NOT OPEN BEFORE 29 MAY 2017, 10:00 AM HOURS

- 20.4.2.2. 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.
- 20.4.2.3. The **inner envelopes** must be clearly marked with:

UNITED NATIONS POPULATION FUND
Mongolia country office
UN House, UN Street 14
Post Office 48
Ulaanbaatar, Mongolia 14201
UNFPA/MNG/RFP/17/003, Organization name
Attention: Ms. G. Enkhjargal, UNFPA Administrative Associate
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

Submission 1 of 2: UNFPA/MNG/RFP/17/003, Organization name, Technical Bid
Submission 2 of 2: UNFPA/MNG/RFP/17/003, Organization name, Financial Bid



21. Deadline for submission of Bid and late Bids

- 21.1. 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.
- 21.2. 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 Organization and any other technical issues which are not within the control of UNFPA.

22. Modification and withdrawal of Bids

- 22.1. 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.
- 22.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 22.3. 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.
- 22.4. 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.

23. Storage of Bids

- 23.1. 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

24. Bid opening

- 24.1. UNFPA will conduct an internal Bid opening on 29 May 2017, at 11:00 AM hours Ulaanbaatar time³ at the UNFPA Mongolia country office.
- 24.2. 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.
- 24.3. 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.
- 24.4. 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.
- 24.5. 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.

25. Clarification of Bids

- 25.1. 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

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



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.

26. Preliminary examination of Bids

- 26.1. 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.
- 26.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 26.3. 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:
 - 26.3.1. Affects in any substantial way the scope, quality, or services specified; or
 - 26.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
 - 26.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 26.4. UNFPA considers material deviations to include, but not be limited to the following:
 - 26.4.1. During preliminary examination of Bids
 - 26.4.1.1. 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;
 - 26.4.1.2. 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;
 - 26.4.1.3. 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.
 - 26.4.1.4. Non-eligibility of the Bidder;
 - 26.4.1.5. Financial information is included in the Technical Bid.
 - 26.4.2. During technical evaluation of Bids and qualification of Bidders:
 - 26.4.2.1. Bids do not reach the minimum threshold on technical score.
 - 26.4.2.2. The Bidder does not meet the minimum conditions for qualification.
 - 26.4.3. During Financial evaluation of Bids:
 - 26.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 27.1.3;
 - 26.4.3.2. Required price components are missing;
 - 26.4.3.3. The Bidder offers less quantity than what is required
- 26.5. 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.

27. Non-conformities, errors, and omissions

- 27.1. Provided that a Bid is substantially responsive:
 - 27.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
 - 27.1.2. 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.
 - 27.1.3. UNFPA shall correct arithmetical errors on the following basis:



- 27.1.3.1. 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;
- 27.1.3.2. 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.

28. Evaluation of Bids

- 28.1. 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.
- 28.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 28.3. 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.
- 28.4. 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.
- 28.5. 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.

29. Technical evaluation

- 29.1. 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 applicant	[C] Weighting	[B] X [C] Total Points
The proposal is fully in line with the objectives of the GBV project, and demonstrates a strong commitment to combating GBV/DV	15		15%	
The proposal demonstrates innovative and creative approaches to activities and outputs	15		15%	
The proposal has good prospects for sustainability beyond the contracted duration	15		15%	
The organization has a good track record, experience, and capacities in addressing GBV in the country	15		15%	
The proposal encourages the inclusion of marginalized and vulnerable groups	10		10%	
The proposal enhances gender equality and raises awareness in GBV/DV	10		10%	
Proposal represents excellent value for money and should not exceed MNT 36,000,000	10		10%	
Proposal demonstrates good prospects for successful implementation within 6 months	10		10%	
Grand Total for All Criteria	100		100%	

29.2. Scoring Scale System

- 29.2.1. 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	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

30. Supplier qualification requirements

30.1. The responses from the Bidders compared to SECTION VI – ANNEX C: Bidder Identification Form and SECTION VI – ANNEX D: Bidder’s Previous Experience Form 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 an Organization and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		

30.2. 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.

30.3. 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.

31. Financial evaluation

31.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 28.2 and is considered qualified through the supplier qualification process described in clause 30. 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.

31.2. The Financial Bid is evaluated on the basis of its responsiveness to SECTION VI – ANNEX E: 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:

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

32. Total score

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

$$\text{Total Score} = 70\% \text{ Technical Score} + 30\% \text{ Financial Score}$$



F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

33. Award of Contract

- 33.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtain the highest combined score of the Technical and Financial evaluation.
- 33.2. 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.

34. Rejection of Bids and annulments

- 34.1. 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.
- 34.2. 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.
- 34.3. Bidders waive all rights to appeal against the decision made by UNFPA.

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

- 35.1. 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.
- 35.2. 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.
 - 35.2.1. 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.
 - 35.2.2. 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.

36. Signing of the Contract

- 36.1. 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 – ANNEX A: Template of Contract for Professional Services of the Bidding documents prior to submitting a Bid. 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.
- 36.2. UNFPA reserves the right to discontinue the contract if the supplier's performance is not satisfactory to UNFPA.

37. Publication of Contract Award

- 37.1. 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.

38. Payment Provisions

- 38.1. 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.



39. Bid protest

39.1. 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, Ms. Naomi Kitahara, UNFPA Representative at kitahara@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.

40. Documents establishing sustainability efforts of the Bidder

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



SECTION II: TERMS OF REFERENCE (TOR)

BACKGROUND

Gender-based violence (GBV), particularly domestic violence (DV), remains as one of the most serious and life-threatening human rights violations in Mongolia.⁴ The assessment conducted by the Committee on Economic, Social and Cultural Rights in 2015 reaffirmed that GBV, and particularly DV against women and children, is prevalent and widespread.⁵ Furthermore, while concrete data on GBV incidence and prevalence are limited, indicative national data shows an upward trend in the reported cases of GBV, signaling an urgent need for action.

Recent advances in the legal and political environment, including the approval of the Law to Combat Domestic Violence (LCDV) in December 2016, as well as the criminalization of the domestic violence, reflect national commitment to end DV and a strong will to confront this important, but often under-recognized, social phenomena. In this respect, UNFPA started the implementation of the project on Combating Gender-based Violence in Mongolia (GBV project), co-financed by the Swiss Agency for Development and Cooperation (SDC), the Government of Mongolia, and UNFPA for the period of 2016-2020.

Guided by the Paris Declaration on Aid Effectiveness, national ownership is at the heart of the project. The project's interventions and strategies are closely aligned with the Mongolia's Sustainable Development Vision 2030, and the Government's action plan 2017-2020 in terms of the empowerment of women and GBV. Furthermore, the project supports Mongolia's commitment to achieving Global SDG #5 on gender equality and the elimination of all forms of violence against women and girls by 2030. Most of the planned activities involve multi-sectoral responses, which are under the direct implementation of the four Ministries, i.e. Ministry of Justice and Home Affairs, Ministry of Labor and Social Protection, Ministry of Education, Culture, Science and Sports, and Ministry of Health, and national authorities, such as the National Statistics Office and the National Police Authority.

The GBV project aims to tackle GBV in Mongolia with three priority objectives. The first objective is creating knowledge about the current situation of GBV and its causes across the country through data collection; secondly, raising awareness and sensitizing the public and decision makers; and thirdly, improving and expanding response mechanisms to victims of GBV/ DV. By bringing together knowledge, awareness, and responses to GBV/ DV, the project aims to increase Mongolia's national capacity to confront and eventually eliminate gender-based violence.

Gender-based violence and the violation of women's rights are systematic and deeply embedded in various dimensions of the society. The solutions to address them also need to be multi-sectoral, multi-dimensional and holistic, involving various institutions of the country. As such, civil society organizations (CSOs) are in a unique position to play a pivotal role to link various players including the general public, communities, religious leaders, government, and businesses in GBV response activities.

Since 1990's, CSOs, which are specialized in gender and human rights fields, have been one of the main players in preventing and responding to GBV in Mongolia. Most importantly, they have regular contact with community members on the ground and can reach those who are left behind; especially women and girls. Although the type and scope of CSOs with the mission of women's empowerment vary, they are able to disseminate locally appropriate messages in raising awareness on GBV/ DV, and disseminating information on how and where to access resources for victims of GBV/ DV. Furthermore, CSOs initiate innovative approaches on the ground to raise public awareness, engaged in preventing GBV/ DV and providing community-level support.

Therefore, UNFPA Mongolia CO is sub-contracting four CSOs under the GBV project aiming to develop and strengthen the following areas:

Areas of Focus:

- Raising awareness on GBV/DV prevention of the general public, including men, women, boys, girls, elderly, disabled, and the LGBTQ community;
- Delivery of GBV/DV prevention and response activities;
- Engaging and mobilizing the public in advocating for the sensitization of GBV and DV;

⁴ The Advocates for Human Rights Minneapolis and National Center against Violence (2014). Implementation of Mongolia's Domestic Violence Legislation: A Human Rights Report. Ulaanbaatar, Mongolia: January 2014. ISBN: 0-929293-73-8

⁵ UN Committee on Economic, Social and Cultural Rights: Concluding observations on the fourth periodic report (June 2015).



- Empowering women and girls to access support services and resources on GBV/DV; and
- Providing outreach services and resources in vulnerable communities with regard to GBV/DV.
- Conducting activities engaging men and boys in preventing and ending GBV;
- Implementing activities that correspond with the recommendations from the Universal Periodic Review (UPR), the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC).

In selecting four CSOs, extra marks will be given to innovative and creative methods to combat GBV and DV. In other words, CSOs which are innovative in promoting awareness of GBV/DV and expanding mechanisms, services, and support for victims of GBV/DV are valued in the sub-contract selection process and thus are encouraged to apply. The selected CSOs are expected to implement the proposal with strict adherence to the contract, which is agreed between the mentioned CSOs and UNFPA. The selected CSOs are expected to implement projects with minimum supervision and monitor the effectiveness of the organization's activities on combating GBV/DV.

SCOPE OF WORK AND SUGGESTED TIMELINE

The funding shall be provided for the implementation of proposed activities for 6 months from 1 June 2017 through 31 December 2017. No extension of the funding will be authorized. Each proposal should not exceed MNT 36,000,000 in its proposed budget.

The selected CSOs will work in close collaboration with UNFPA, and the implementation shall be undertaken strictly in accordance with UNFPA rules and regulations.

Expected Outputs:

- Narrative report in format provided by UNFPA;
- Financial report in format provided by UNFPA; and
- Products and materials developed under the financial contribution from the contract.

Tentative Timeline

Date	Activity
15 May 2017	Call for sub-contracts announced
26 May 2017	Deadline for submission of proposals and supporting documents
31 May 2017	Subcontractors selected
1 st week of June 2017	Work plans developed and agreed with UNFPA, contract agreements signed and projects commence
30 September 2017	Progress reports submitted by subcontractors
10 January 2018	Final report submitted by subcontractors

ELIGIBILITY CRITERIA

UNFPA will consider supporting the following:

- CSOs should have the ability to extend and develop community networks to empower women and girls to exercise their rights to seek service and support on GBV/DV.
- CSOs and proposals that demonstrate that they have a keen interest and capacity to promote the understanding and awareness of GBV/DV committed to combating GBV/DV.
- CSOs and proposals that demonstrate that they have a keen interest in supporting victims and survivors of GBV/DV in accessing support and services, and utilizing the UN Essential Service Package Guidelines for victims of violence.
- CSOs and proposals that demonstrate creative, innovative and interactive ideas and approaches for reaching out to the most-at-risk and vulnerable groups, including women and youth.
- Practical implementation modality with cost effective monitoring and evaluation mechanism that fosters sustainability, and with the means, ways and initiatives to deliver the proposed project outputs.

UNFPA will not consider supporting the following:

- Proposals submitted by individuals, government agencies, or academic institutions;
- Proposals submitted by current Implementing Partners of UNFPA;



- Proposals only to organize conferences or national consultations, concerts, workshops, research or similar events;
- Scholarships and fellowships;
- Proposals with activities outside the focus areas; or
- Staff and administrative costs, and the cost of properties.

ASSESSMENT CRITERIA

Sub-contract proposals are subject to a highly rigorous and competitive review and selection process, quality vetting and references, due diligence, and lessons learned from the previous similar exercises. The applicant is evaluated on the basis of its responsiveness to the Terms of Reference, the submitted proposals (based on the proposal structure guidelines from Form 1), and the evaluation criteria published below.

Criteria	[A] Maximum Points	[B] Points attained by the applicant	[C] Weighting	[B] X [C] Total Points
The proposal is fully in line with the objectives of the GBV project, and demonstrates a strong commitment to combating GBV/DV	15		15%	
The proposal demonstrates innovative and creative approaches to activities and outputs	15		15%	
The proposal has good prospects for sustainability beyond the contracted duration	15		15%	
The organization has a good track record, experience, and capacities in addressing GBV in the country	15		15%	
The proposal encourages the inclusion of marginalized and vulnerable groups	10		10%	
The proposal enhances gender equality and raises awareness in GBV/DV	10		10%	
Proposal represents excellent value for money and should not exceed MNT 36,000,000	10		10%	
Proposal demonstrates good prospects for successful implementation within 6 months	10		10%	
Grand Total for All Criteria	100		100%	

Additionally, the proposals should meet the following requirements regarding organization's proposal strategy and activities for contributing to the achievement of GBV project outputs:

- Draws on UNFPA’s comparative advantage of being one of the lead UN agencies on gender equality and women's empowerment and addressing the physical and emotional consequences of gender-based violence;
- Effectiveness in the delivery of outputs;
- Realistic timeline that meets project outputs and proposed plan for each output;
- Proposed cost of carrying out the activities;
- Perceived long-term interest and commitment to sustain operations in the subject matter area;
- Efficiency of the proposed management arrangements for implementation;
- Soundness of the proposed monitoring and evaluation methods, indicators, baselines and targets; and
- Human rights-based, culturally and gender sensitive approaches for combating GBV/ DV and maintaining the confidentiality of the victims and survivors of GBV/DV.

SCORING SCALE SYSTEM



Degree to which the Terms of Reference requirements are met based on evidence included in the proposal submitted	Points out of 100
Significantly exceeds the requirements	90-100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1-69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

REQUIREMENTS AND QUALIFICATIONS

- Holds legal NGO status and officially registered with the relevant authorities;
- Does not act as an intermediary body in the GBV/ DV project, but as a direct implementer of the proposal submitted;
- At least 3 years of continuous operations;
- Demonstrates a strong capacity and track record working in the area of GBV/ DV;
- Employs a sufficient number of staff with relevant educational and professional background, staff expertise and experience should be well documented;
- Financially stable;
- Geographical representation and branches in the country is an advantage;
- Positive references from previous benefactors and clients; and
- Prior experience of working in GBV and DV is an advantage.

DOCUMENTS TO BE SUBMITTED

- Organizational information
- A copy of a valid legal registration in the country
- A copy of audited financial statements for the past three years
- Brochure or other promotional materials of the organization
- Organizational chart and curriculum vitae of personnel to be involved in the proposal’s implementation
- Short description of institutional and management capacity and existing operations in the subject matter areas including their duration (no more than 3 pages, Arial 10 font);
- Contract proposal on how the organization would carry out the proposed activities (Form 1)
- Proposed budget breakdown

ASSISTANCE TO APPLICANTS AND TRANSPARENCY

UNFPA cannot provide support in preparation of the project proposals. Due to a large number of project proposals submitted, UNFPA does not have the resources to advise unsuccessful applicants individually, only those who are selected will be contacted by UNFPA.

Please visit the UNFPA Mongolia website for more information <http://countryoffice.unfpa.org/mongolia/>
Results of the selection will be announced on the United Nations Global Marketplace website www.ungm.org.



SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

The Technical Bid should be concisely presented and structured in below format:

1. Organizational Information

1. Organization's Name
2. Organization Acronym
3. Street Address
4. District
5. Province
6. Postal Code
7. Website/ Social Media Page(s)
8. First time or Prior Applicant/ obtained funding from UNFPA previously
9. Annual Expenditure
10. Number of Staff
11. Year of Legal Constitution (max 400 words)
12. Organization's vision (max 400 words)
13. Prior Experience of your organization (max 300 words)
14. Prior Experience of Your Organization with the UN (max 300 words)
15. Affiliation (max 150 words)
16. Prefix, Name, Title and Phone and Email of Head of the Organization
17. Prefix, Name, Title and Phone and Email of Key Contact

2. Project Proposal Information

1. Project Title
2. Project Scale (who is your target audience and how many people do you intend to reach)
3. Project Summary (max 650 words)
4. Requested Amount
5. Project Theme
6. Previous Initiatives (max 300 words)
7. Innovation (max 300 words)
8. GBV project outcomes (max 300 words)

3. Project Proposal Description

1. Gender-based violence or domestic violence context in Mongolia (max 300 words)
2. Problem analysis (problem identification and its underlying causes) (max 900 words)
3. Project beneficiary (who will benefit from the project)
4. Project objective (max 150 words)
5. Outcomes (max 150 words)
6. Performance indicators (max 250 words)
7. Outputs (max 150 words)
8. Key activities (max 400 words)
9. Proposed personnel (please attach CVs outlining experience and qualifications)
10. Monitoring and evaluation (max 300 words)
11. Sustainability (max 300 words)
12. Marginalized or vulnerable groups (max 300 words)
13. Why UNFPA? (max 200 words)

4. Price

1. All budget amounts should be expressed in Mongolian Tugriks.
2. Please use SECTION VI – ANNEX E: Price Schedule Form to prepare Financial Bid. Offers prepared using other formats shall not be considered.
3. Project support costs (salaries, travel, rent, office supplies, etc.) should remain a modest proportion of the budget but shall not exceed 10% of total budget.



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.

De Minimis Contracts (Low value Contracts)	For contract/PO values below USD 100,000, covering both goods and/or services	English	French	Spanish
--	---	-------------------------	------------------------	-------------------------



SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

CONTRACT RATES	The rates charged for the services performed shall not be adjustable.
PERFORMANCE SECURITY	A Performance Security shall not be required.
GOODS AND SERVICES DEFINED	Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.
KEY PERFORMANCE INDICATORS	<p>Successful Bidder’s performance will be monitored and evaluated by UNFPA on a quarterly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Services:</p> <ul style="list-style-type: none"> • Expected output achieved • Satisfactory level of quality and technical competence • Effective and timely communication and professionalism • Timely delivery of services based on client requirements • Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) • Effective and timely communication and documents handling • Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions) <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
PAYMENT TERMS	<p>UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>
LIQUATED DAMAGES	<p>In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 1% 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> <p>Liquidated damages (LD) in most cases should never represent more than 10% of the contract value. The percentage of the LD should be estimated based on the impact and cost that a potential delay could have on the programme. LDs are <u>not</u> a punishment of the vendor but a <u>compensation</u> for the consequences / damage caused by the late delivery.</p>



SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements

1.1. This will be judged based on the bid confirmation form 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 terms of the RFP as well as the UNFPA General Conditions of Contracts: De Minimis Contracts. (For this, use SECTION VI – ANNEX B: Bid Submission Form.)

2. Legal status of the Bidder

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

3. Bidder's eligibility

3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (SECTION VI – ANNEX B: Bid Submission Form)

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



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:	Price Schedule Form	Mandatory	PDF & Excel
Annex F:	Joint Venture Partner Information Form	Optional	PDF
Annex G:	Checklist of Bid Forms	Not Applicable	Not Applicable



SECTION VI – ANNEX A: BID CONFIRMATION FORM

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

To: Ms. Naomi Kitahara
Representative
UNFPA Mongolia country office

Date:
Email: Ms. G. Enkhjargal
Admin Associate
ganbold@unfpa.org

From: [Insert Organization Name]
[Insert Contact person from Organization]
[Insert Telephone number]
[Insert E-mail address of contact person]
[Insert Postal address of Organization]

Subject: **UNFPA/MNG/RFP/17/003**

- YES, we intend to submit a bid in response to the above mentioned RFP.
- 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)
- YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
- 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:
Post Title:

E-mail:
Telephone



SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA Mongolia
UN House, UN Street 14
Ulaanbaatar, Mongolia

The undersigned, having read the original RFP documents of UNFPA/MNG/17/003 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, 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 RFP documents.

Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.

Original term/condition per RFP UNFPA/MNG/RFP/17/003 and the subsequent revisions	Proposed deviation (alternate clause), by the undersigned	Reason for proposing alternate clause

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 are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

On behalf of Business Authority

On behalf of Legal Authority

Signature:
Name:
Title:
Name of Organization:
Telephone:
Email:



SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/MNG/RFP/17/003

1. Organizational Information	
Organization Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: For-profit, non-governmental organization, government entity, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years partnering with UN organizations	
Years partnering with UNFPA	
Branches or subsidiaries (indicate names of branches and subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international organizations only)	

2. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	
Number of staff to be assigned to deliver this Bid	

3. 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 Organization:

Telephone:

Email:



SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

Order No. & Date	Description ⁶	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 Organization:
 Telephone:
 Email:
 Date:

Countersigned by and stamp of Chartered Accountant
 Name and title:
 Name of Organization:
 Telephone:
 Email:
 Date:

⁶ Please indicate relevant contracts to the one requested in the RFP.



SECTION VI – ANNEX E: PRICE SCHEDULE FORM

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

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. Please state all applicable taxes (value added tax, etc.) in separate lines.
3. The Price Schedule Form must provide a detailed cost breakdown. Provide separate figures for each activity.
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.
5. Please attach the completed and stamped form (Financial Bid) to your Bid.

Signature and stamp of the Bidder:

Name:

Title:

Name of Organization:

Telephone:

Email:



SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM

Please complete this form only if applicable.

Date: *[insert date (as month, day, and year) of Bid Submission]*
UNFPA/MNG/RFP/17/003

Page _____ of _____ pages

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



SECTION VI – ANNEX 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 B: BID SUBMISSION FORM		
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 E: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form, if applicable?	SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of your Organization's registration in the country of operation?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you prepared a copy of the previous year's audited Organization Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause 9; and SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided written confirmation that your Organization is neither suspended by the United Nations system nor debarred by the World Bank Group?	SECTION VI – ANNEX B: BID SUBMISSION FORM and Section I: Instructions to Bidders clause 2.4		
Have you provided a copy of any of your Organization's environmental or social policies, and any related documentation?	Section I: Instructions to Bidders, clause 40		
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 40		



Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids) or clause 20.4 (hard copy Bids) or clause 20 (Submission through an online system)?	Section I: Instructions to Bidders, clause 20		
If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 15 MB, refer to Instructions to Bidders clause 20.3.3)	Section I: Instructions to Bidders, clause 20.3.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V – SUPPLIER QUALIFICATION REQUIREMENTS and SECTION VI – ANNEX B: Bid Submission Form		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last three years for supply of services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your Organization's ability to undertake the services, i.e., <ul style="list-style-type: none"> - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements 	SECTION VI – ANNEX D: Bidder's Previous Experience and SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you supplied clients' references in support of the satisfactory operation of the services as specified above?	SECTION VI – ANNEX D: Bidder's Previous Experience		
Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats?	Section I: Instructions to Bidders, clauses 17 and 17.1.12		



SECTION VII: CONTRACTUAL FORMS

Below find an overview of the attached contractual forms for this RFP.

Description		Status	Preferred file for submission
Annex A:	Template of Contract for Professional Services	Mandatory	PDF
Annex B:	Bank Guarantee for Advance Payment	Not Applicable	PDF
Annex C:	Performance Security	Not Applicable	PDF



SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES

UNFPA's Template of Contract for Professional Services is available through the links below as well as attached as a separate PDF document in this RFP.

Contract for Professional Services	Contract for Professional Services - Supplier Contractual Instruments	English
--	---	-------------------------



SECTION VII – ANNEX B: BANK GUARANTEE FOR ADVANCE PAYMENT

No advance payment shall be requested.



SECTION VII – ANNEX C: PERFORMANCE SECURITY

No performance security shall be requested.