Date: *November 6 , 2017*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/MNG/RFQ/17/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“MONGOLIAN MEDIA PARTNER”**

UNFPA requires the provision of a three-month agreement to raise issues on comprehensive sexuality education, the unmet need for family planning, reproductive health and rights, youth development, human rights, gender equality and domestic violence. Ideally, the agreement will kick-off with the launch of the SWOP Report during a live, talk show style discussion in early November 2017 and will continue until the end of January 2018.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

1. **Objectives and scope of the Services**

The proposed programme between UNFPA and the selected media outlet aims at fostering discussion amongst the public, beginning with the SWOP Launch in early November.

The programmes should take place bi-weekly for a total of 16 weeks, each with a specific theme related to UNFPA’s mandate. The themes should be covered vis-a-vis the talk show, on social media and through written publications by the selected media outlet with technical support provided by UNFPA and its partners.

The selected company must be a recognized media outlet in Mongolia, with the ability to communicate in both English and Mongolian. The hired organization must be willing to take input from UNFPA and be supportive of UNFPA’s mandate.

Deliverables:

* Creation of a promo video for the TV discussion (1min)
* TV discussions on every Wednesday for 16 weeks (45min -1 hour)
* Written news reports on Mondays and Tuesdays (300-400 words)
* Publishing quotes and posters on Eagle.mn after the discussion
* Creating a hashtag with a name of the TV discussion and all posters, news packages and links will be published under the certain hashtag
* The contract will begin by late November and end in mid-February.

Schedule

* **November**
	+ **Theme**: Unmet need for family planning
	+ **Theme**: Comprehensive Sexuality Education
	+ **Theme:** Domestic Violence
* **December**
	+ **Theme**: Human Rights and LGBTI Rights
	+ **Theme:** Maternal Health
* **January**
	+ **Theme**: Youth and the Law
	+ **Theme**: Economic and social challenges in Motherhood
	+ **Theme:** Gender equality, power and ending violence against women

*\*\*\*Note: the dates and themes my changes slightly*

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

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| --- | --- |
| Name of contact person at UNFPA: | *Tumur Mend* |
| Tel Nº: | *11-353503, ext.3354* |
| Email address of contact person: | *mend@unfpa.org* |

The deadline for submission of questions is November 21, 2017 at 4pm (Ulaanbaatar time). Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in Section II.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section I above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: November 21, at 4pm (Ulaanbaatar time). [[1]](#footnote-1).

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Tim Jenkins* |
| Email address of contact person: | *procurement@unfpa.org.mn* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/MNG/RFQ/17/010 – [Mongolia Media Partner]. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
1. **Overview of Evaluation Process**

Quotations will be evaluated based on the total cost of the services (price quote).

The evaluation will be carried out in a one-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis with duration of three months to the lowest-priced and most technically acceptable offer.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/MNG/RFQ/17/010 |
| **Currency of quotation:** | MNT |
| **Delivery charges based on the following 2010 Incoterm:**  | Choose an item. |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

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| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees
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|  |  |  |  |  |  |
| *Total Professional Fees* | MNT |
| 1. Out-of-Pocket expenses
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | MNT |
| ***Total Contract Price*** *(Professional Fees + Out of Pocket Expenses)* | MNT |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/mMNG/RFQ/17/010including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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| --- | --- | --- |
|  | Click here to enter a date. |  |
| ame and title | Date and place |

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)