Date: **20 January, 2020**

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2020/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: ***To conduct Nation-wide Household Sample Survey on Infertility Prevalence among the Population of the Republic of Armenia (Survey)*** as per the Terms of Reference (ToR) presented below.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the Republic of Armenia, 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)

**Service Requirements / Terms of Reference (ToR)**

**Objectives and scope of the Services:**

1. To conduct data collection for Nation-wide Sample Survey on Infertility Prevalence in RA to reveal the prevalence of infertility among Armenian population, which will serve as a basis for development of evidence-based and targeted policies and strategies.
2. To conduct data processing and analysis of received data.
3. To present Final Report of the main findings of the survey, as well as conclusions and recommendations.

**Background information:**

The indicator of infertility prevalence in all countries including Armenia is obtained through nationally representative sample surveys. Taking into account the current demographic situation in RA and the negative influence of infertility on it, UNFPA Armenia CO initiates the conduction of nation-wide sample survey on Infertility Prevalence among Armenian Population (as per ToR).

**Activities:**

In order to accomplish the above mentioned assignment objectives, the Contracted Company will have to perform the following activities:

**Activity 1: Inception Report development**

The Contracted Company is expected to deliver an Inception Report as the first key deliverable, which will be shared with UNFPA Armenia Country Office for comments and clearance. The Inception Report shall describe the conceptual framework the Company will use in conducting the Nation-wide Sample Survey on Infertility Prevalence in RA, in accordance with the research methodology developed by the Contracted Company. The Inception Report will include: the research team composition and the distribution of duties/responsibilities, a work plan that indicates the timeframe (in line with the provisions of the present Terms of Reference) - phases in conducting the survey with their key deliverables and milestones, including preparatory work to be carried out prior to data collection and a particular detailed focus to be on data collection; explain how the quality of data collection and analysis will be ensured; define the set of key indicators to be analyzed, based on the questions included in the structured questionnaire (taking into account the importance of data disaggregation by age, location: urban/rural etc.); deliberate on how the survey report will be developed, in order to communicate the survey objectives, methodology, main findings, conclusions and recommendations in a clear, concise, objective and accurate format.

**Activity 2: Development of Questionnaire, pre-testing and piloting**

* The Company shall develop questionnaire and guideline for conduction of Nation-wide Sample Survey on Infertility Prevalence in RA
* The Company shall pre-test/pilot the developed questionnaire with aim to determine questionnaire effectiveness, its strengths and weaknesses concerning question format, wording and order. Based on the feedback received, the questionnaire will be revised if needed and finalized.

**Activity 3: Calculation and design of the survey sample**

* The Company shall calculate and design the survey sample in order to ensure national representativeness of the sampling size (sample size is around 3,000).

**Activity 4: Collecting survey data and their analysis, synthesis and interpreting**

* The Contracted Company will ensure the Survey data collection through face-to-face interviews, conducted in accordance with the research methodology developed. The training of data collectors will be conducted as well in advance in order to secure accurate data collection in the field. The Contracted Company will ensure thorough checking of the quality of data collected, and further their analysis, synthesis and interpreting.

**Activity 5:** **Data processing**

* The Contracted Company shall process data received from the field works and produce output tables for further analysis.

**Activity 6: Analysis of processed data and preparation of Draft Report**

* Based on the analyzed quantitative data, the Contracted Company will develop the draft Study Report in Armenian language. UNFPA Armenia CO and relevant local experts should provide constructive comments & suggestions on the draft document consistency, coherence, scientific soundness etc (directly included in Track Changes format). Based on provided inputs, the Contracted Company will update as needed the draft Study Report in Armenian version.

**Activity 7: Presentation of the Survey Report to UNFPA Armenia CO and relevant stakeholders**

* The Contracted Company will develop a Power Point Presentation and two-page Infographics to present the main findings of the survey, conclusions and recommendations to be held with aim to announce the study’s main findings and conclusions of Nation-wide Sample Survey on Infertility Prevalence in RA.

**Activity 8: Translation into English language of Report on Nation-wide Sample Survey on Infertility Prevalence in RA**

* The final Armenian version of Report on Nation-wide Sample Survey on Infertility Prevalence in RA and two-page Infographics on the Survey results will be translated by the Contracted Company into English version.

**Timing / Schedule**

The survey must be conducted and the **Final Report must be presented by November 30, 2020** according to the detailed time-frame presented by the Contracted Company and approved by UNFPA Armenia CO.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Anna Hovhannisyan, Artur Ishkhanyan* |
| Tel Nº: | *+37410541689, +37410547087* |
| Email address of contact person: | [*hovhannisyan@unfpa.org*](mailto:hovhannisyan@unfpa.org) *;* [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) |

The **deadline for submission of questions is 30 January, 2020***.* Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs:

Technical proposal shall include:

1. Technical approach and level of understanding of the objectives of the assignment in line with deliverables as per the ToR.

2. Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment in line with deliverables as per the ToR.

3. Copy of organization’s registration certificate.

4. Organization’s profile including experience in similar assignments: conducting researches in public health area etc.

5. Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) Clients or business partners obtained in the last three years.

6. Resumes (CVs) of the Key Personnel comprising information requested as per the evaluation criteria.

1. **Price quotation in AMD**, 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 III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below **no later than: Wednesday, February 05, 2020 at 5:00 PM.**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Araksia Khachatryan* |
| Email address of contact person: | *procurement.armenia@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/ARM/RFQ/2020/001 – To conduct Nation-wide Household Sample Survey on Infertility Prevalence among the Population of the Republic of Armenia (Survey). Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Araksia Khachatryan at email: *khachatryan@unfpa.org*
* Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the survey | 100 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the survey objectives | 100 |  | 15% |  | |
| Professional experience of the staff that will be employed within the survey proving demonstrated expertise in social sciences, public health and related processes (CVs, etc.) | 100 |  | 25% |  | |
| Specific experience and expertise relevant to the assignment | 100 |  | 20% |  | |
| Profile of the company and relevance to the survey implementation.   * *General organization’s reputation and expertise in areas of conduction of nation-wide surveys, researches and analysis (20 pts);* * *A minimum of 7 years of relevant experience (20 pts);* * *Experience with similar assignments in Armenian context on conduction of surveys on social issues (20 pts).* * *Legally registered in the Republic of Armenia (confirmation)(20 pts).* * *Working experience with UN Agencies and other donor organizations as an advantage (20 pts).* | 100 |  | 20% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The following scoring scale will be used to ensure objective evaluation:

|  |  |
| --- | --- |
| **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 |

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## Total score

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

|  |
| --- |
| Total score = 70% Technical score + 30% Financial score |

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

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 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.

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. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Mr. Ian McFarlane, Deputy Regional Director EECARO, Country Director for Armenia CO at [mcfarlane@unfpa.org](mailto:mcfarlane@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, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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:** | ../../2020 |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/2020/001 |
| **Currency of quotation :** | **AMD** |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must 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.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

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

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ARM/RFQ/2020/001 including 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.

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

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)