Date: December 3, 2019

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM03PDS/RFQ/2019/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

***To conduct Nation-wide Household Sample Survey on Infertility Prevalence among Armenian Population (Survey).***

UNFPA requires the provision of conduction of nation-wide sample survey on Infertility Prevalence among Armenian Population with total sample size of around 3000 men in reproductive age (15-54) and women in reproductive age (15-49) in all marzes and Yerevan.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services/works and have legal capacity to perform works related to the conduction of the Survey 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 childbirth 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. **Service Requirements/Terms of Reference (ToR in Armenian) attached**

**Objectives and scope of the Services**

**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.
* Development objective(s)

The main goal of survey implementation is 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.

* Outputs / Deliverable(s)
* Final Report on nation-wide sample survey on Infertility Preferences among Armenia Population.
* Activities
* Development of questionnaire and guideline for conduction of Nation-wide Household Sample Survey on Infertility Prevalence in RA
* Calculation and design of the survey sample, pilot-testing and finalization of the questionnaires
* Training of the interviewers, preparation for the fieldwork
* F2F interviews conduction in Yerevan and all marzes of RA (sample size is around 3,000) (including travel and accommodation costs)
* Ensuring the quality control of field works
* Data processing
* Analysis of processed data and preparation of final report on findings of Nation-wide Household Sample Survey on Infertility Prevalence in RA
* Timing / Schedule
* The survey must be conducted and the final report must be presented by October 1, 2020.

1. **Questions**

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

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

The deadline for submission of questions is December 13, 2019. 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 email whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
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 III above, along with a properly filled out, signed and stamped (if applicable) price quotation form, and are to be sent by email to the contact person indicated below no later than 18 December, 2019 at 17:00.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Araksya 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/ARM03PDS/RFQ/19/005 – conduction Nation-wide Household Sample Survey on Infertility Prevalence among Armenian Population**. 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.
* 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**

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

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

**Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order / Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-priced 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 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 to Ms. Tsovinar Harutyunyan, UNFPA Assistant Representative at harutyunyan@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:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM03PDS/RFQ/19/005 |
| **Currency of quotation:** | AMD |
| **Delivery charges based on the following 2010 Incoterm:** | N/A |
| **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 of Activities (as described under Section II and attached ToR) | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 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/ARM03PDS/RFQ/19/005 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)