Date: *August, 7, 2020*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2020/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Procurement of Personal Protective Equipment and First Aid Items and Provision to Women Victims of Domestic and Gender-based Violence, as well as to Social Workers**

**In the Framework of**

**“EU4GENDER EQUALITY:**

**Together against Gender Stereotypes and Gender-based Violence” Project**

UNFPA requires the provision of services as per the Terms of Reference (TOR) attached.

This Request for Quotation is open to all legally-constituted companies, organizations 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).

**Terms of Reference (TOR) is attached**

**Objectives and service requirements**

The overall objective of this TOR is to procure and distribute personal protective equipment (masks, gloves) and first aid items, including but not limiting to alcogel, antiseptic wipe packets, etc., as well as hygienic supplies, and to distribute to women victims of domestic and gender-based violence, as well as to social workers who provide services to women victims of DV and GBV. It includes the following tasks:

* Provide an estimation of the number of women victims of gender-based violence;
* Provide an estimation of the number of social workers who provide relevant services;
* Procure personal protective equipment considering the number of potential beneficiaries;
* Procure first aid items and hygienic supplies considering the number of potential beneficiaries;
* Prepare packages of PPE and first aid items for the beneficiaries;
* Organize the distribution of packages to the beneficiaries.

**Background information:**

The “EU 4 Gender Equality: Together against Gender Stereotypes and Gender-Based Violence” project is a three-year Project funded by the European Union, and implemented jointly by UNFPA and UN Women. The project was launched in March 2020 and is implemented in six countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. In Armenia, it is implemented by UNFPA Armenia in three EU target regions: Shirak, Tavush and Lori.

The overall objective of the Project is to strengthen the equal rights and opportunities for women and men by challenging perceptions about men’s and women’s roles in the family and in society and working to eliminate gender-based violence.

Studies indicate that the rate of domestic violence has radically increased during the last months in different countries, under the conditions of home lockdown, imposed by the state of emergency. COVID-19 has forced the majority of the world population to be self-isolated in homes, whereas home is not at all a safe place for survivors of domestic violence since they are forced to face the perpetrator in their homes.

The situation in Armenia also causes concern․ According to the [“**RAPID ASSESSMENT: GOVERNMENT RESPONSE TO DOMESTIC VIOLENCE DURING COVID-19 PANDEMIC**”](https://armenia.unfpa.org/en/publications/rapid-assessment-government-response-domestic-violence-during-covid-19-pandemic) the Coalition to Stop Violence Against Women, the members of which are a number of civil society organizations providing services to women and their children subjected to domestic violence (DV), makes alarming statements on the increase of domestic violence direct reports during the state of emergency by 30% in March and by 50% in April.

The 2 shelters operating in Armenia, also co-funded by the state, continue functioning in the state of emergency and receive new women and children. In addition, according to the Report, organizations having an experience of working with persons subjected to domestic violence receive calls from those beneficiaries who live separately from the perpetrators now. These women beneficiaries mainly face unstable socio-economic conditions and expect support from humanitarian organizations.

1. **Questions**

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

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

The deadline for submission of questions is Aug 17, 2020. 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 and signed price quotation form, and are to be sent by email to the contact person indicated below no later than ***Thursday, August 20th 2020 at 17:00*[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Manana Mananyan* |
| 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/2020/008 – 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.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order 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 – Tsovinar Harutyunyan. 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/ARM/RFQ/2020/008 |
| **Currency of quotation:** | AMD |
| **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Cost of Supplies | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***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/2020/008 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)

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