



Date: August 10, 2021

## REQUEST FOR QUOTATION

### RFQ N° UNFPA/UGA/RFQ/21/017 – Conduct Leadership Skills Training for UNFPA Uganda

UNFPA hereby solicits a quotation for the following services of a Leadership Skills Training for UNFPA Uganda Country Office managers and Supervisors under the 9<sup>th</sup> UNFPA Country Programme.

#### Background

UNFPA, the United Nations Population Fund, works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. It is also the leading United Nations agency that supports the Government of Uganda to generate data for planning and decision-making, ensuring empowerment of women, adolescents and young people to live their dream and fulfil their potential.

UNFPA Uganda started its ninth Country Programme (CPD) in 2021. Despite COVID19 disrupting the initial plans for a smooth transition from one CPD to the next, Uganda CO assured strong delivery of UNFPA's mandate and activities (leveraging additional resources and emphasizing communication, innovation while managing significant HR turnover) and elaborating a good new CPD 2021 - 2025.

The strategic shift and the changes in the Uganda Country office over the last years have been massive. In a recent roundtable discussion with donors on the ninth CPD, concerns were raised by current donors (NL, SWE, DK and UK) and other partners such as the EU and the US over the Uganda country office staff's capacity to deliver a very ambitious and largely co-funded CPD.

To deliver on these transformative results, the office requires highly competent, vibrant and motivated technical and operational staff collaborating and working together as one strong team.

#### I. About UNFPA

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Click [here](#) to learn more about UNFPA.

#### II. Questions

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

Name of contact person at UNFPA:	<i>Karuhanga Egidius</i>
Tel N°:	<i>+256 4177 44500</i>
Email address of contact person:	<i>karuhanga@unfpa.org</i>

The deadline for **submission of questions is Tuesday August 17, 2021, 12:00 noon. Kampala Time.** Questions will be answered in writing and shared with parties as soon as possible after this deadline.

#### III. Content of quotations

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



- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) 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.

#### IV. 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 indicated below **no later than :Tuesday August 24, 2021 at 04:00 p.m., Kampala time<sup>1</sup>.**

Email address :	<a href="mailto:Procurement.ug@unfpa.org">Procurement.ug@unfpa.org</a>
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Please note the following guidelines for electronic submissions to UNFPAs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/UGA/RFQ/21/017 – Conduct Leadership Skills Training for UNFPA Uganda**. Proposals, including both technical and financial offers, 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 Karuhanga Egidius, Procurement and Logistics Focal Point at [karuhanga@unfpa.org](mailto:karuhanga@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.

#### V. 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.

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

Criteria	[A] Maximum Points	[B] Points attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
1. Qualifications of the training Firm (Attach CVs of key personnel including the Team Leader's)	100		20%	
2. Specific relevant experience of the Training Firm	100		10%	
3. Technical approach and methodology – understanding nature and scope of work	100		25%	
4. Implementation (work) plan and management plan	100		30%	
5. Specific experience and expertise of the proposed team relevant to the assignment	100		15%	
GRAND TOTAL ALL CRITERIA	500		100%	

a. Scoring Scale System

- i. 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

**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:

$$\text{Financial score} = \frac{\text{Lowest quote}}{\text{Quote being scored}} \times 100 \text{ (Maximum score)}$$

#### **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.

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

#### **VI. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder that obtains the highest total score.

#### **VII. 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.

#### **VIII. 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.

#### **IX. Fraud and Corruption**

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](#). 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](#).

#### **X. 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](#).

#### **XI. 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 Uganda Country Officer Complaints Receiver, Kindyomunda Rosemary at [kindyomunda@unfpa.org](mailto:kindyomunda@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Complaints receiver, the supplier may contact the UNFPA Representative at [sibenaler@unfpa.org](mailto:sibenaler@unfpa.org).

#### **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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/UGA/RFQ/21/017
<b>Currency of quotation :</b>	UGX
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- 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	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					Ugx
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					Ugx
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					Ugx

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/UGA/RFQ/21/011 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](#)