



United Nations Population Fund
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Ref: RFQ UNFPA-MDV-2017-08 (MDV-ToR/2017/08) revised

Date: 10 October 2017

REQUEST FOR QUOTATION
RFQ N° UNFPA-MDV-2017-08_revised
Provision of Consultancy Services

Dear Sir/Madam,

UNFPA Maldives Office in Male', Maldives, hereby solicits a quotation to establish a contract for the following service: **to develop and evaluate socio-economic indicators exploring "Big Data" sources and methodologies available in the Maldives.**

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

If you want to be part of a team that supports positive change in Maldives and meet the requirements listed in the terms of reference, review the [Terms of Reference](#) and submit your expression of interest with a cover letter, price quotation and updated profile with CV(s) to:

UNFPA Representative, 3rd Floor, Shinetree Building, Boduthakurufaanu Magu, Maafannu, Male' or email to maldives.office@unfpa.org

I. 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](#)

II. Service Requirements

UNFPA Maldives is looking for qualified service providers for providing consultancy as per the attached terms of reference (ToR).

III. Questions

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

| | |
|----------------------------------|--|
| Name of contact person at UNFPA: | <i>Shadiya Ibrahim</i> |
| Tel N°: | +960 3316940 |
| Fax N°: | -960 3317936 |
| Email address of contact person: | ibrahim@unfpa.org |

The deadline for submission of questions is **Sunday, 15 October 2017 end of business day (Male' time 16:15)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.



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IV. Content of quotations

Quotations must be submitted strictly in accordance with the price quotation form. All parts of the quotation must be signed by the bidding company's relevant authority and submitted in a single e-mail.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by e-mail to the contact person indicated below no later than: **Tuesday, 17 October 2017, end of business day Male' time 16:15).**

| | |
|----------------------------------|--|
| Name of contact person at UNFPA: | <i>Shadiya Ibrahim</i> |
| Address of contact person: | United Nations Population Fund 3 rd Floor, Shinetree Building, Boduthakurufaanu Magu, Maafannu, Male', Republic of Maldives. Tel: (960) 3316940, Fax: (960) 3317936 e- mail: maldives.office@unfpa.org website: http://maldives.unfpa.org/ <i>Tel: +960 3317936</i> <i>E-mail: ibrahim@unfpa.org</i> |

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: RFQ N^o UNFPA-MDV-2017-08 revised: Contractor to develop and evaluate socio-economic indicators exploring "Big Data" sources and methodologies available in the Maldives (**MDV-ToR/2017/08 revised**).

- Quotations that do not contain the correct e-mail subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**.

VI. Overview of Evaluation Process

Quotations will be evaluated based on their responsiveness to the price quote form and the total cost of the services.

VII. Award Criteria

UNFPA shall award an institutional contract for professional services to the lowest-priced technically acceptable offer.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to adjust the timeline of services specified in the ToR of this RFQ without any change in unit prices or other terms and conditions.

IX. 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.



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X. 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 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](#).

XI. 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](#).

XII. 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 at Ms. Ritsu Nacken at nacken@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.

XIII. 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).



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PRICE QUOTATION FORM

| | |
|---|-------------------------------|
| Name of Bidder: | |
| Date of the quotation: | |
| Request for quotation N°: | RFQ UNFPA-MDV-2017-08 revised |
| Currency of quotation : | USD |
| Delivery charges based on the following 2010 Incoterm: | N/A |
| Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i> | 120 days |

Conditions of the price quotation: Quoted rates must be in US Dollar (USD).

Please provide price **Schedule for the assignment:**

| Output Item # | Output Description | Price in USD | Duration (no. of days) |
|---------------|--------------------------|--------------|------------------------|
| 1 | Professional Service | | |
| 2 | Travel | | |
| 3 | Any other cost (explain) | | |
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Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° RFQ UNFPA-MDV-2017-08 (*MDV-ToR/2017/08*) 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.

| | |
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| | |
| Name and title | Date, place and stamp |



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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](#), [Spanish](#) and [French](#).