REQUEST FOR QUOTATION
RFQ Nº UNFPA/MDV/RFQ/21/02

Date: 2 May 2021

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Renovation work to layout change to Reproductive Health center in HDh Kulhudhuffushi Regional Hospital

This Request for Quotation is open to all legally-constituted companies, institutions or proprietors that can provide the requested services and have capacity to undertake the work in Maldives.

1. About UNFPA

UNFPA is a United Nations 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

Terms of Reference (ToR)

Background

UNFPA is the UN leading agency for Reproductive Health and Rights, with its tagline being: “Ensuring rights and choices for all”.

Reproductive health services in Maldives are unequally distributed, mainly because of the influx of people to Male’ seeking tertiary care. This leaves health facilities in the periphery for the few who cannot afford to travel to Male’ for RH services. With the low turnout in these facilities the specialist care becomes weak and neglected, Patients with mild to moderate risks are transferred to Male’. This creates an imbalance in service utilization throughout the country with underutilized specialist services at island level and overutilization of services in Male.

Scope of work
The contractor will be responsible to provide materials and manpower required for the physical changes as specified in this ToR.
Contractor is responsible to get approval of the materials used to complete the work from UNFPA prior to initiating the work.
Task list

To modify and bring physical changes to existing layout as per new layout of the allocated space for RH Centre in H.Dh Kulhudhuffushi Regional Hospital (see annex 1 for detailed floor plan with the changes highlighted)

Physical changes to layout included in the Annex 1 are as follows:

1) Build Partitions using Soundproof Gypsum boards as follows:
   2 Nos Partition with sliding door (Size Length 4267mm x Height 2921mm x thickness 75mm)
   2 Nos Partition (Length 3048 mm x Height 2921mm x thickness 75mm)
   1 Nos Partition with sliding door (Length 4877mm x Height 2921mm x thickness 75mm)
   2 Nos Partition (Length  762mm x Height 2921mm x width 75mm)

2) Build walls as follows using quality and durable Sand lime bricks (calcium silicate bricks)
   Build a wall (Length 4877mm x Height 1600mm x Thickness 125mm) – Store room
   Extend an existing wall to (Length 913mm x Height 238 8mm x Thickness 125mm) – Store room
   Finish the walls with complete finishing by cement mortar and putty

3) Fabricate and install durable aluminium sliding doors, with horizontal, high-quality hardware and buffer devices guarantee that door opening, and closing is gentle, quiet, and safe. Stainless steel handlebar fitted with an aluminium door lock for each sliding door.
   The measurement for 5 sliding doors as per annexed layout is as follows
   4 Nos Sliding Door, Width 913 mm x Height 2921mm
   1 Nos Sliding Door, Width 1016 mm x Height 2921mm

4) Fabricate and Install Wooden Doors with key operated multi-point lock system and doors closer (surface mount)
   3 Doors as per annexed layout (D7)
   3 Doors as per annexed layout (D8)
   3 Doors as per annexed layout (D9)

5) Remove the existing toilet seat (refer Counselling room in annexed layout design)

6) Complete the interior and exterior fittings and fixtures using own materials as follows:
   • Complete partitions (as above)
   • Painting of walls and partitions identified above. Paint should be fire resistant, waterproof(as per layout annexed)
   • Plumbing work completed for the Counselling Room
   • Brickwork and plastering in Store as per annexed layout
   • Complete finishing of electrical work for the RH clinic : Install and test electrical connections including fuses, lights (LED), sockets single gang, UK plug type, switches and wiring as per electrical standards, codes
   • Procure and Install (5 Nos) AC units (9000) as follows, as per annexed layout
     (1Nos) in Counselling room
(1 Nos), in Breast feeding room
(1 Nos), in Gynaecology consultation room
(1 Nos), in Paediatrics consultation room
(1 Nos), in Family planning room

- Procure and Install (2 Nos) AC units (12000) as follows as per annexed layout
  - (1 Nos) in Administrative Office
  - (1 Nos) in the Store room
- Procure and Install (3 Nos) AC units (18000) as follows as per annexed layout
  - (1 Nos) in Administrative Office
  - (2 Nos) in RH Clinic waiting Area

7) Fix a curved reception counter, size of the reception is a 1000mm x 1500mm. The reception counter fitted with a countertop and desktop approximately 38mm thick. as per Annex 1

Purpose

In this context and in line with the national Strategic Action Plan, Kulhudhuffushi Regional Hospital (KRH) is a main health hub in the northern region covering the populations of H.Dh, H.A and Sh. Atolls with the population of more than 63,000, UNFPA is supporting H.Dh regional hospital to setup the Sexual and Reproductive Health Unit as a one-stop for providing services. Kulhudhuffushi Regional Hospital has already identified the space to establish the services on the 1st floor of the Ufanveshi building adjacent to the main hospital.

UNFPA is looking for suitable parties to set-up the existing space including putting up partitions and finishing the SRH Unit as per the layout provided.

Deliverables

Complete the layout changes and finishing as agreed with H.Dh Kulhudhuffushi Regional Hospital and UNFPA, complete the tasks to the approved quality by 15 June 2021.

Indicative time frames

All deliverables envisaged by these terms of reference should be submitted to the requestor by 15 June 2021.

Payment conditions:

The payment will be done in accordance with the above deliverables acceptance of the Contractor’s invoice and complete set of supporting documentation where applicable.

The payment will be done in currency: Maldivian Rufiyaa.

Requirements and qualifications:

I. Previous experience in construction and similar renovations work

Intellectual Property

All information pertaining to this project (documentary, pictures, digital, cyber, project documents, etc.) belonging to UNFPA, which the Contractor may come into contact with in the performance of the duties.
under this assignment shall remain the property of UNFPA who shall have exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable.

Proposal evaluation
The detailed evaluation of the quotations will consist of expertise (technical) evaluation and financial evaluation.

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Fathmath Jeehan Saleem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nº:</td>
<td>+960 3316940</td>
</tr>
<tr>
<td>Fax Nº:</td>
<td>+960 3317936</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:saleem@unfpa.org">saleem@unfpa.org</a></td>
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</table>

The deadline for question submission is **06 May 2021 at 4.00 p.m. Maldives Time.** All questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations
Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

a) Proposal, in response to the requirements outlined in the TOR, with evidence submitted in accordance with the technical evaluation criteria
   The documents must be submitted by email address indicated in the section IV
b) Company Profile with copy of company registration
c) Submission of examples/list of previous work in similar capacity, including reference letters
d) Price quotation; **quotation should be submitted in attached form and must** be signed by the bidding company's/institution's relevant authority.

IV. Instructions for submission
Proposals should be prepared based on the guidelines set forth in Section IV and III, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: **Saturday, 15 May 2021 at 4:00 p.m. Maldives Time.** Proposals sent to any other addresses will not be considered.

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Mohamed Haneef</th>
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</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:maldives.office@unfpa.org">maldives.office@unfpa.org</a></td>
</tr>
</tbody>
</table>

Please note the following guidelines for electronic submissions:
- The following reference must be included in the email subject line: **RFQ Nº UNFPA/MDV/RFQ/21/02.** Proposals that do not contain the correct email 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). Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

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 I and in accordance with the evaluation criteria below.

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<tbody>
<tr>
<td>Work plan/time scales given in the proposal and its adequacy to meet the work objectives</td>
<td>100</td>
<td></td>
<td>35%</td>
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<tr>
<td>Prior experience and professional capacity for handling works of this nature (examples of similar services provided, references etc.)</td>
<td>100</td>
<td></td>
<td>35%</td>
<td></td>
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<tr>
<td>Profile of the company and compliance with the requirements</td>
<td>100</td>
<td></td>
<td>30%</td>
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<td><strong>Grand Total All Criteria</strong></td>
<td><strong>300</strong></td>
<td></td>
<td><strong>100%</strong></td>
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The following scoring scale will be used to ensure objective evaluation:

<table>
<thead>
<tr>
<th>Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted</th>
<th>Points out of 100</th>
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<tbody>
<tr>
<td>Significantly exceeds the requirements</td>
<td>90 – 100</td>
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<tr>
<td>Exceeds the requirements</td>
<td>80 – 89</td>
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<tr>
<td>Meets the requirements</td>
<td>70 – 79</td>
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<tr>
<td>Does not meet the requirements or no information provided to assess compliance with the requirements</td>
<td>0</td>
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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 based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

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

**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.

\[
\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}
\]
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 treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

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 Country Office Shadiya Ibrahim at E-mail: maldives.office@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.

XII. 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). English version of the request for quotations prevails.
## PRICE QUOTATION FORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
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Grand Total:

**Vendor’s comment:**
I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDV/RFQ/20/02 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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<tr>
<th>Name and title</th>
<th>Date and place</th>
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Stamp/Seal:
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