



Date: 07 September 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/21/009

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Design and Layout: UNFPA Notebook and Calendar 2022”.

UNFPA requires the provision of graphics design and layout services for the visibility materials for UNFPA Maldives: a professional planner/notebook and desk calendar for 2022. This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

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/Terms of Reference (ToR)

Objectives and scope of the Services

- Background information

UNFPA is the UN leading agency for Reproductive Health and Rights, delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA's Global Strategic Plan 2022-2025 will scale up and accelerate the actions towards achieving the three transformative results of:

1. Reducing unmet need for family planning;
2. Reducing maternal death; and
3. Reducing gender based violence and all harmful practices against women and girls.

UNFPA Maldives country office will be rolling its 7th Country Programme Document (CPD) for 2022-2026 which defines the strategic outputs that UNFPA will prioritize in the Maldives over the next 5 years.

UNFPA will showcase programme priorities and create visibility for the agency as well as further awareness of population issues in the life cycle.

UNFPA is therefore looking for a qualified graphics design firm to design the 2022 UNFPA Calendar and Notebook to be understood by a general audience including policy makers while positioning



UNFPA as the United Nations sexual and reproductive health agency and how it relates to the Maldives and the work we do as a policy advocacy organization.

- Immediate objective(s)

The firm will be required to create the Design and layout of a desk calendar and a professional planner/notebook to convey UNFPA's core messaging in relation to the country program preferably using human photos of different age groups to depict the life cycle. The firm is required to take consented photos from different age groups with gender balance.

Dimensions and specifications are to be decided by the firm in discussion with UNFPA, with the aim of balancing the visibility of UNFPA's messaging and usability of the products for a general audience.

- Outputs / Deliverable(s)

- Design and Layout for a Notebook and desk calendar
- Final Mockup and specifications for printing

- Inputs from UNFPA

- Monitor and facilitate the progress of the assignment;
- Review and provide comments to the deliverables in a timely manner;
- Provide necessary content;
- Provide UNFPA Corporate style guide;
- Provide relevant data;
- Provide timely feedback.

- Timing / Schedule

Approximately 4 weeks between September-October 2021

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>Yusuf Shah Ahmed</i>
Tel N°:	<i>(960) 331 6940</i>
Fax N°:	<i>(960) 331 7936</i>
Email address of contact person:	yuahmed@unfpa.org

The deadline for submission of questions is **Tuesday, 14 September 2021 at 16.00hrs Maldives time**. 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 email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs including:
 - o Brief description of the proposed approach to the design process
 - o Proposed composition of the team that will undertake the assignment with Curriculum vitae of all relevant applicants in the organization
 - o Submission of evidence of any previous work in similar capacity,
 - o (Where applicable) copy of current certificate of registration of the organization/institution
- 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. **Do not include any financial proposals/information within the technical proposal**

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 person indicated below no later than: **Tuesday, 21 September 2021 at 16.00hrs Maldives time.**

Name of contact person at UNFPA:	<i>Mohamed Haneef</i>
Email address of contact person:	haneef@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDV/RFQ/21/009 – Design and Layout: UNFPA Notebook and Calendar 2022.** 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.

V. 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.

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 with duration of 1 month to the Bidder that obtains the lowest-priced technically acceptable offer.



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 Head of office, Shadiya Ibrahim at ibrahim@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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/MDV/RFQ/21/009
Currency of quotation:	MVR
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
Total Contract Price					MVR

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDV/RFQ/21/009 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.

Name and title	Date and place



United Nations Population Fund
Maldives Country Office
3rd Floor, Shinetree Building, Boduthakurufaanu Magu
Maafannu, Male' 20184, Republic of Maldives
Email: maldives.office@unfpa.org
Website: www.unfpa.org

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](#)