Date: [*December, 06, 2021*]

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LBN/RFQ/2021/024

**Developing a National Strategy and its Action Plan to Govern the Persons with Disability situation in Lebanon**

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, UNFPA works to deliver a world where every pregnancy is wanted, every childbirth 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

UNFPA, in collaboration with the Ministry of Social Affairs and UN-ESCWA, invites for ‘Request for Quotation # **UNFPA/LBN/RFQ/024** in order to partner with a NGOs/research/consultancy firm (with legal status) or academic institution (please review the full TORs to make sure we are consistent), to be entrusted with developing a National Strategy and its action plan to govern the persons with disability situation in Lebanon. The Strategy will be informed by a situation analysis and would be developed in a manner where it will be both gender and human rights sensitive. The purpose of the National Strategy is to:

* Support the government to protect and promote the rights of persons with disabilities.
* Provide a framework for the coordination of development partners, governments, and NGOs in building an inclusive and welcoming society; and
* Strengthening the commitment of all stakeholders towards implementing the Convention on the Rights of Persons with Disabilities and other human rights instruments related to disability.
1. To enable you to submit a bid, please read the following attached documents carefully:

Section I: Instructions for submission

Section II: Service Requirements/Terms of Reference (ToR)

Section III: RFQ Forms

Section IV: UNFPA General Conditions of Contract

The proposal shall reach UNFPA’s email inbox of **bids\_lbn@unfpa.org** no later than [**December 16, 2021, at 5:00 PM Beirut Time**].

1. Questions

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Afdokia El Khoury* |
| Email address of contact person: | *elkhoury@unfpa.org* |

The deadline for submission of questions is [***December 13, 2021,* at 5:00 PM Beirut Time**]. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. This letter is not to be construed in any way as an offer to contract with your firm.

Yours sincerely,

Asma Kurdahi

Lebanon Office

**SECTION I: Instructions for submission**

1. **Content of quotations**

Quotations should be submitted in a single e-mail 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.

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: UNFPA/LBN/RFQ/024– [Developing the National Strategy and its Plan of Action to Govern Persons with Disability situation in Lebanon]. 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.
* E-Proposal received after the stipulated date and time and submitted to any other email address than [bids\_lbn@unfpa.org] shall not be accepted under any circumstances.
1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel composed of UNFPA, ESCWA and the Ministry of Social Affairs. 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.

| **Criteria** | [A] Maximum Points | [B]Points attained by Bidder | [C]Weight (%) | [B] x [C] = [D]Total Points |
| --- | --- | --- | --- | --- |
| 1. Technical approach, methodology and level of understanding of the objectives of the project
 | 100 |  | 20% |  |
| 1. Profile of the company and relevance to the Project.
 | 100 |  | 15% |  |
| 1. Professional experience of the staff that will be employed to the project proving demonstrated expertise in capacity development and related processes (CVs, etc.)
 | 100 |  | 15% |  |
| 1. Work plan/time scales given in the proposal and its adequacy to meet the project objectives
 | 100 |  | 20% |  |
| 1. Specific experience and expertise relevant to the assignment
 | 100 |  | 30% |  |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The following scoring scale will be used to ensure objective evaluation:

|  |  |
| --- | --- |
| **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 60 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. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## 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.

|  |
| --- |
| Total score = 60%Technical score + 40% Financial score |

1. **Award Criteria**

UNFPA shall award a [ DEMINIMIS CONTRACT on a fixed-cost basis] to the Bidder that obtains the highest total score.

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, representative’s 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 [Manar Sarsam,Admin/Finance Associate at sarsam@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.

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).

**SECTION II: Terms of Reference (ToR)**

**Developing a National Strategy to Govern the Persons with Disability situation in Lebanon**

**Background**

In 2000, Lebanon adopted Law 220 on the Rights of Disabled Persons (Law 220/2000), several years before the adoption of the Convention on the Rights of Persons with Disabilities (CRPD), which Lebanon has not yet ratified. The law is mainly built around a set of rights integrating citizens with disabilities into social and economic life through employment, transport, and housing quotas, and guarantees of health and educational services.

While Law 220/2000 makes important commitments to the rights of persons with disabilities, and several commitments have been implemented, for example, in the framework of the “Rights and access programme”, others still need to be addressed, especially that this law doesn’t have existing operational decrees that would ensure its full implementation, which makes it a bit outdated, and requires importance revisions and updates.

Since then, the Ministry of Social Affairs (MoSA) in collaboration with various national counterparts, international agencies, the UN system and disabled persons’ organizations have been conducting some research and implementing various interventions and awareness raising about the situation of persons with disabilities in Lebanon. In this regard, and in 2020, in collaboration the United Nations Economic and Social Affairs (UN-ESCWA) and United Nations Population Fund (UNFPA), the Ministry of Social Affairs has developed a comprehensive situation analysis report on persons with disabilities in Lebanon; which sheds the light on the situation of persons with disabilities, the challenges they are facing, the opportunities they have in hand, and a section on recommendations that could support in mainstreaming persons with disabilities in all sectors.

To broaden the national commitment to the rights of persons with disabilities, MOSA is determined to develop a national strategy on disability, which will be developed through a consultative and participatory process. Representatives of concerned ministries and disabled persons’ organizations and various stakeholders will take part in the participatory development process.

In this matter, the Ministry of Social Affairs in collaboration with the UN-ESCWA and UNFPA) will join efforts to develop Lebanon’s first national Strategy on persons with disabilities. The Strategy will be informed by the aforementioned situation analysis and would be developed in a manner where it will be both gender and human rights sensitive. The strategy and its action plan should also be taking into account children and youth as well as older women with disabilities. The purpose of the National Strategy is to

* Support the government to protect and promote the rights of persons with disabilities.
* Provide a framework for the coordination of development partners, governments, and NGOs in building an inclusive and welcoming society; and
* Strengthening the commitment of all stakeholders towards implementing the Convention on the Rights of Persons with Disabilities and other human rights instruments related to disability.

**Purpose of the consultancy**

The purpose of this assignment is to support the process of the development of the first National Strategy on Disability in Lebanon

**Scope of Work**

The scope and focus of the assignment are to provide technical, strategic, and facilitation support to (a) the development of Lebanon’s National Disability Strategy for the years 2022-2030 to be in line with the SDG agenda, and (b) the development of a three-year National Plan of Action for the MoSA on disability (2022-2024).

The Strategy will be the key mechanism for engaging all parties in a systemic reform of disability inclusion in Lebanon. It will provide an over-arching coordinated approach to achieving outcomes from programs, policies, and initiatives. The participatory process that will be followed for developing the National Disability Strategy, and the Strategy itself, will present an excellent opportunity for the government, organizations for persons with disability (OPDs), United Nations agencies, the private sector, and the whole community to work collaboratively, hence improving outcomes for all persons with disabilities. The new Strategy will also enable the Government of Lebanon to meet its obligations under the UNCRPD. It is also an opportunity to identify mechanisms to enhance accountability and improve implementation.

As such, the National Strategy is expected to include:

* A vision based on extensive consultation that consists of an aspirational objective or future statues that guides the direction of disability strategy in Lebanon.
* Outcome areas, as follows, with relevant programs and activities:
	+ Livelihood & inclusive labor
	+ Inclusive and accessible education
	+ Physical and digital accessibility.
	+ Inclusive and equal access to healthcare
	+ Access to art and culture, recreation, leisure, sport, and tourism
	+ Access to justice & legal protection
	+ Political participation and empowerment of OPDs.
	+ Development of national registries, observatory, database
	+ Access to social protection, housing, goods and specialized and community-based services
	+ Governances & coordination
	+ Raising awareness and campaigning,
* an outcome framework with a set of performance indicators to measure progress against the planned outcomes. Clear description of roles and responsibilities of various levels of governments, as well as non-governmental sectors, particularly in service delivery and removing barriers to inclusion and participation of persons with disabilities.
* data collection mechanisms/tracking tools to enable effective monitoring and reporting.
* A systematic Governmental reporting mechanisms of performance that is shared with the public; (for example, issuing a progress report every two years), along with a mid-term review and end strategy evaluation
* An engagement plan that reflects government’s’ commitment to guarantee the full and meaningful participation of OPDs in the planning and monitoring the Strategy implementation
* Approaches to disability workforce development.

The consultant(s) will work closely with a ‘Core Team’ consisting of representative of ESCWA, UNFPA, and the Ministry of Social Affairs. This core team will oversee, manage and facilitate all processes related to the strategy development and review and approve the final products.

***The scope of work for the Consultant will include but not limited to:***

1. Review relevant legislation and policies and make sure to suggest amendments, new policies, procedures, and development of policies, procedures, and allocation of resources to comply with the UN CRPD in the strategy.
2. Hold meetings with relevant ministries and main stakeholders (NGOs, OPDs, UN and donor agencies. Etc.) to review existing policies, plans, programs, and identify strengths and challenges.
3. Review the existing relevant thematic national strategies and associated action plans on issues such as social inclusion, social protection, employment, education, health, transportation, housing, and other social areas to create linkages with the newly developed strategy on disability inclusion.
4. Review social protection measures adopted by MOSA to support persons with disabilities and ensure the inclusion of improved measures in the new national disability strategy.
5. Compare between programs budgets, services provisions, and resources allocated for the provision of institutions-based services vis-à-vis resources allocated to support community support services and inclusion (including personal assistance)
6. Review existing services provided by the MOSA’ Disability Rights and Access Program, and suggest plans to expand the scope, types, and coverage of services provided by this program
7. Review current national coordination mechanisms, mainly the old structure and efficiency of the National Council on Disability and suggest approaches to improve their efficiency and the meaningful and effective participation of OPDs.
8. Review the disability assessment and determination mechanisms and suggest reforming measures to ensure the adoption of a social rather than medical approach to the assessment to respond to individual needs.
9. Hold consultations with the OPDs to assess their access to information, procedures, and services, particularly in relation to social protection benefits, support services and economic empowerment programs.
10. Explore policies, regulations, capacities, and plans of the MoPH in relation to health services provision to people with disabilities. Based on the assessment, suggest strategic directions in relation to diagnosis, prevention, early detection, assessment, early intervention, referral systems, community-based services, etc. Special consideration should be given to the health needs of children, women and girls, and older persons with disabilities.
11. Review inclusive education plans, and programs. Work closely with OPDs and concerned authorities to align current plans with the National Strategy and establish coordinated responses with inputs from relevant ministries and NGOs, under the leadership and funding of the Ministry of Education.
12. Work with concerned authorities to promote the expansion of the education provision to children with disabilities in inclusive settings rather than the MoSA’ institutions
13. Work with the ministry of labor and other relevant authorities and stakeholders to ensure that newly funded initiatives for economic recovery and job creation are fully accessible and adopt specific indicators for inclusion of persons with disabilities
14. Develop plans to improve the role of the national institution for employment and make the Technical, Vocational Education and Training (TVET) and skills development systems more inclusive to persons with disabilities and more responsive to today’s demands in the Labour market.
15. Develop the MoSA’s Plan of Action on disability based on the main strategic direction and approaches identified during the process of the development of the National Strategy on Disability. Consideration should be given to other elements that may exacerbate problems related to disability, such as gender, age, economic status, etc. The action plan should include goals, objectives, measures, targets, achievement indicators, responsible institutions for implementation and monitoring, and timeframe.

***Methodology and process:***

The Consultant (s) will work closely with the Core Team and the thematic committees that will be established to support the strategy development. The methodology will consist of document review, interviews, analysis and synthesis presented in the report, workshop facilitation and strategic plan drafting. The Consultant will first familiarize him/herself thoroughly with the legal and policy framework both at national and international level so as to fully understand the current standards and provisions for disability inclusion. Besides the ESCWA/ UNFPA Disability Situation Analysis report, the following documents could inform the development of the Strategy: the CRPD, the Disability Assessments in Lebanon-Situation Analysis-Report, the draft of the national Strategy on social protection for Lebanon and the OPDs’ position paper on social protection for persons with disability in Lebanon

After the initial document review, the Consultant will develop an analysis framework and work plan to guide the strategic plan development.

S/he will conduct a thorough but focused assessment of governmental and non-governmental structures to identify appropriate strategic options for the 2022-2026 operational period. The evaluation will use the key findings of the situational analysis conducted by ESCWA/ UNFPA & MoSA as well as relevant documents.

The use of participatory processes and the full involvement of OPDs (Organizations of Persons with Disabilities) is mandatory. The strategy development should be stemmed from deep understanding of the implications of a human rights-based or social model of disability inclusion, as provided for in the CRPD. As such, the Consultant (s) will be expected to provide for active and meaningful engagement of all stakeholders from the governmental, civil societies, academia, syndicates…etc.

It is expected that data will be analyzed using a rigorous and transparent analysis framework, summarized and presented back to the Core Team to prioritize the strategic directions. A key aspect of the consultancy is preparation for and facilitation of a strategic planning workshop/s with the Core Team, all thematic committees and key collaborating partners.

All data and the results of the workshop will be consolidated into a draft and finalized strategic document.

**Requirements**

This assignment requires a NGOs/research/consultancy firm (with legal status) or academic institution (please review the full TORs to make sure we are consistent). As academic qualifications, the senior Consultant should have at least a master’s degree in a relevant field in the area of planning, public policy, disability, social work, development studies or any other related field

The ideal team of consultants will have knowledge of and/or proven expertise covering the different focuses of the envisaged National Strategy as described above, in addition to the following:

* + Disability inclusion and/or development
	+ Approaches to the implementation of the UNCRPD
	+ The current global standards on rights of persons with disabilities
	+ Strategic planning document preparation
	+ Participatory approaches in conducting assessments and facilitating strategic planning processes
	+ Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

Skills and Competencies of the senior consultant of the NGOs/research/consultancy firms or academic institution

* + At least 7 years of professional experience
	+ High level written and oral communications skills in English.
	+ Must be result-oriented, exhibiting high levels of tact and integrity;
	+ Members if the team to demonstrate excellent interpersonal and professional skills in interacting with government and development partners.
	+ Skills in facilitation of stakeholder engagements/workshops;
	+ Evidence of having undertaken similar assignments;
	+ Experience in working with governmental and public institutions
	+ Experience in research, policy development, management and programming-related work.

**Expected Deliverables**

The deliverables/tasks are as follow:

The senior Consultant will provide the following deliverables, which will be reviewed and approved by the three involved entities:

* 1. An Inception Report including the methodology on how the Consultant (s) will approach and conduct the work. It will include the suggested work plan, detailed description of the steps to be followed and timeline. This plan will indicate the sequencing and staging of tasks and shall be approved by the Ministry of Social Affairs
	2. Outline of the Disability National Strategy as well as the MoSA Plan of Action documents incorporating vision, goals, objectives, measures with potential sources of funding, targets, achievement indicators, responsible parties for implementation and monitoring at national and local level, and timeline.
	3. Report on the consultation meetings with government and non-government stakeholders at central and local level to get agreement on the proposed National Strategy.
	4. A presentation summarizing the strategy and MoSA’s plan of action
	5. Final draft of the National Strategy and MoSA’ Plan of Action on Persons with Disabilities (both in Arabic and in English) approved and cleared by the Ministry of Social Affairs.
	6. A final consultancy reports summarizing the process adopted for the development of both the National Strategy and MoSA’s action plan, along with the challenges faced and the facilitating factors

**Duration of the assignment**

This consultancy will be carried out between December 2021 and May 2022.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Deliverables** | **Timeline** |
| * Timeline for consultancy
* Inception meetings carried out
* Relevant stakeholders identified
 | * Timeline
* List of identified stakeholders
* 1st progress report
 | 30 December 2021 |
| * Extensive literature review carried out
* Data collection tools developed/finalized
* Stakeholders’ consultation meetings conducted
* Strategy & AP skeleton discussed & approved
 | * Summary of literature review
* Data collection tools
* strategy & AP skeleton submitted
* 2nd progress report
 | 28 February 2022 |
| * 1st draft strategy submitted
 | * 1st draft strategy
* 3rd progress report
 | 15 April 2022 |
| * 2nd draft strategy submitted
* Technical presentation finalized and presented to the counterparts
* Consensus/validation meeting facilitated
* Final strategy submitted
 | * 2nd draft strategy
* PowerPoint presentation
* Final strategy
* Final brief report
 | 31 May 2022 |

**SECTION III: RFQ Forms**

The bidder is required to share:

* Annex A: Bid Submission Form
* Annex B: Bid Identification Form
* Annex C: Company's experiences and work relevant to the required tasks under this TOR
* Annex D: Financial offer
* Annex E: Proposal Quotation Form
* A copy of legal status of the company registration

# Annex A

# Bid Submission Form

*[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

**Date:** *[insert date (as day, month and year) of Bid Submission]*

**RFQ No.:** UNFPA/LBN/RFQ/024– [Developing the National Strategy and its Plan of Action to Govern Persons with Disability situation in Lebanon]

To: Complete name of Purchaser, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/LBN/RFQ/024 and amendments We hereby offer to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this bid for a period of [*Select between 30-90 days depending on the type of good/commodity*] days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We, including any subcontractors or suppliers for any part of the contract, have nationality from countries\_\_\_\_\_\_\_\_ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier; otherwise buyer should delete this text if non-applicable*]

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .............day of ......................................[*year*].

|  |  |
| --- | --- |
| Signature: | ………………………………………………………………[*insert signature of person whose name and capacity are shown]* |
| In the capacity of: | ………………………………………………………………*[insert legal capacity of person signing the Bid Submission Form]* |
| Name: | ………………………………………………………………*[insert complete name of person signing the Bid Submission Form]* |
| Company: | ………………………………………………………………*[insert name of company]* |

# Annex B

#  Bidders Identification Form

RFQ No. UNFPA/LBN/RFQ/024

1. **Organization**

|  |  |
| --- | --- |
| Institution Name |  |
| Address, City, Country ,Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| Areas of expertise  |  |
| A copy of legal status in Lebanon  |  |
| Years providing services to UNFPA/UN |  |
| VAT registration # |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Annex C: Bidder’s Previous Experience

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name and title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |
| Date: |  |

Annex D: PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LBN/RFQ/024 |
| **Currency of quotation :** | USD |
| **Delivery charges based on the following 2010 Incoterm:**  | Choose an item. |
| **Validity of quotation:***(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* Quoted rates must be **inclusive VAT (VAT to be mentioned in LBP)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Daily Rate | Days to be Committed | Total |
| Professional Fees |
| 1 | Inception report writing |  |  |  |  |
| 2 | Literature and desk review |  |  |  |  |
| 3 | Development of tools  |  |  |  |  |
| 4 | Consultative meetings  |  |  |  |  |
| 5 | Strategy and action plan development |  |  |  |  |
| 6 | Validation meeting |  |  |  |  |
| 7 | Other |  |  |  |  |
| ***Total Contract Price***  | $$ |
| ***VAT*** | LBP |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

Annex E: Proposal Quotation Form

The Technical quotation should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information

| **Criteria** |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A-Proposed Approach, Methodology, Timing and Outputs: 20%**Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required. |  |
| **B.1 Your firm’s understanding of the requirements for services and the objective of this project, including assumptions: 10%**Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary. |  |
| **B.2 Brief description of the firm and the firm’s qualifications: 5%**providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services |  |
| **C.1 Proposed Team Structure**: 5%The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid. |  |
| **C.2 Proposed Project Team Members**: 10%attach the curriculum vitae of the senior professional member of the team and members of the proposed team. |  |
| **D.1 Detailed description of your proposed deliverables**. 5% |  |
| **D.2 Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA. 10%** |  |
| **D.3 A list of tasks 5%** |  |
| **E. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples). 30%**Sample of previous work relevant to the required tasks under this TOR |  |

**P.S** Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.

**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. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)