Date: *August 9, 2019*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LBN/RFQ/19/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### Contracting Team Building Services for Lebanon CO Retreat 2019

1. ***Background***

The United Nations Population Fund (UNFPA) known as the United Nations sexual and reproductive health agency, has been working in Lebanon since 1993 with the mission of delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

Since opening its offices in Lebanon, the Country Office (CO) has been working with various implementing partners (IPs) in order to implement Sexual and Reproductive Health and Rights (SRHR), Gender-Based Violence (GBV), and youth and gender empowerment related activities under both development and humanitarian contexts. As part of their work with the IPs, UNFPA CO staff responsibilities fall under coordination, supervision, and monitoring and evaluation of the implemented activities, which requires them to possess essential skills and characteristics to perform these duties.

The UNFPA CO in Lebanon is currently composed of 14 staff members: an Assistant Representative/Head of Office, an Operations unit/team (7), a Reproductive Health team (2), a Gender/GBV team (2), a Population and Development Coordinator, and a Media and Communication Analyst.

***Purpose/Project Description***

UNFPA Lebanon CO is considered to be a relatively small office in comparison with other UN agencies in Lebanon. While the size of the CO office in Lebanon stood at 8-9 staff prior to the Syria crisis, it has relatively increased between 2011 and 2019 (with a peak of around 20 staff in 2014/2015) to be able to respond to the humanitarian operation though it also experienced staff turnover in the past 8 years. Staff are experiencing high levels of stress and overwhelmingness, resulting in miscommunication, and occasional tension due to ineffective coordination and silos.

Thus, UNFPA Lebanon CO is preparing for **a two-day retreat** for its staff and is seeking a reputable company that can provide team building training revolving around various interlinked topics with the aim of **enhancing teamwork and coordination**, **team dynamics**, **self & team motivation**, **effective communication**, **conflict resolution**, **stress management and the principles of the 7 Habits of Highly Effective People**.

***Description of the Required Services***

Under the overall guidance of the UNFPA Head of Office and in coordination with the welfare committee, the selected company will:

1. Conduct a pre-retreat individual and team assessment taking into account the aforementioned aim to prepare for the retreat accordingly;
2. Coordinate an inception meeting with UNFPA Head of Office and welfare committee to better understand the objective and expectations of the retreat and discuss the results of the assessment;
3. Put together the proposed programme for the two-day retreat and share with UNFPA for review/suggestions;
4. Carry out the two-day retreat and share a coaching proposal for post-retreat follow up.
5. Submit a final report with key findings and recommendations

***Milestones, deliverables and progress control***

The selected company will abide by the following progress control:

|  |  |  |  |
| --- | --- | --- | --- |
| ***#*** | ***Milestone*** | ***Deliverables*** | ***Timeline*** |
| 1 | ●   Conduct the individual and team assessment●  1 inception meetings carried out●  Proposed programme finalized based on UNFPA’s input | ●    Results of the assessment shared with concerned UNFPA staff●   Final programme submitted  | 4 September 2019 |
| 2 | ●   2 Follow up meetings with UNFPA focal point, and share the final version of the retreat material●   Carry out the two-day retreat and share the proposed post-retreat follow up | ●   2 follow up meetings carried out and final version of retreat material received (12 September 2019)●   Submission of final retreat report ●   Suggested follow-up proposal approved by UNFPA | 27 September 2019 |

***Duration***

The contract of the service provision is for approximately one month, expected to end on 27 September 2019.

***Qualifications***

The selected company should possess the following qualifications:

* At least 10 years of experience in corporate/agency retreat/coaching;
* Relevant experience/expertise in team building, stress management, effective communication, and conflict resolution;
* Relevant experience in conducting interactive, innovative, social, lively and engaging activities;
* Relevant knowledge on the principles of the “7 Habits of Highly Effective People” is an asset as it may be required in the future.

***Payments Breakdown:***

Payment will be processed as per the aforementioned deliverables.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Rayane Abou Jaoude* |
| Tel Nº: | *+961 70 20 27 21* |
| Fax Nº: | *+961 1 962 581* |
| Email address of contact person: | *aboujaoude@unfpa.org* |

The deadline for submission of questions is August 16, 2019. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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.

1. **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, are to be sent by e-mail to the contact person indicated below no later than **Thursday, August 22, 2019** to **info-lebanon@unfpa.org**.

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/LBN/RFQ/19/003. 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.
1. **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 (at 70%), prior to the evaluation and scoring of price quotations (at 30%). Bidders scoring 42/70 on the technical evaluation will continue for the price evaluation.

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements/TORs listed above 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 |
| --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 20% |  |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives  | 100 |  | 20% |  |
| Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) | 100 |  | 15% |  |
| Specific experience and expertise relevant to the assignment | 100 |  | 30% |  |
| Profile of the company and relevance to the project | 100 |  | 15% |  |
| *Grand Total All Criteria* | 500 |  | 100% |  |

1. **Award Criteria**

UNFPA shall award a Contract for Professional Services with duration of one month to the lowest-priced technically acceptable offer.

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, 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](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 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 Office/Assistant Representative at kurdahi@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of Office/Assistant Representative, 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 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:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LBN/RFQ/19/003 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the**  | N/A |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

 **Annex II – Price list form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff  | Daily Rate | Days to be Committed | Total |
| 1. Professional Fees
 |
| 1.1 | Prepare and conduct an assessment for UN staff |  |  |  |  |
| 1.2 | Conduct two follow up meetings at UNFPA offices |  |  |  |  |
| 1.3 | Develop the retreat programme |  |  |  |  |
| 1.4 | Implement retreat |  |  |  |  |
| 1.5 | Submit a final report and suggest a follow up programme |  |  |  |  |
| *Total Professional Fees* | $$ |
| 1. Out-of-Pocket expenses
 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | $$ |
| ***Total Contract Price*** *(Professional Fees + Out of Pocket Expenses)* | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LBN/RFQ/19/003 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 III: Format of Bidder’s Previous Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description (1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | **Contract Amount** |
| **From** | **To** | **(Currency)** |
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1. Company shall indicate the description of products, services or works provided to their clients. Please indicate relevant contracts.
2. Company shall provide at least three relevant samples of similar activities.

# ANNEX IV: Bidders Identification Form (cont.)

Ref. UNFPA/LBN/RFQ/19/003

1. Company/Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address, Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Business License Number (سجل تجاري) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Legal Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Type of Company: Natural Person [ ]  Co.Ltd. [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Organizational Type: Manufacturer [ ]  Wholesaler [ ]  Trader [ ]  Other: [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Number of Staff to be dedicated to this contract (please attached their CVs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Years working with UN organizations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and UNFPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX V:**

**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)