

United Nations Population
Fund
1-161, Tayuan Diplomatic
Office Building
14 Liangmahe Nanlu
Beijing 100600

May 2nd, 2019

REQUEST FOR PROPOSAL (RFP)

RFP Number UNFPA/CHN/RFP/19/001

For the establishment of a:

CONTRACT FOR PROFESSIONAL SERVICES

In regards to:

SUPPLY/PROVISION OF SERVICES to BEIJING, CHINA

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of research implementation services within planned time frame, using a pre-determined sampling strategy and questionnaire. Your organization is hereby invited to submit your best Technical and Financial Bids for the requested research implementation services. Your Bid could form the basis for a contract for professional services (CPS) between your organization and UNFPA.
2. To enable your organization to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Template of Proposed Contract for Professional Services

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price

information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.

4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than *June 19th, 2019, at 15:00 Beijing time¹*:

- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause [19.3](#) Submission of hard copy Bids, and should reach the following address:

United Nations Population Fund

*1-161 Tayuan Diplomatic Office Building, 14 Liangmahe Nanlu
Beijing 100600
China*

5. Bids received after the stipulated date and time will be rejected.
6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: *Mr. Gaoshan Junjian, National Program Officer, china.office@unfpa.org* no later than *19th May, 2019* and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: *Mr. Gaoshan Junjian, National Program Officer* at email: [*china.office@unfpa.org*].

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](#). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.
10. This letter is not to be construed in any way as an offer to contract with your organization/institution.

Yours sincerely,
<i>[Mr. Gaoshan Junjian],</i> <i>[National Program Officer]</i> UNFPA China
Process reviewed and approved by:
<i>[Mr. Babatunde Ahonsi],</i> <i>[Representative]</i> UNFPA China

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SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. UNFPA's Procurement Services Branch wishes to establish a contract for professional services with a qualified supplier(s) for the provision of data collection in support of UNFPA's *Programmes* located in *China*.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
- 1.3. In the event of UNFPA signing a contract the following shall apply:
 - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, located in China, that wishes to avail itself of such terms, after written consent from UNFPA's Procurement Services Branch
 - 1.3.2. The contract template specified in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested *services* and have legal capacity to deliver in the country, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - 2.3.1. Are, or have been associated in the past, with a organization or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
 - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause [18](#). However, this does not limit the participation of subcontractors in more than one Bid.
 - 2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
 - 2.3.4. The following information must be disclosed in the Bid:
 - 2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary

- country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
- 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
 - 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
- 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
 - 2.4.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.6. Accordingly, any organization that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA
- 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- 2.7.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
 - 2.7.2. All parties to the JV shall be jointly and severally liable; and
 - 2.7.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

3. Cost of Bid

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

4. Fraud and Corruption

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.

- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
 - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - 4.4.4. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 4.4.5. "Obstructive practice" means acts intended to materially impede the exercise of UNFPA's contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
 - 4.4.6. "Unethical practice" means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA's procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. Suppliers, their subsidiaries, agents, intermediaries, and principals must cooperate with UNFPA's Office of Internal Audit and Investigation Services (OIAS), as well as with any other investigations authorized by the Executive Director and with the UNFPA Ethics Officer 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 supplier and submission of all requested documents, 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.

4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)

5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

6. Disclaimer

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder’s Previous Experience
Annex E:	Checklist on UNFPA General Conditions of Contract
Annex F:	Price Schedule Form
Annex G:	Joint Venture Partner Information Form
Annex H:	Bank Guarantee for Advance Payment
Annex I:	Performance Security
Annex J:	Checklist of Bid Forms
Section VII:	Template of Proposed Contract for Professional Services

- 7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.
- 7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.
- 7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

8. Clarifications of Bidding document

- 8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

[Gaoshan Junjian, National Program Officer, china.office@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than [15th May, 2019], at [15:00 Beijing time]².

- 8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org)
- 8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

- 9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.
- 9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.
- 9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

² <http://www.timeanddate.com/worldclock/city.html?n=69>

C. PREPARATION OF BIDS

10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English with Chinese language documents attached as references if necessary.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices

11.1. All prices shall be in US dollars (USD), and payment will be in Chinese Yuan (CNY) based on UN exchange rate.

11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

12. Conversion to single currency

12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

13. Most favored pricing

13.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

14. Validity of Bids

14.1. Bids must remain valid for *90 calendar days* after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

15. Documents establishing eligibility and conformity to Bid documents

15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 16.1.8 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

16. Technical Bid

16.1. Documents establishing the eligibility of the Technical Bid:

- 16.1.1. Completed and signed Bid Submission Form; [Section VI – Annex B: Bid Submission Form](#) in PDF format.
- 16.1.2. Completed Bidder Identification Form; [Section VI – Annex C: Bidder Identification Form](#) in PDF format.
- 16.1.3. Completed Bidder's Previous Experience; [Section VI – Annex D: Bidder's Previous Experience](#) in PDF format.
- 16.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in [Section II – Annex A: Instructions for Preparing Technical Bid](#) in PDF format
- 16.1.5. Completed and signed Checklist on General Conditions of Contracts; [Section VI – Annex E: Checklist on UNFPA General Conditions of Contract](#) in PDF format.
- 16.1.6. Supporting documents/information per the Supplier Qualification Requirements; SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 16.1.7. Completed Joint Venture Partner Information Form; [Section VI – Annex G: Joint Venture Partner information form](#) in PDF format.
- 16.1.8. Copy of last three years of audited financial statements.

17. Financial Bid

17.1. Bidders must complete the Price Schedule Form in accordance to [Section VI – Annex F: Price Schedule Form](#) – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.

17.2. Please consider the following information when completing the Price Schedule Form:

- 17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in [Section VI – Annex F: Price Schedule Form](#) Bidders are required to provide separate figures for each of the steps for each item.
- 17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
- 17.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
- 17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

18. Partial Bids

18.1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

19. Submission, sealing, and marking of Bids

19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

19.2. UNFPA provides methods of Bid submission:

19.2.1. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause [19.3](#)

19.3. Submission of hard copy Bids

19.3.1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

19.3.2. Marking of hard copy Bids

19.3.2.1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND
1-161, Tayuan Diplomatic Office Building
14 Liangmahe Nanlu
Beijing 100600
China
UNFPA/CHN/RFP/19/001, Organization Name
Attention: [Gaoshan Junjian]
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

19.3.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

19.3.2.3. The **inner envelopes** must be clearly marked with:

UNITED NATIONS POPULATION FUND
1-161, Tayuan Diplomatic Office Building
14 Liangmahe Nanlu
Beijing 100600
China
UNFPA/CHN/RFP/19/001, Organization Name
Attention: Gaoshan Junjian
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

20. Deadline for submission of Bid and late Bids

- 20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier organization and any other technical issues which are not within the control of UNFPA.

21. Modification and withdrawal of Bids

- 21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause [19](#) - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL". Any revision to the Bid must be received by the deadline.
- 21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

22. Storage of Bids

- 22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA's RFP.

E. BID OPENING AND EVALUATION

23. Bid opening

- 23.1. UNFPA will conduct an internal Bid opening on 20th June, 2019 at [11:00 Beijing time]³ at the office of 1-161 Tayuan Diplomatic Building.
- 23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

24. Clarification of Bids

- 24.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

25. Preliminary examination of Bids

- 25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 25.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - 25.3.1. Affects in any substantial way the scope, quality, or services specified; or
 - 25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or

³ <http://www.timeanddate.com/worldclock/city.html?n=69>

25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

25.4. UNFPA considers material deviations to include, but not be limited to the following:

25.4.1. During preliminary examination of Bids

25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;

25.4.1.2. The Bidder indicates in the Bid that they do not accept important contract conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;

25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.

25.4.1.4. Non-eligibility of the Bidder;

25.4.1.5. Financial information is included in the Technical Bid.

25.4.2. During technical evaluation of Bids and qualification of Bidders:

25.4.2.1. Bids do not reach the minimum threshold on technical score.

25.4.2.2. The Bidder does not meet the minimum conditions for qualification.

25.4.3. During Financial evaluation of Bids:

25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3

25.4.3.2. Required price components are missing;

25.4.3.3. The Bidder offers less quantity than what is required

25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

26. Non-conformities, errors, and omissions

26.1. Provided that a Bid is substantially responsive:

26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

26.1.3. UNFPA shall correct arithmetical errors on the following basis:

- 26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
- 26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

27. Evaluation of Bids

- 27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
- 27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 27.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of contract award shall not be disclosed to Bidders or any other person not officially concerned with such process until the contract award is published.
- 27.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or contract award decisions may result in the rejection of its Bid.
- 27.5. Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

28. Technical evaluation

- 28.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

Criteria	[A] Maximum Points	[B] Points attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
Area 1: Technical approach and methodology	100		20%	
1.1 The bidder understands the scope and the technical aspects of the task.	25			
1.2 The bidder's approach and methodologies for data collection, data analysis and report writing are technically strong, realistic and implementable.	25			
1.3 The proposal has fully taken into consideration the limitation and challenges of the current situations and proposed concrete actions as counter-measures	25			
1.4 The bidder has already taken into consideration the global and national level landscapes, including stakeholders, researches and policies. Therefore, the proposal is well situated to fill the gap and advance the current work.	25			
Subtotal for Area 1				
Area 2 Implementation (work) plan and management plan	100		20%	
1. The bidder understands the dynamics of the partners.	20			
2. The bidder has concrete and detailed plans, including but not limited to timeline, milestones, division of labor, to ensure the plan delivers on time with high quality.	40			

3. The bidder has plans for potential risk mitigations	20			
4. The work load proposed by the bidder could be realistically managed by the bidder's team	20			
Subtotal for Area 2				
Area 3: Specific experience and expertise relevant to the scope of services	100		20%	
1. The bidder has proven experience on issues related to youth sexual and reproductive health.	25			
2. The bidder has experience of conducting national level large scale surveys;	15			
3. The bidder has good experience of conducting school based surveys and good experience of conducting surveys on culturally sensitive topics;	25			
4. The bidder has significant experience of working on government (In particular health and education authorities) supported researches both at national and provincial levels	20			
5. The bidder has good English and Chinese communication skills	15			
Subtotal for Area 3				
Area 4: Track record/Quality Programme of the Organization	100		20%	
1. The bidder has good track record of submitting high quality deliverable on time	50			
2. The bidder has good track record of being responsive and responsible during the process	50			

Subtotal for Area 4				
Area 5: Organization and staffing	100		20%	
1. The bidder has a diverse team, with members from different backgrounds, preferably in public health, statistics, gender, implementation research, and communications;	50			
2. The bidder's team has the capacity to deliver the results	50			
Subtotal for Area 5				
GRAND TOTAL ALL CRITERIA	500		100%	

28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

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	60 – 79
Partially meets the requirements	1 – 59
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Supplier qualification requirements

28.3. The responses from the Bidders compared to [Section VI – Annex C: Bidder Identification Form](#) and [Section VI – Annex D: Bidder's Previous Experience](#) of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
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1	Legal and regulatory requirements	UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)	
2	Bidder is established as an organization and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		
4	Financial stability (will be assessed on basis of the last three audit reports)		
5	Bidder is experienced and technically capable of delivering the services		

28.4. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the services satisfactorily before deciding on award.

28.5. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

29. Financial evaluation

29.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 0. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

29.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX F: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$

30. Total score

30.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

$$\text{Total Score} = [70\%] \text{ Technical Score} + [30\%] \text{ Financial Score}$$

F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

31. Award of Contract

31.1. UNFPA intends to award a Contract for Professional Services to the Bidder that obtains the highest combined score of the Technical and Financial evaluation.

31.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

32. Rejection of Bids and annulments

32.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA's perspective is not in a position to deliver pursuant to the contract.

32.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

32.3. Bidders waive all rights to appeal against the decision made by UNFPA.

33. Right to vary requirements and to negotiate at time of award

33.1. At the time of award of the Contract for Professional Services UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

33.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.

33.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

33.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

34. Signing of the Contract

34.1. The procurement official will send the successful Bidder the Contract for Professional Services, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the Bid/ Contract only after both parties sign the contract.

34.2. UNFPA reserves the right to discontinue the contract if the supplier's performance is not satisfactory to UNFPA.

35. Publication of Contract Award

35.1. UNFPA will publish the following contract award information on United Nations Global Marketplace <http://www.ungm.org>, unless it is deemed to be in the interest of UNFPA no to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

36. Payment Provisions

36.1. UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

37. Bid protest

37.1. Any Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of contract may lodge a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the supplier within 10 calendar days, if required, advise the Bidder on further recourse.

37.2. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the Representative of UNFPA China, Mr. Babatunde Ahonsi at bahonsi@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 of the Procurement Services Branch at procurement@unfpa.org.

38. Documents establishing sustainability efforts of the Bidder

38.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>), or by contacting Procurement Services Branch at

procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.

SECTION II: TERMS OF REFERENCE (TOR)



Terms of Reference

For implementing and completing the 2nd National Youth Reproductive Health Survey in China

Background

The transition from childhood into adulthood exposes young people to rapid physical, cognitive and social changes. It is a time in which young people (10-24 years) start gaining independence from their caregivers, build peer relationships, manifest self-esteem and make important choices related to academics and career paths. Sexual and reproductive health is inherently part of this transition and can have a significant impact on young people's lives and their future.

The UN Sustainable Development Goals endorsed by member states put 'Universal Access to Sexual and Reproductive Health and Rights' as one of the priorities on the agenda, including access to sexual and reproductive health and rights (SRHR) services and information for young people. The International Conference on Population and Development Program of Actions emphasized that individual human rights and dignity, including SRHR, are central to eradicating poverty and a key component to achieving sustainable social, economic development and environmental protection. These international agreements are also in line with China's National Development Plans, for example Healthy 2030 Strategy, China Women's Development Plan, China Youth Mid and Long Term Development Plan, where ensuring young people's sexual and reproductive health and rights are explicitly stated.

However, when looking into the adolescent sexual and reproductive health and rights (ASRHR) issue in China, the situation is concerning. Youth are contributing a big proportion of 9 million abortions every year; comprehensive sexuality education is still not available in school; and free family planning services are only provided to married couples in many provinces, young people face barriers to access free contraceptives and counselling service.

In order to generate evidences to support policy advocacy on ASRHR in China. In 2009, UNFPA-UN's lead agency on sexual and reproductive health and rights, collaborated with the Office of the State Council National Working Committee for Women and Children (NWCCW) and the Institute of Population Research of Peking University (PKU) to conduct the NWCCW/UNFPA joint study on youth (15-24 years) access to reproductive health in China. A mixed-method research design was utilized to produce national findings on sexual and reproductive health for unmarried youth, including in- and out-of-school youth. The report of the research is attached as annex to this terms of reference.

It was one of the first national surveys on this topic and the results have been extensively used by the media, UN agencies, NGOs and other organizations in China for informing programming and planning. The findings were also utilized by the National Working Committee for Women and Children (NWCCW) to inform the Program of Action for the Development of Chinese Women and the government's Program of Action for the Development of Chinese Children (2011-2020).

Ten years have passed since the completion of the 2009 NWCCW/ UNFPA joint research on ASRHR. China's social and economic development have advanced significantly. Many indicators show that youth are living a better life, in terms of their access to health services and education. However, at national level, there is very few representative and good quality data on the status of ASRHR, jeopardizing the collective efforts in developing evidence based policies and effective interventions to improve the status quo.

Therefore, UNFPA and National Health Commission are planning to conduct the 2nd National Youth Reproductive Health Survey in China. In October 2018, UNFPA has commissioned Shanghai Institute for Planned Parenthood Research (SIPPR) to develop sampling strategy and questionnaire and conduct desk reviews, including policy review, instruments review and evidence review for the 2nd National Survey. The sampling strategy and questionnaire are finalized based on rounds of consultations among the technical expert group and relevant academic institutes and survey target group has been agreed to be youths aged 13-24. It is planned according to the Sampling Strategy that 25,611 youth will be surveyed from 24 counties for school aged adolescents, university students and out-of-school youths. Both married and unmarried youth will be surveyed. The 2nd National Youth Reproductive Health Survey in China sampling strategy is in line with 2009 Youth Survey sampling strategy, thus it will allow the results to be comparable.

In this regard, UNFPA is looking for a capable institution or a consortium of institutions led by an institution that has strong technical expertise and experience to conduct the Survey including data collection, data processing, data analysis and report writing within the planned time frame, following the sampling strategy and using the questionnaire developed by SIPPR and agreed by UNFPA and National Health Commission (NHC).

Purpose of the Assignment

Under the overall guidance of the Survey Steering Committee to conduct the 2nd National Youth Reproductive Health Survey in China including data collection, data processing and analysis and report writing, based on the sampling strategy and using the questionnaire developed by SIPPR and agreed by UNFPA and NHC.

Deliverables

1. Detailed survey plan with key deliverables and timelines in consultation with the Survey Steering Committee.
2. Field data collection plan and report with high response rates submitted to the Steering Committee.
3. High quality raw data collected and cleaned, using the sampling strategy and questionnaire developed by SIPPR and agreed by UNFPA and NHC;

4. Activity Report which outlines the process of data collection submitted to UNFPA and NHC;
5. Brief data analysis report, including descriptive tabulations and analysis of associations between influencing factors and ASRHR outcomes;
6. Survey main report of the 2nd National Youth Reproductive Health Survey in China in both English and Chinese versions, with comments from the Expert Group and the Steering Committee incorporated, and agreed by UNFPA and NHC. The final report should analyze policy implications based on the detailed data results.

Scope of work

Preparation phase:

1. To meet with NHC, UNFPA, SIPPR and technical expert group on understanding the questionnaire and sampling strategy;
2. To refine the implementation plan for data collection in consultation with the Steering Committee and Technical Expert Group including time arrangements, travel arrangements, quality assurance strategy, and risk mitigation plan. Activities to be conducted should include but not restricted to conducting a consultation meeting for the implementation plan among technical experts and researchers who have large scale research experience. Please note that the implementation plan should be included as part of the proposal to submit to UNFPA for the bidding process, including proposed access to schools for interviewing students.
3. To work with National Health Commission on notifying local health commissions, education bureaus and relevant parties to prepare for the Survey data collection;
4. To recruit and train a group of highly responsible and detail oriented interviewers for data collection. In particular, both qualitative and quantitative interviewers are needed to collect qualitative and quantitative data in the field.
5. To develop 2nd National Youth Reproductive Health Survey in China questionnaire e- modules, so that interviewers can use their phones/pads/computers for data collection;
6. To arrange the travels for interviewers in partnership with local government agencies;

Data collection implementation phase:

1. To collect data using the questionnaire developed by SIPPR at the localities and among the target population that are selected using the sampling strategy developed by SIPPR;
2. To regularly report to the Steering Committee about the progress, challenges encountered, and proposed solutions;
3. To conduct timely quality assurance activities, including missions to research sites.

Data analysis phase

1. To clean the raw data and produce a clean dataset;
2. Data processing and editing
3. To produce a general descriptive tabulation of statistics for each question;

4. To develop an activity report, outlining the process of data collection;
5. To conduct a review meeting with the Steering Committee members and Technical Expert Group members to join, and report on the data collection process and the results.
6. To conduct data analysis based on the data collected, including the associations between influencing factors and ASRHR outcomes.
7. To conduct 2-3 consultations for data analysis among the Expert Group members
8. To produce a detailed data analysis report

Policy report writing phase

1. To draft the survey report based on the data analysis
2. To conduct consultations on the draft report among the Expert Group members
3. To finalize the report based on the comments received from experts and submit to UNFPA and NHC
4. To develop a brief of the survey report

Time arrangement

1. July, 2019: Preparation phase. Activities are outlined in the ‘Scope of work’ section;
2. August- November, 2019: Implementation phase.
3. December, 2019- Jan, 2020: Data analysis phase
4. Jan- March, 2020: Report writing phase

Requirements

1. The assignment should be undertaken by an institute or a consortium of institutions led by an institution, not an individual. The team to undertake the assignment could be a group of researchers from multiple institutes
2. The institute should have proven expertise on issues related to youth sexual and reproductive health.
3. Good track record of conducting national level large scale surveys and with necessary technical experts for data collection, data entry, data processing, data analysis and report writing;
4. Good experience of conducting school based surveys and good experience of conducting surveys on culturally sensitive topics;
5. Ability to secure government support from health and education sectors for planning and conducting of the Survey both at national and provincial levels
6. Excellent communication in English (speaking, writing, listening and reading);
7. A diverse team, with members from different backgrounds, preferably in public health, statistics, gender, implementation research, and communications;
8. Significant experience of working with government institutes, both at national and local levels;

Annex

1. Questionnaire of the 2nd National Youth Reproductive Health Survey in China (By Request Only, please send email to china.office@unfpa.org and copy gaoshan@unfpa.org to request the most updated questionnaire)
2. Sampling Strategy of the 2nd National Youth Reproductive Health Survey in China (Attached as Annex)

2nd China National Youth Reproductive Health Survey in China

Sampling Strategies for Quantitative Research

Summary

The target population in the 2nd China National Survey was defined as Youth aged 13~24 years old in China, unmarried and married. The target population is composed of youth with different types, different ages, different marital status, from both rural and urban in different levels of economic development areas.

Considering the resource scenarios are probably different among the diverse group of individuals, to get the practical and affordable policy and action options on SRH package, a national representative sample is needed.

We suppose that different types of youth, like students and out-of-school youth, are likely to have different uppermost needs on SRH information and services and prefer to different approaches to access them, so different types of youth aged of 13~24 years will be recruited in the study.

Youth will be stratified into three subpopulations: a) school aged adolescents; b) college students; c) out-of-school youth. To compare to 2009 UNFPA China Youth Survey, we adopt the similar sampling strategies that used in 2009 survey. We used multiple-stage probability proportional to get a national representative data, the sample size is 25,611.



1. Sampling principle

To compare to 2009 National Youth Survey, we adopted the similar sampling strategies that used in 2009 survey, including the sample size, sampling framework and sampling sites, and updated the estimated parameters according to the National Bureau of Statistics.

The scientific nature and operability of the sampling strategies are listed as below:

- 1) Sampling from different levels of economic development regions,
- 2) Sampling from different levels and sizes of cities,
- 3) Sampling from both rural and urban areas,
- 4) Sampling from different types, levels and characteristics of schools,
- 5) Sampling from different types and spatial distributions of industries,
- 6) Sampling in a more economically cost-effective way.

The purpose of the 2019 National Youth Reproductive Health Survey in China is to research on the national data on the Youth aged 13~24 years old. The sampling principles can guarantee a national representative sample, and cities from different areas, different levels of economic development regions, different culture and different sizes have chances to be sampled. The results are less biased.

2. Target population

- 1) Youth living in all the provinces of China, except Tibet, Hong Kong SAR, Macau SAR and Taiwan.
- 2) Youth aged 13~24 years old.
- 3) Both married and unmarried youth.

The age ranges widely in the target population with diverse groups of individuals. Most of the Youth in this age range are students, including middle school students, vocational students and college students, hence the target population can be grouped as students and non-students (out-of-school youth). Students include lodging students and non-lodging students according to their living status, and out-of-school youth is composed of residents and migrants according to their mobility status. Each group has its specific life styles and features. The sampling strategies should include all the types of groups, and sampling plan and detailed proposals should be developed based on the different types of Youth.

Considering the types of participants and main places for activities, we followed the same rules that used in 2009 survey.

The basic sampling unit in our sampling plan is family household (sampling out-of-school youth) and school (sampling students living in junior middle schools, senior middle schools, and universities/colleges), as illustrated in Figure 1. Theoretically, the sampling plan can cover all the youth, the sampled participants include residents and migrants, students and out-of-school youth, urban and rural youth, males and females.

Hence, the target population is composed of three subpopulations: a) school aged adolescents; b) college students; c) out-of-school youth. The first subpopulation is school aged adolescents, the population includes the students of junior high schools, senior high schools, and vocational schools. The second subpopulation is college student, the population includes college students, undergraduate students and graduate students. The third subpopulation is out-of-school youth, the population is composed by all the youths who are out of school, including employed and unemployed youth.

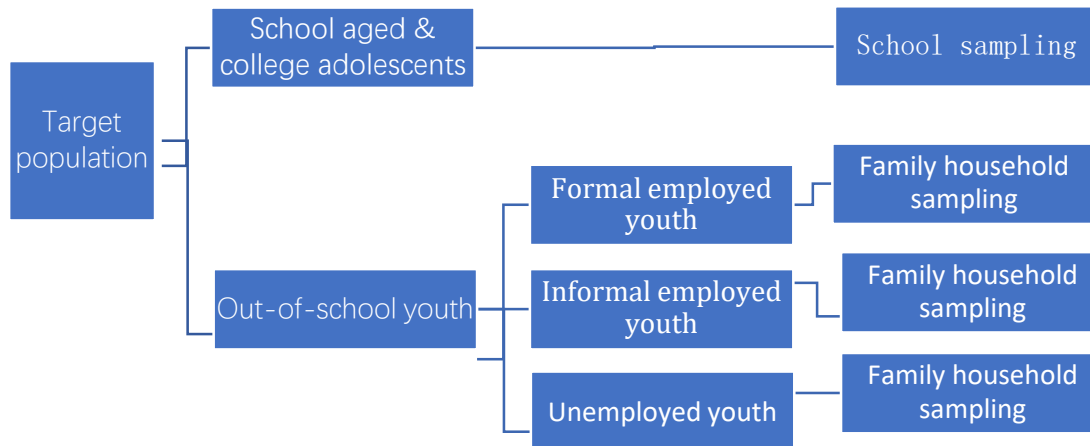


Figure1. The types of the target population and sampling strategies.

3. Sample size

The sample size for 2019 National Youth Reproductive Health Survey in China is 25,611. We estimated the sample size using the formula $n = DE * 1.96^2 * P * (1-P) / d^2$ with four parameters as listed below:

- 1) Prevalence. Considering that the age ranges widely among adolescents and youth, we chose the prevalence of experiencing childhood sexual abuse as our key indicator to compute the sample size. According to existing evidence in China^{4,5}, the prevalence ranged from 22.2% to 27.5%, we set P=25%.
- 2) Precision. We set relative error as less than 3%, hence the absolute error is less than 0.75%.
- 3) Alpha level. We set $\alpha=0.05$ at two-tailed, hence $\mu=1.96$.
- 4) Design effect(DE). We set DE=2 as most studies did.

4. Sampling method

⁴ Tang K, Qu X, Li C, Tan S. Childhood sexual abuse, risky sexual behaviors and adverse reproductive health outcomes among Chinese college students. *Child Abuse Negl.* 2018;84:123-130. doi: 10.1016/j.chiabu.2018.07.038.

⁵ Sun H, Zhao D, Yuan T, et al. A Retrospective Survey in Child Sexual Abuse and Its Correlation to the Psychiatric Disorder Among Collegian. *Chinese Journal of School Health.* 2010, 31(11):1296-1298.



We used multiple-stage probability proportional to get a national representative data. There are three sampling methods for the three subpopulations, as discussed in Table1.

Table1. Sampling methods

Stage	Sampling unit		
	School aged adolescents	College students	Out-of-school youth
1	Totally, 28 counties will be sampled from the whole 2870 counties in Mainland China.	The provinces that 28 units belong to*	Totally, 28 counties will be sampled from the whole 2870 counties in Mainland China.
2	In each select county, 4 junior high schools, 2 senior high schools and 1 vocational school will be sampled.	In each select province, the universities were divided into 3 levels, and 1 university in each level will be sampled.	In each select county, 4 neighborhood committees and 4 village committees will be sampled.
3	In each select school, 2 classes will be sampled, 1 from first grade and 1 from second grade.	In each select school, 1 class will be sampled in each grade.	In each select committee, 19 households will be sampled.
4	All the students in the selected classes.	All the students in the selected classes.	All the out-of-school youth aged 13~24 in the selected households.

5. Sampling units and sampling frame

(1) School aged adolescents

Sampling stage 1, the primary sampling unit (PSU) in sampling stage 1 is county(district). There are 2870 counties(districts) in mainland China according to 2010 China national census data. We will classify those counties(districts) by the population size and GDP per capita, then select 28 counties(districts) randomly.

Sampling stage 2, the second sampling unit (SSU) in sampling stage 2 is school. The investigators will collect the 2019 school data in the selected counties(districts), the information includes the newest school list, the school type and school scale. The investigators then will select the schools using PPS method according the school data provided by local education authorities. In each selected county(district), we suggest to selected 4 junior high schools, 2 senior high schools and 1 vocational school considering the distribution of the school aged adolescents.



As stated before, we suggest the investigators to gather the 2019 school data from local education authorities. Because the prevalences of new establishment and shut down of schools are very common, the information listed in the website of Ministry of Education is out of date according the experience of Chinese General Social Survey (CGSS) conducted by Renmin University of China. Hence the student survey weight calculation will be based on the information provided by local education authorities, not by Ministry of Education.

Sampling stage 3, the third sampling unit (TSU) in sampling stage 3 is class. The investigators will sample the number of classes using random digits table.

Sampling stage 4, all the students in the selected classes who show up at the survey day will be recruited for the survey.

(2) College students:

Given that the universities are uneven distributed in the cities of the provinces, and the universities located in the PSU might not be representative, we suggest the investigators sample the universities in provincial level. Hence, the universities will be sampled at the provinces that selected counties(districts) belong to in Sampling stage 1.

Sampling stage 2, the SSU in sampling stage 2 is also school. The investigators will collect the 2019 school data in the selected counties(districts), the information includes the newest school list, the school type and school scale. The investigators then divide the universities into 3 stratifications, select 1 university in each stratification using PPS method according the school data provided by local education authorities. In each selected province, we suggest to selected 3 universities.

Given that the data on university are relatively stable, the investigators also can query data from Ministry of Education, as well as from local education authorities.

Sampling stage 3, the TSU in sampling stage 3 is class. The investigators sample the number of classes using random digits table.

Sampling stage 4, all the students in the selected classes who show up at the survey day will be recruited for the survey.

(3) Out-of-school youth

Sampling stage 1, the PSU in sampling stage 1 is county(district). We will use the 28 PSU sampled for school aged adolescents.

Sampling stage 2, the SSU is village(neighborhood) committee. The investigators need to select the information of the list of villages(neighborhood) and its youth population (16~24 years) scale, then sample 4 village committees and 4 neighborhood committees in each select PSU.

Sampling stage 3, the TSU is household. The investigators will sample the household with equal probabilities. The house number will be sorted and 19 households will be sampled.

Sampling stage 4, all the out-of-school youth aged 13~24 will be recruited for the survey. The number of households could be increased if the investigators could not recruit enough out-of-school youth. The suggested number of different types of adolescents and youth is listed in Table 2.



(4) Proportion of different types of adolescents and youth

On average, the investigators need to recruit 915 in each PSU. We listed the suggested number of different types of adolescents and youth, as listed in Table 2, according to existing evidence.

Table 2 Proportion of different types of adolescents and youth

Age group	Suggested number	Normal school	Vocational school	Out-of-school youth
13~15 years	230	230(100%)	0(0%)	0(0%)
16~18 years	230	122(53%)	80(35%)	28(12%)
19~22 years	305	140(46%)	0(0%)	165(54%)
23~24 years *	150	6(4%)	0(0%)	144(96%)

*The number of college students aged 23~24 is very small, those youth might be graduate students, hence those youth might be combined with college students aged 19~22.

6. List of 28 PSUs

Table 3 List of crude PSU

Province	City	County	Level
Beijing	Beijing	Chaoyang	District
Hebei	Tangshan	Fengnan	District
Shanxi	Yuncheng	Wanrong	County
Inner Mongolia	Tongliao	Kezuohouqi	County
Guangdong	Shenzhen	Futian	District
Heilongjiang	Qitaihe	Boli	County
Heilongjiang	Haerbin	Shuangcheng	County
Shanghai	Shanghai	Mianhang	District
Shanghai	Shanghai	Chongming	County
Jiangsu	Nanjing	Liuhe	District
Fujian	Fuzhou	Yongtai	County
Jiangxi	Ganzhou	Xingguo	County
Henan	Zhoukou	Dancheng	County
Hunan	Huaihua	Zhongfang	County
Guangdong	Shantou	Chaonan	District
Hianan	Haikou	Xiuying	District
Sichuan	Leshan	Wutongqiao	District
Guizhou	Zunyi	HonghuaGang	District
Yunnan	Dli	Jianchuan	County
Anhui	Xuncheng	Jixi	County
Hubei	Xiangfan	Yicheng	County
Chongqing	Chongqing	Fuling	District
Gansu	Lanzhou	Yuzhong	County
Shanxi	Yanan	Yichuan	County



Xinjiang	Kashgar	Yingjisha	County
Guangxi	Liuzhou	Sanjiang	County
Zhejiang	Wenzhou	Lucheng	District
Zhejiang	Hangzhou	Jianggan	District

Note: The PSUs are crude and could be added or removed considering the feasibility and budget in the investigation.



SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

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

1. Brief description of the firm and the firm's qualifications: 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.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: 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.
3. Proposed Approach, Methodology, Timing and Outputs: 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.
4. Proposed Team Structure: 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.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16

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.



SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

Provision of Services		English
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SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

CONTRACT FOR PROFESSIONAL SERVICES RATES	The rates charged for the services performed shall not be adjustable.
GOODS AND SERVICES DEFINED	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p>
KEY PERFORMANCE INDICATORS	<p>Successful Bidder's performance will be monitored and evaluated by UNFPA on a [half-yearly] basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Goods:</p> <ul style="list-style-type: none"> • Adherence to specifications, including quality and quantity • Overall communication and responsiveness, e.g., <ul style="list-style-type: none"> - Timely acknowledgement and processing of queries, RFQ, PO - Proactively updating delivery information with UNFPA, including UNFPA's order tracking system (ETD, ETA, ATD, ATA, inspection dates etc.). - In case of delivery delay, proactively communicating with buyers on mitigation measures <p>Services:</p> <ul style="list-style-type: none"> • Expected output achieved • Satisfactory level of quality and technical competence • Effective and timely communication and professionalism <p>Goods and Services:</p> <ul style="list-style-type: none"> • Timely delivery of goods and services based on client requirements • Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) • Effective and timely communication and documents handling • Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions)



	Key performance indicators may be modified and/or added during the validity of this contract.
PAYMENT TERMS	<p>UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>
REPORTING	Selected institution will be reporting to the Deputy Representative of UNFPA China, and the National Program Officer of UNFPA China

SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements

1.1. This will be judged based on the checklist on UNFPA General Conditions of Contracts that will be submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the UNFPA General Conditions of Contracts: Provision of Services. (For this, use SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT)

2. Legal status of the Bidder

2.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a organization and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)

3. Bidder’s eligibility



3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. ([Section VI – Annex B: Bid Submission Form](#))

- Listed as suspended or removed by the United Nations Procurement Division (UNPD);
- Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
- Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

4. Financial stability

4.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.

Financial Ratio	2015	2016	2017	2018	2019
Current ratio					
Quick ratio					
Debt ratio					
.....					

4.2. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.

4.3. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

5. Experience and Technical Capacity

- Organization’s managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period
-



SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

Description		Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder's Previous Experience	Mandatory	PDF
Annex E:	Checklist on UNFPA Conditions of Contract	Mandatory	PDF
Annex F:	Price Schedule Form	Mandatory	PDF & Excel
Annex G:	Joint Venture Partner Information Form	Mandatory	PDF
Annex J:	Checklist of Bid Forms	Not Applicable	Not Applicable



SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

To: UNFPA China	Date:
<i>[Mr. Gaoshan Junjian], National Program Officer</i>	Email: <i>[china.office@unfpa.org]</i>
From: <i>[Insert Organization Name]</i>	
<i>[Insert Contact person from Organization]</i>	
<i>[Insert Telephone number]</i>	
<i>Insert E-mail address of contact person]</i>	
<i>[Insert Postal address of Organization]</i>	
Subject: UNFPA/CHN/RFP/19/001	

<input type="checkbox"/>	YES, we intend to submit a bid in response to the above mentioned RFP.
<input type="checkbox"/>	NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated
- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

<input type="checkbox"/>	YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
<input type="checkbox"/>	No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

Name:	E-mail:
Post Title:	Telephone



SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA

[1-161 Tayuan Diplomatic Office Building, 14 Liangmahe Nanlu, Beijing 100600, China]

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/CHN/RFP/19/001, hereby offers to provide the services , in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

We agree to abide by this Bid for a period of *90 days* from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received, and that a binding contract would result only after final negotiations and award of a Contract for Professional Services is concluded on the basis of the Technical and Financial Bids.

We have no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3.

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 Section I: Instructions to Bidders clause 2.4.

Best regards

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Organization:	
Telephone:	
Email:	



SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/CHN/RFP/19/001,

1. Organizational Information	
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 (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification	
International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to Bid)	

3. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	



4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Organization:	
Telephone:	
Email:	



SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

Order No. & Date	Description ⁶	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:		Countersigned by and stamp of Chartered Accountant	
Name and title:		Name and title:	
Name of Organization:		Name of Organization:	
Telephone:		Telephone:	
Email:		Email:	
Date:		Date:	

[Countersignature by chartered accountant should be included if procurement expenditure is estimated to surpass the USD 100,000 annual threshold.]

⁶ Please indicate relevant contracts to the one requested in the RFP.



SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT

Complete and submit this document as part of the Technical Proposal.

Criterion	Response from the Bidder
Bidder reviewed the original RFP UNFPA/CHN/RFP/19/001 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids?	
Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/CHN/RFP/19/001 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders? (if your answer is other than YES fill in the table below)	

Original term/condition per RFP UNFPA//CHN/RFP/19/001 and the subsequent revisions	Proposed deviation (alternate clause), if any, by the Bidder	Reason for proposing alternate clause

Special Note: If Bidder proposes any deviations from the Terms and Conditions stipulated on the RFP document, such deviations must be included on this Form. Such deviations should not be indicated within the main body or any other part of your Technical Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. UNFPA strongly encourages avoiding the deviations for semantic changes.

	On behalf of Business Authority	On behalf of Legal Authority
Signature		
Name		
Title		
Organization		
Email address		
UNGM Registration No.		



SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

This Form must be adjusted for each RFP

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Example Price Schedule below:

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Organization:	
Telephone:	
Email:	



SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: *[insert date (as month, day, and year) of Bid Submission]*
UNFPA/CHN/RFP/19/001

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i>
4. JV's party year of registration: <i>[Insert JV's Part year of registration]</i>
5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's party authorized representative information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties



SECTION VI – ANNEX H: BANK GUARANTEE FOR ADVANCE PAYMENT

No advance payment shall be requested.



SECTION VI – ANNEX I: PERFORMANCE SECURITY

No performance security shall be requested.



SECTION VI – ANNEX J: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder's internal reference and does *not* need to be submitted with the Bid.

ACTIVITY	LOCATION	YES/NO/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed the Bidder's Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder's Previous Experience Form?	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX F: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form?	SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES		



Have you prepared a copy of your organization's registration in the country of operation?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you prepared a copy of the previous year's audited Organization Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause 12 & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided written confirmation that your organization is neither suspended by the United Nations system nor debarred by the World Bank Group?	Section VI – Annex B: Bid Submission Form & Section I: Instructions to Bidders clause 2.4		
Have you provided a copy of any of your organization's environmental or social policies, and any related documentation?	Section I: Instructions to Bidders, clause 38		
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 38		
Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (hard copy Bids) or clause 19.4 (electronic Bids) or clause 20 (Submission through an online system)?	Section I: Instructions to Bidders, clause 19.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	Section V: Supplier Qualification Requirements & Section VI – Annex E: Checklist on UNFPA General Conditions of Contract		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		



<p><i>[Delete if not applicable]</i> Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback?</p>	<p>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p>		
<p><i>[Delete if not applicable]</i> Have you provided sufficient documentation of your organization's ability to undertake the services, i.e.,</p> <ul style="list-style-type: none"> - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements 	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENT</p>		
<p><i>[Delete if not applicable]</i> Have you provided sufficient documentation of your organization's managerial capability?</p> <ul style="list-style-type: none"> - Details of organization's managerial structure. - Quality assurance systems in place. 			
<p>Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?</p>	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p>		
<p>Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats?</p>	<p>Section I: Instructions to Bidders, clauses 16 & 16.1.8</p>		



SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES