



United Nations Population Fund  
Address: 1-161 Tayuan Diplomatic  
Office Building, 14 Liangmahe Nanlu,  
Beijing 100600  
Telephone: 010-65320506  
Email: [china-procurement@unfpa.org](mailto:china-procurement@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Date: *May 30, 2024*

## **REQUEST FOR QUOTATION RFQ N° UNFPA/CHN/RFQ/2024/002**

UNFPA hereby solicits a quotation for the following service:

### **Technical and Operational Support to Strengthen the Network of CSOs/NGOs for Gender Equality and Empowerment of Women and Girls in China**

#### **I. Service Requirements/Terms of Reference (ToR)**

- Background information

UNFPA, the United Nations Population Fund (UNFPA), is the United Nations sexual and reproductive health agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. We promote gender equality and empower women, girls and young people to take control of their bodies and their futures. We work with partners in more than 150 countries to provide access to a wide range of sexual and reproductive health services. Our goal is ending unmet need for family planning, preventable maternal death, and gender-based violence and harmful practices including child marriage and female genital mutilation by 2030. To read more about UNFPA, please go to: [UNFPA about us](#).

UNFPA started working with the Chinese Government in 1979 and is currently implementing the ninth country programme (CP9) over a five-year period (2021-2025) which complements the Chinese government's development vision, including those set out in China's 14th Five-Year Plan for National Economic and Social Development and is consistent with the United Nations Sustainable Development Cooperation Framework (UNSDCF) for the same period. CP9 is supporting policy reforms and development at the national and local levels, through research, capacity-building, advocacy and pilot projects and interventions aimed at providing high-quality, rights-based SRH services to women and girls in need of protection and care and promoting positive social norms to support the realization of gender equality and women and girls' rights.

Strengthening partnership with civil society organizations including women-led groups is critical for the effective implementation of the UNFPA gender programme in CP9. Working with civil society organizations provides a strategic entry point to empower and strengthen the capacity of entire communities in mobilizing and engaging them to promote gender equality and advance women and girls' sexual and reproductive health and rights in China.

In 2022, in collaboration with Beijing Equality, UNFPA supported the establishment of a network with members of civil society organizations, women's groups and gender experts on a voluntary basis to promote gender equality and empowerment of women and girls with focus on GBV prevention and response, gender and social norm change, sexual and reproductive health and rights (SRHR) and gender transformative agenda. The network served as a platform for learning, experience sharing among the



members, providing advisory to UNFPA/UN and government agencies on gender issues and bringing voices of women and girls. In 2022, 4 thematic learning sessions on gender-related issues were conducted, reaching over 1,280 participants from CSOs, women's groups, and gender experts, raising their awareness and understanding of international conventions such as the UNCRPD, CEDAW, the newly revised National Law on Women's Rights and Interests Protection, the implementation of the Anti-Domestic Violence Law, and the bodily autonomy of female domestic workers, which benefits the people they serve in the community.

2024 is the year of ICPD+30 anniversary, and the middle year of achieving UNFPA's three transformative results by 2030: ending unmet need for family planning, ending preventable maternal deaths, and ending gender-based violence and harmful practices. Next year, there will be a global review on the 30 years of follow up action of Beijing Conference on Women in 1995 (Beijing+30). All of these will provide valuable opportunities for civil society organizations in China to be engaged to promote women and girls' rights and interests.

Under the above context, UNFPA plans to continue to support the network of CSOs/NGOs on gender equality and women's empowerment in 2024. Therefore, UNFPA is seeking a civil society organization (hereafter "organization") that can provide technical and operational support to this network/platform.

- Development objective(s)

The overall objective of the assignment is to engage a civil society organization (CSO) and/or non-governmental organization (NGO) to conduct a series of activities to support the network of gender CSOs/NGOs to promote gender equality and empowerment of women and girls linked to UNFPA mandated areas.

- Immediate objective(s)

This series of activities aims to contribute to the following specific objectives:

- To increase participation and strengthen relationships and collaboration within the network members and with other key stakeholders including academia, government agencies, UN system, donors and private sectors;
- To increase NGOs/CSOs' understanding of national laws/regulations/policies and international conventions and guidelines related to gender equality and sexual and reproductive health and rights (SRHR) including CEDAW, the ICPD PoA and the SDG framework;
- To share experiences and lessons learned from efforts of advancing SRHR for women and girls in China including GBV prevention and response, understand gaps and needs from women and girls, particularly most marginalized groups like GBV/DV survivors and women with disabilities, and provide advisory to promote gender equality and advance SRHR for women and girls in China;
- To explore and disseminate the innovative concepts and meaningful measures to promote gender equality and empowerment of women and girls for achieving ICPD and Beijing Platform for Action results in China.

- Outputs / Deliverable(s)

Based on the activities to be performed, the organization is expected to deliver the following:

- Updated list of the membership of the network;
- 2024 work plan of the network which outlines how the activities will be implemented with timeline, key partners and budget;



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- A narrative report which describes all the activities performed and results achieved together with a financial report itemizing all of expenditures incurred;
  - The final knowledge products as per the 2024 Work Plan of the network such as research report, training materials, training/ consultation workshop reports, etc.
- All the expected deliverables will be submitted in both English and Chinese.

- Activities

Activities include but are not necessarily limited to the following tasks:

- To reach out the current civil society organizations (CSOs) and non-governmental organizations (NGOs) working on gender/GBV and SRHR and update the list of the network;
- To develop the 2024 work plan in consultation with CSOs/NGOs working on gender/GBV and SRHR including a series of capacity building and consultation workshops which may include, but not limited to the consultation workshop on ICPD+30 and Beijing+30;
- To coordinate and support learning, exchanging and consultation activities as per the 2024 work plan for CSOs/NGOs working on gender equality including GBV/DV prevention and response and SRHR in China;
- To provide technical and operational support for the implementation of the 2024 work plan of the network and ensure timely delivery of quality products/results.

The organization is expected to, based on its technical experience, add other activities they find relevant to achieve the expected objectives.

- Timing / Schedule

The organization is expected to conduct the tasks and activities during the period from June 17 to December 10, 2024.

- Required qualifications

The organization must possess the following credentials:

- Civil Society Organizations (CSOs) and non-government organizations (NGOs) working on gender and/or SRHR in China with institutional bank account receiving the funds;
- Strong network of the gender community in China;
- Established experience in advocacy, capacity building and information sharing for CSOs/NGOs on gender and/or SRHR in China;
- Rich experience in implementing gender/SRHR projects/programmes in China;
- Knowledge of international development and UN functions in China and/or experiences of working with the UN and other international organizations on gender and/or SRHR;
- Demonstrated report writing skills in both English and Chinese.

- Proposal requirements

Interested organizations are requested to submit a proposal (both in English and Chinese) to UNFPA with the following information:

- Cover letter with the motivation and contact information;
- Background (context and rationale);
- Objectives and expected outputs/deliverables;
- Work plan (Description of proposed activities to deliver the expected outputs with timetable);
- Estimated budget with rough breakdown of costs;



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- Institutional capacity statement (brief introduction of the organization, profile of relevant qualification, profile of relevant past experience and examples of related work, etc.);
- Composition of the team (CVs).

## II. Questions

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

Name of contact person at UNFPA:	<i>Ms. Ren Yanan, Gender Programme Analyst, UNFPA China</i>
Email address of contact person:	<i>yanan@unfpa.org</i>

The deadline for submission of questions is June 17, 2024, 17:00, and Beijing Time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

## III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

## IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.  
Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

## V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: Monday, June 17, 2024, at 17:00 PM Beijing Time.



Name of contact person at UNFPA:	<i>UNFPA China Procurement Official Email Address</i>
Email address of contact person:	<i>china-procurement@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/CHN/RFQ/2024/002 – [Company name], Technical Bid
  - UNFPA/CHN/RFQ/2024/002 – [Company name], Financial Bid
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- 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.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

## VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

### Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the assignment	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment	100		20%	
Professional experience of the staff that will be employed to the assignment proving demonstrated	100		15%	



expertise in evaluation and related processes (CVs, etc.)				
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the assignment	100		15%	
<i>Grand Total All Criteria</i>	500		100%	

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

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

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

**Total score**

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

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

**VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract to the Bidder(s) that obtain the highest total score.



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#### **VIII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

#### **IX. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

#### **X. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

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

#### **XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

#### **XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA China Country Office Officer-in-Charge, Ms. Ira Ovesen at [ovesenpav@unfpa.org](mailto:ovesenpav@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA China Country Office, the supplier may contact the Chief, Supply Chain management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

#### **XIII. Disclaimer**



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Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).





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## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/CHN/RFQ/2024/002
<b>Currency of quotation:</b>	CNY
<b>Validity of quotation:</b>	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

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

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>					CNY
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					CNY
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					CNY

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/CHN/RFQ/2024/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	<a href="#">Click here to enter a date.</a>	
Name and title	Date and place	



## DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>1</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

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Date:

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Name and Title:

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Name of the Company:

UNGM N°:

Postal Address:

Email:

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**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)