



United Nations Population Fund
Address: 1-161 Tayuan Diplomatic
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Telephone: 010-65320506
Email: china-procurement@unfpa.org
Website: www.unfpa.org

Date: July 1, 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/CHN/RFQ/2024/003

UNFPA hereby solicits a quotation for the following service:

Improving Sexual and Reproductive Health and Rights for Persons with Disabilities under the Framework of UNPRPD Project

I. Service Requirements/Terms of Reference (ToR)

- Background information

UNFPA is the United Nations sexual and reproductive health agency. It works in more than 150 countries including China, to ensure every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.

For UNFPA, achieving universal sexual and reproductive health and rights (SRHR) for all is a priority. At the global level, in 2016, UNFPA launched the WE DECIDE global programme to promote the empowerment and rights of women and young persons with disabilities. In 2018, UNFPA launched a global study "Young Persons with Disabilities: Global Study on Ending Gender-based Violence and Realizing Sexual and Reproductive Health and Rights" and "Guidelines on Providing Rights based and Gender Responsive Services to Address Gender Based Violence and Sexual and Reproductive Health and Rights for Women and Young People with Disabilities". In 2023, UNFPA launched the TOT Curriculum of "Our Bodies, Our Rights! Addressing Sexual and Reproductive Health and Rights and Gender-Based Violence for Women and Young Persons with Disabilities: An In-Person Workshop/A Virtual Workshop Curriculum for Organizations of Persons with Disabilities".

UNFPA China has been actively advocating for improving sexual and reproductive health and rights (SRHR) of persons with disabilities (PWDs) in the past few years. From 2020-2021, in partnership with Rehabilitation International, UNFPA China conducted a series of activities to strengthen and improve sexual and reproductive health and provision of gender-based violence information and services for women and young people with disabilities both in the Asia-Pacific region and China in support of the full realization of disability inclusive development. UNFPA is committed to continuously advocate for the SRHR of PWDs.

From 2024-2025, UNFPA together with UNESCO and ILO will work together to implement the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) in China with support from the UN Resident Coordinator Office, to ensure the rights of persons with disabilities are fully respected, protected, and fulfilled, and to address issues such as accessibility, education, employment, sexual and reproductive health needs and services.

- Development objective(s)



The overall objective of the assignment is to engage an organization of persons with disabilities (OPD) to conduct a series of activities to promote SRHR for persons with disabilities (PWDs), especially women with disabilities, under the framework of UNPRPD joint project linked to UNFPA mandated areas.

- Immediate objective(s)

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

- The set of TOT Curriculums “Our Bodies, Our Rights! Sexual & Reproductive Health and Rights and Gender-Based Violence for Young People with Disabilities Curriculum” translated, tested and adapted to the local needs and used for training of OPDs.
- The access to acceptable and available SRH services increased for people with disabilities, especially women and girls with disabilities to access stigma free, high quality SRH information and services and benefit from state-of-the art care.
- The capacity of youth and women with disabilities is enhanced with comprehensive knowledge of their rights to effectively advocate for and engage with service providers, ensuring access to essential sexual and reproductive health service systems for women and girls with disabilities for the implementation of the Convention on the Rights of Persons with Disabilities (CRPD).
- The access for women and young people with disabilities to essential and more inclusive services to address gender-based violence is improved through the use of technological innovations and thereby strengthening the GBV/SRH service delivery system to align with implementation of the CRPD.

- Outputs / Deliverable(s)

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

- A work plan outlines how the activities will be implemented with timeline, key partners and budget.
- A set of Chinese versions of TOT Curriculums “Our Bodies, Our Rights! Addressing Sexual and Reproductive Health and Rights and Gender-Based Violence for Women and Young Persons with Disabilities: An In-Person Workshop/A Virtual Workshop Curriculum for Organizations of Persons with Disabilities”.
- A local training guide with tips, cases, or videos as a supplementary training material in both English and Chinese.
- A progress report summarizing the workshop organized to train at least 30 PWD facilitators by using the Chinese version of the TOT Curriculum “Our Bodies, Our Rights”! and establish a pool of facilitators with disabilities as an experience-sharing network.
- A progress report summarizing the awareness raising event or sensitization workshop with health service providers organized.
- A progress report summarizing the advocacy event/workshop to promote more inclusive services to address GBV and SRH using technological innovations.



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- A set of at least 20 professional photography photos with description of photos to document the activities.
- Two feature stories and/or news reports of the events organized for advocating access to SRH and GBV information and service.
- A full project report in both English and Chinese with a financial report after the completion of the activities.

All reports provided to UNFPA need to be in both English and Chinese. All activities are expected to be conducted from July to December 2024. A timeframe for deliverables will be agreed and included in the contract as benchmark deliverables for payment schedules.

- Activities

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

- Translate the set of the UNFPA TOT Curriculums of “Our Bodies, Our Rights! Sexual & Reproductive Health and Rights and Gender-Based Violence for Young People with Disabilities Curriculum” into Chinese and organize technical experts and PWDs to review the Chinese Curriculums to ensure the quality of the Chinese version.
- Develop a local training guide with tips, cases, or videos in consideration of Chinese context as a supplementary training material to facilitate organizing TOT training in China.
- Conduct one training of the UNFPA TOT Curriculum of “Our Bodies, Our Rights! Sexual & Reproductive Health and Rights and Gender-Based Violence for Young People with Disabilities Curriculum” with at least 30 participants.

Among those participants, at least 40% of them will be persons with disabilities, among them: 60% of them will be female with disabilities; 80% of them will come from urban area; 80% of them are from people with visual impairments, physical impairments, hearing impairments and speaking impairments; 20% are from people with intellectual and mental impairments and their families. 30% of them are from the public sector, and 60% of them are female.

- Establish a pool of certificated facilitators with disability and establish an experience-sharing network to encourage PWDs to share and exchange learning and evidence, and help and support each other, in order to replicate TOT training at a low cost within disability communities.
- Support an organization led by women and young innovators with disabilities to improve more inclusive services to address gender-based violence (GBV) and SRH through using technological innovations such as developing/using a mini-APP in mobile phone to assist deaf women and women with hearing-impairment to access SRH and GBV information and service with sign language support.

At least one awareness raising workshop or advocacy event will be organized with at least 30 deaf women and women with hearing and speaking impairments to build capacity of women to access more inclusive SRH and GBV information and service using technological innovations.



- Produce at least 20 good quality photos and 2 stories/news reports of the events organized for advocating access to SRH and GBV information and service.
- Organize an awareness raising workshop or event with health service providers and advocate disability inclusive SRH services in general hospitals or maternal and child hospitals and institutions. 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 July 22 to December 13, 2024.

● Required qualifications

The organization must possess the following credentials:

- An organization of persons with disabilities (OPD) with a wide network to engage OPDs and PWDs in China.
- Extensive working experiences on advocating sexual and reproductive health for PWDs.
- Experiences of working with the UN on relevant health projects especially sexual and reproductive health of PWDs.
- Well understanding of local ethnic culture/norms about SRH and GBV and being gender sensitive among PWDs.
- Proven experience to deliver high quality products on time.
- Knowledge of international development and UN functions in China.

● Proposal requirements

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

Technical Bid:

- 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);
- 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).

Financial Bid:

- Estimated budget with rough breakdown of costs (Separate envelope).

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. Wen Hua, SRHR Programme Specialist, UNFPA China</i>
Email address of contact person:	<i>wen@unfpa.org</i>

The deadline for submission of questions is July 15, 2024, 17:00, and Beijing Time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.



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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/organization 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/organization’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, July 15, 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/2024/003 – [Company/Organization name], Technical Bid
 - UNFPA/CHN/RFQ/2024/003 – [Company/Organization 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 expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company/organization 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.

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



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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.

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. 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.

XIII. Disclaimer

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



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/CHN/RFQ/2024/003
Currency of quotation:	CNY
Validity of quotation:	
<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	Activity	Description	Quantity	Unit Measure	Unit Price	Total (RMB)
<i>Final Total</i>						

Vendor's Comments:

I hereby certify that the company/organization mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/CHN/RFQ/2024/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company/organization accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	



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DECLARATION FORM

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



1.	The Company/Organization and its Management ¹ 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/Organization 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"/>

¹ “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/Organization 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/Organization 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/Organization 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/organization</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company/Organization and its Management have not been the subject of a final judgment or a final administrative decision which found the Company/Organization was created with the intent referred to in point (5) (<i>being a shell company/organization</i>).	<input type="checkbox"/>	<input type="checkbox"/>

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

It is the responsibility of the Company/Organization 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/Organization.

Signature:

Date:



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Name and Title:

Name of the
Company/Organization:

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](#)