Date: *October 13, 2017*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/AZE/RFQ/17/09

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Organization of 16 Days of Activism Against Gender Based Violence Campaign in Azerbaijan”.**

*United Nations Country Team in Azerbaijan/UN Gender Theme Group has been a close and long-standing partner of the Government of Azerbaijan in addressing different forms and manifestations of gender based violence and discrimination including inter alia through joint observation of the International Day for the elimination of violence against women that marks the beginning of the 16 Days of Activism Against GBV.*

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development 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.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

1. **Service Requirements/Terms of Reference (ToR)**

*UNFPA, the United Nations Population Fund: Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.*

Gender based violence and discrimination constitute grave violations of human rights that not only affect the individual women concerned but also seriously harm the families, communities as well as entire societies. This global pandemic knows no racial, ethnic, religious, political, educational or any other borders. Violence against women also makes no distinction as to the age of the women and can threaten them at any point during their lifetime ranging from the practices of gender biased sex selection to inadequate access to education, limited job opportunities, child marriages, trafficking, honor killings, domestic violence, rape as well as abuse of the elderly.

United Nations Country Team in Azerbaijan/UN Gender Theme Group has been a close and long-standing partner of the Government of Azerbaijan in addressing different forms and manifestations of gender based violence and discrimination including inter alia through joint observation of the 16 Days of Activism Against GBV Campaign. UNFPA will provide overall management and coordination of the campaign in its capacity of a Chair of the UN GTG.

**Purpose**

United Nations Country Team in Azerbaijan/UN Gender Theme Group invites the interested production companies to organize the 16 Days of Activism against Gender Based Violence Campaign in 2017 in close cooperation and partnership with the Government of Azerbaijan and the UN Gender Theme Group. The list of the activities to be held in the framework of the campaign is as follows:

* To organize (venue arrangement, multimedia, translation, logistics, branding) and conduct the high level opening ceremony of the Campaign on 24th of November 2017;
* To organize one-day public talk event on the causes and consequences of the GBV on December 1st (venue, speakers, logistics, branding);
* To design and produce the series of publications and promo materials to be distributed in the framework of the campaign:
  + leaflets on GBV prevention in Azerbaijan with the brief info on the campaign, GBV, available GBV protection mechanisms alongside a list of the contacts of the centers/NGOs that provide assistance to GBV victims
  + statistics pager about GBV in Azerbaijan for ceremony and other events
  + desk calendars
  + roll-up banners for launch ceremony, brand wall and stage branding for ceremony
  + standing foam letters for event
  + paper bags for distribution of the promo materials
  + stickers for cars
  + plastic badge pins for conference and another ceremony participants
  + invitation cards for conference and ceremonies
  + posters with celebrities against gender-based violence
  + flash bands (memory sticks)
  + caps, vests and other identity signs of bicycle march participants
  + digital platforms’ covers, city billboards and underground (subway) branding
  + To produce 16 video messages (1-1.5 minute) from UN agencies and partners to be graphically designed and extensively shared through social media etc.;
  + To organize distribution of the leaflets and calendars on GBV prevention at different public spaces including ASAN service venues (in Baku and regions)
  + To prepare photo, video and media coverage of the campaign including the conference.

**Responsibilities of the organizer**

1. To liaise closely with the UN Gender Team Group representative as regards all aspects of the campaign;
2. To provide full organizational and logistical support for all activities;
3. To ensure visibility through social media networks and other means of communication;
4. To provide UN Gender Theme Group with the narrative and financial reports including the video and photo materials covering all events held.

**Deliverables:**

* Event slogan and key visual graphics
* 6000 (six thousands) of booklets on GBV prevention produced by November 20th
* 1000 (one thousand) of desk calendars produced by November 20th
* A video/photo coverage of the campaign launch ceremony, following event and bicycle march is produced
* 1000 (one thousand) statistics pager (info graphics) for ceremony and following event by November 15th
* 2 (two) roll-up banners for launch ceremony and 1 (one) brand wall for ceremony by November 15th and December 1st;
* 500 paper bags for distribution of the promo materials by November 20th
* 5000 branded car stickers
* 200 (two hundreds) plastic badge pins for conference and another ceremony participants by November 18th
* 150 (one hundred fifty) invitation cards for conference and ceremonies are produced by November 13th
* 150 (one hundred fifty) flash bands (memory sticks) by November 22nd
* 100 (one hundred) caps, vests and flags for bicycle march participants by November 30th
* digital platforms’ covers, city billboards and underground (subway) branding are designed by November 22nd
* 16 posters (photo shooting and printing) for bus stations by November 22nd
* 16 short (1-1.5 minutes) video clips (with graphics) about GBV impact on UN agencies and partners daily operations

**Duration:**

November 01 –December 10, 2016

**Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mr. Farhad Hajiyev* |
| Tel Nº: | *+99412 4970168* |
| Fax Nº: | *+99412 4922379* |
| Email address of contact person: | [*hajiyev@unfpa.org*](mailto:hajiyev@unfpa.org) |

The deadline for submission of questions is October 27, 2017, 18:00, Baku time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single mail or e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

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

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by mail or e-mail to the contact person indicated below no later than : **Saturday, October 28, 2017 at 18:00 Baku time**.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Yegana Ismailova* |
| Email address of contact person: | [*Ismailova@unfpa.org*](mailto:Ismailova@unfpa.org) |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/AZE/RFQ/17/09 – Organization of 16 Days of Activism Against Gender Based Violence Campaign in Azerbaijan. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award Criteria**

UNFPA shall award a Purchase Order / Professional Service Contract to the lowest-priced most technically acceptable offer.

1. **Right to Vary Requirements at Time of Award**

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

1. **Payment Terms**

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

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

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

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Dr. Farid Babayev, UNFPA Assistant Representative at babayev@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

1. **Disclaimer**

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

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/AZE/RFQ/16/08 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

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

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/AZE/RFQ/16/08 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)