Date: May 10, 2021

REQUEST FOR QUOTATION

RFQ Nº UNFPA/AZE/RFQ/21/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**To foster development of the environment conducive to elimination of stigma and discrimination against persons with disabilities as specified in the UN Convention on the Rights of Persons with Disabilities (CPRD) through design and production of disability media campaign and communication products for promoting rights of women with disabilities and the veterans of Naqorno Karabakh conflict.**

**This Request for Quotation is open to** all legally constituted organization 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)**

**Background**

UNFPA has initiated a partnership with UNDP and the Ministry of Labour and Social Protection of the Population (MLSPP) through joint *Addressing rights and well-being of women with disabilities and veterans of the Nagorno-Karabakh* *conflict* project. The joint project aims to complement the Government efforts to protect, respect and fulfil the rights of persons living with disabilities with specific focus on women and war veterans of Nagorno-Karabakh conflict as regards their protection and well-being in the area of inclusive employment and the rights of persons living with disabilities with the focus on women with disabilities and war veterans.

The project aims to enable inclusion and participation of persons with disabilities in various aspects of life. The project also envisions series of interrelated activities on producing improved data and evidence for informed policymaking, increased awareness of the decision makers and the population on particular vulnerabilities of persons with disabilities as well as exchange of good practices both within the country and in the region.

**Purpose**

The project aims to contribute to increased awareness of the local population and decision makers on disability to foster development of the environment conducive to elimination of stigma towards persons with disabilities, including women with disabilities and the veterans based on the UN Convention on the Rights of Persons with Disabilities (CPRD).

The specific components of the subject assignment are as follows:

* Initial orientation with UNFPA Azerbaijan CO and other relevant partners and stakeholders to discuss and agree on the intervention strategies proposed;
* Develop a context specific outline of the proposed intervention strategies alongside the project workplan elaborating on the project outputs, methods, activity timelines, responsible staff members and measures for tracking the project progress;
* Design and implement the project’s communication strategy/plan to ensure that the project action is widely publicized through various communication channels, both traditional (print and broadcast) and social media with a focus on positive role models and practices;
* To educate the people by fostering and nourishing positive attitudes towards the persons with disabilities and ensuring that the society is accepting, understanding and empathetic to those who are different, but equal. These should be done by designing and producing a range of communication products on the following project activities:
  + Improved data and evidence on vulnerabilities and capacities of women with disabilities and war veterans for informed policy-making and service delivery (30% of all communication deliverables);
  + Improved livelihoods of women with disabilities and war veterans through greater access to employment opportunities and skills development (35% of all communication deliverables);
  + Positive attitudes towards persons with disabilities among decision makers, employers, and communities (35% of all communication deliverables);
* The communication products/deliverables showcasing project progress including relevant data, evidence, success stories/human stories should include but not be limited to the following:
  + Print publications
  + E-publications
  + Videos/PSAs
  + Mobile applications
  + Billboards
  + Events/social media campaigns/influencer-led campaigns
  + TV and Radio programmes
  + Infographics
  + Etc.
* Provide regular updates to UNFPA on the progress achieved alongside the narrative reports as stipulated in the related contract packages.

**Eligibility criteria:**

* Have registration as a legal non-profit entity or public entity;
* Have proven experience of at least three years in organization of media campaigns on various social issues;
* Have team of qualified experts with relevant academic background, expertise, strong interpersonal skills and ability to communicate and work with diverse groups of people;
* Experience in delivering psycho-social support services in humanitarian settings will be considered an advantage.

**Deliverables:**

* Project communications strategy/plan;
* # of communication products produced;
* # of people reached;
* Narrative and financial reports as specified in the contract.

**Contract duration: July 01 – December 21, 2021**

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Yegana Ismailova* |
| Tel Nº: | *+99412 4922470* |
| Fax Nº: | *+99412 4922379* |
| Email address of contact person: | [*ismailova@unfpa.org*](mailto:ismailova@unfpa.org) |

The deadline for submission of questions (deadline for questions should be one day prior to the deadline of RFQ) is 18.05.2021, 12:00, 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 as a hard copy or in a single e-mail whenever possible, depending on file size. Quotations must contain:

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

Both parts of the quotation must be signed by the bidding organization’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 in sealed and stamped envelope or by e-mail to the contact person indicated below no later than: **Tuesday, May 25, 2021, 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 indicated on the envelope or in the email subject line: RFQ Nº 004/2021 – Disability media campaign. Proposals that do not contain the correct subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size shall 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](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 Head of the Business Unit, Dr. Farid Babayev, UNFPA Assistant Representative at [babayev@unfpa.org](mailto: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](mailto: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/21/004 |
| **Currency of quotation:** | AZN |
| **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:

|  |  |  |
| --- | --- | --- |
| Item | Description | |
| **Professional fees** | | |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| ***Total Contract Price*** | | AZN |

*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/21/004 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)