



Date: 7 February 2018

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/18/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Technical Assistance to support Ministry of Health for the module development on Healthy Life Skills Education for Parents and Teachers”

UNFPA requires the provision of technical assistance to support Ministry of Health (MOH) in developing life skills education guidelines for parents and teachers. The objective of the life skills education guidelines is to develop practical information for parents and teachers to promote adolescent health within the eight adolescent health issues.

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.

I. 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](#)

Terms of Reference (ToR)

A. Context

The National Action Plan on School-Age Children and Adolescent Health 2017-2019 reported eight health issues among school-age children and adolescents in Indonesia. It includes sexual and reproductive health, addictive substances (cigarettes, alcohol, and narcotics), nutrition, mental health and injury, and other non-communicable diseases. In promoting adolescent health, one of the NAP’s targets is to increase the scope of Healthy Life Skills Education for school-age children and adolescents and healthy parenting education to parents and teachers.

Life skills are defined as psychosocial abilities for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life. The life skills consist of ten psychosocial components (social skills that are used in the appropriate situation), which are:

self-awareness/mindfulness, empathy, decision making, problem solving, critical thinking/perspicacity, creative thinking/lateral thinking, effective communication, interpersonal relationships, assertiveness, and coping with stress, trauma, and loss. The key element to sharpening the ten components of life skills is self-confidence, which is important to build a healthy life. Low self-confidence will make young people prone to peer pressure, even though they know the risk of their decision.

In light of this, UNFPA is looking for an institution to support MOH in developing life skills education guidelines for parents and teachers.

The objective of the life skills education guidelines is to develop practical information for parents and teachers to promote adolescent health within the eight adolescent health issues.

B. Description of services

The output of this assignment is three books in Bahasa Indonesia, on practical guidelines for parents and teachers in promoting adolescent health within the eight prioritized health issues. Each book will be intended for teachers and parents of students at elementary, junior high schools, and senior high schools. Those three books should be submitted with graphic design and layouts which are interesting and informative for parents and teachers.

The institution will work together with MOH, Ministry of Education and Culture, and UNFPA, to undertake the following tasks:

1. Submit inception report (describing at least on outline and key messages);
2. Regular discussion with UNFPA, MOH, Ministry of Education and Culture on the content, layout, and graphic design of the books;
3. Develop healthy life skills education for teachers and parents of students at elementary, junior high, and senior high schools.

The timing of the assignment is expected from February 2018 and is scheduled to end in May 2018. The total number of input days and detailed work plan will be proposed by the Institution at the Inception Report, and shall be based on agreement with UNFPA.

General requirements:

- a. The final deliverables shall be submitted in Bahasa Indonesia and publishable upon acceptance by UNFPA.
- b. The deliverables should be approved by the MOH and UNFPA and submitted in electronic and hard copy.
- c. The specification of the hard copy (printed version for each book):
 - Paper size: A5 size (148 x 210 mm), 80gr
 - 60 - 80 pages (including the cover and content)
 - Animation pictures for all eight topics



Specific requirements:

- a. The inception report and work plan shall be submitted no later than 7 March 2018.

Delivery dates:

- a. First draft of the three books submitted in Bahasa Indonesia by 28 March 2018.
- b. Second draft of the three books submitted in Bahasa Indonesia with graphic design by 30 April 2018.
- c. Final deliverables of the three books submitted in Bahasa Indonesia with graphic design (in electronic and hard copy) by 14 May 2018.

The institution will work under the overall guidance of the UNFPA Representative and under the direct supervision of the National Programme Officer (NPO) on Youth and ASRH.

With the support of UNFPA, MOH will organize consultative meetings with government institutions, NGOs, parents and youth networks to discuss the content and design of the books. The methodology in organizing the meetings will be in consultation with the institution.

The document that should be used as the reference for the development of modules on health life skills education is the National Action Plan on School-Age Children and Adolescent Health 2017-2019 and the module for teachers on Adolescent Reproductive Health. The document will be provided by MOH.

C. Required expertise, qualifications, and competencies

The Institution must meet the following criteria to be eligible to apply for the assignment:

1. Show national recognition for publications and have experience in developing popular books on issues related public health, preferably on issues related to young people;
2. Has a minimum of 4 years of experience in the areas of public health, preferably on issues related to school-age children and young people;
3. Familiar with young people and health issues covered in the ICPD Programme of Action and SDGs;
4. Excellent communication and interpersonal skills and experience in working with government agencies, communities, and youth networks in Indonesia;
5. The team leader must have excellent verbal and written communication in English.

The roles and responsibilities of each team member of the institution should be clearly defined, including the identification of the designated team leader. The team leader will coordinate and represent institution, when coordinating or liaising with UNFPA, MOH and Ministry of Education and Culture. The team leader will be responsible for all key deliverables and will coordinate the work of all other team members during all phases of the assignment, ensuring timely and quality completion of all deliverables.



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. Ira Novita</i>
Tel N ^o :	<i>+62 21 29802300</i>
Fax N ^o :	<i>+62 21 31927902</i>
Email address of contact person:	<i>novita@unfpa.org</i>

The deadline for submission of questions is **11 February 2018**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the TOR and include the following:
 - Completed Bidder Identification Form (Annex II) in pdf format;
 - Completed Bidder's Previous Experience (Annex III) in pdf format.
- b) Price quotation in IDR, 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.

IV. 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, are to be sent by e-mail to indonesia.office@unfpa.org no later than: **Wednesday, 21 February 2018**.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/18/002 - Technical Assistance to support Ministry of Health for the module development on Healthy Life Skills Education for Parents and Teachers**. 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.

V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal will be opened only for those Bidders, where technical proposal reach a minimum score of 70 and who have fulfilled the required qualifications.

Technical Evaluation

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

Criteria	[A] Maximum Scores	[B] Scores attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Mandatory requirements: <ul style="list-style-type: none"> • Legal documents; • Profile of the company and relevance to the Project; institutional structure: <ul style="list-style-type: none"> ○ Showing the networking capacity; ○ Demonstrating the ability in organizing team members in collecting and analysing information in the field. 	100		5%	
Technical approach, methodology and level of understanding of the objectives of the project: <ul style="list-style-type: none"> • Understanding of, and responsiveness to, UNFPA Indonesia Country Office requirements; • Understanding of the scope, objectives and completeness of response. 	100		5%	
Technical proposal - work plan/time scales given in the proposal and its adequacy to meet the project objectives: <ul style="list-style-type: none"> • Quality of proposed approach/ methodology (incl. standard methodology, workflow, implementation plan, quality control, time management, and progress report schedule and status reviews with UNFPA); • Quality of proposed Implementation Plan, i.e. how the institution/ organization will undertake each task in the TOR; • A draft outline of the healthy life skills education (maximum 2 pages). 	100		40%	

<p>Organizational experience and capacity, including specific experience and expertise relevant to the assignment, professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.):</p> <ul style="list-style-type: none"> • Show national recognition for publications and has experience in developing popular books on issues related public health, preferably on issues related to young people; • Has a minimum of 4 years of experience in the areas of public health, preferably on issues related to school-age children and young people; • Familiar with young people and health issues covered in the ICPD Programme of Action and SDGs; • Excellent communication and interpersonal skills and experience in working with government agencies, communities and youth networks in Indonesia; • Team leader must have excellent verbal and written communication in English. 	100		20%	
<i>Grand Total All Criteria</i>	400		70%	

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	Scores 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 based on their responsiveness to the price quote form. The maximum number of points for the price quote is 30, which will be allocated to the lowest total price. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (IDR)}}{\text{Quote being scored (IDR)}} \times 30 \text{ (Maximum score)}$$

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.

VI. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

VII. 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.

VIII. 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.

IX. 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](#).



X. 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](#).

XI. RFQ Protest

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 Representative, Dr. Annette Sachs Robertson at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. 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 N°:	UNFPA/IDN/RFQ/18/002
Currency of quotation :	IDR
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes. Price quotation is expected to fall within range of IDR 150.000.000 - 200.000.000.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

Item	Description	Unit	Qty	No. of days	Unit cost (IDR)	Total (IDR)
1. Professional Fee						
	Team Leader	Person				
	Team Member	Person				
	Infographic Designer	Person				
2. Travel and accommodation						
		Person				
3. Other cost						
	Stationery					
Total						

Vendor's Comments:



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/IDN/RFQ/18/002 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.

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



United Nations Population Fund
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Jl. M.H. Thamrin Kav.3, Jakarta 10250
E-mail: indonesia.office@unfpa.org
Website: indonesia.unfpa.org

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](#)



**ANNEX II:
 BIDDER IDENTIFICATION FORM
 UNFPA/IDN/RFQ/18/002**

1. Organizational Information	
Company/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. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	



3. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	



**ANNEX III:
BIDDER'S PREVIOUS EXPERIENCE
UNFPA/IDN/RFQ/18/002**

Order No. & Date	Description ¹	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion
				From	To		

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:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	

¹ Please indicate relevant contracts to the one requested in the RFQ.