



United Nations Population Fund
7th Floor Menara Thamrin
Jl. M.H. Thamrin Kav. 3,
Jakarta 10250, Indonesia
Email: indn.bids@unfpa.org
Website: indonesia.unfpa.org

Date: 1 May 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/IDN/RFQ/25/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Report on In-depth Analysis of the 3rd National Women’s Life Experience / Violence against Women (VAW) Survey in 2024”

UNFPA requires the provision of an in-depth analysis of the 2024 VAW survey data to examine the prevalence and underlying factors of Violence Against Women (VAW). The in-depth analysis is intended to bring evidence to inform decision makers and stakeholders for having: (a) a better understanding of the VAW problems (prevalence, locations, risk factors driving VAW and harmful practices, and its consequences); (b) evidence-based programme and policy development to prevent and respond (tailored interventions, prevention and response strategies, allocation of resources, and monitoring system), with a particular focus on risk and protective factors. The in-depth **analysis** will include a specific cohort analysis on the harmful practice of Female Genital Mutilation/Cutting (FGM/C).

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](#)

Service Requirements / Terms of Reference (ToR)

Background

Comprehensive and reliable data on Violence Against Women (VAW) is essential for developing effective, targeted policies, strategies, and programs to address this issue. Measurement systems such as large-scale national surveys are needed to report on the magnitude and scope of gender inequality and gender-based violence (GBV) in Indonesia. Additionally, collecting data on the causes, risk factors, and societal perceptions of violence, and women’s needs and responses is necessary to inform effective action.

The National Women's Life Experience Survey (VAW Survey) is a specialized survey intended to capture the incidence of violence experienced by women aged 15-64 years. The VAW Survey has been conducted twice before in 2016 and 2021 providing estimates of the prevalence and consequences of violence against women in Indonesia. Since 2016, the data collection has used an adaptation of the [WHO Multi-Country Study on Domestic Violence against Women](#), and followed [WHO safety and ethical protocols for research on domestic](#)

[violence against women](#). The survey results have been used as a key input for the development of the National Medium Term Development Planning (RPJMN) on Gender Equality and Women Empowerment (GEWE), as well as the national strategy for the elimination of Violence Against Women.

To update, justify, inform, and monitor effective prevention and response efforts, including Sustainable Development Goals (SDGs), the Government of Indonesia (GOI) notably the Ministry of Women's Empowerment and Child Protection (MOWE-CP) and BPS-Statistics Indonesia, has conducted the third nationwide VAW Survey in 2024. The targeted sample in this survey was 14,240 households across 1,424 Census Blocks, ensuring a nationally representative sample that captures the experiences of women from diverse backgrounds and regions. The 3rd VAW Survey provides data for indicators of physical, sexual, psychological and economic violence perpetrated by a partner, as well as physical or sexual violence by someone other than a partner, such as a friend, father, mother, sibling, other family member, or stranger.

Additionally, this survey measured the prevalence of Female Genital Mutilation/Cutting (FGM/C) a harmful practice that violates women's rights and generated national metadata for SDG Indicator 5.3.2, marking a significant milestone. To enhance data quality and reliability, the 3rd VAW Survey employed methodological advancements, including Computer-Assisted Personal Interviewing (CAPI) and an interactive dashboard. These tools streamlined data collection, minimized errors, and improved data processing and visualization. By integrating technology into the survey process, the study ensured greater accuracy, efficiency, and accessibility in data analysis, and dissemination.

With the 2024 VAW Survey data now collected and initial results disseminated through [a comprehensive booklet](#), there is a need to engage a research institution with expertise in gender-based violence and statistical analysis to complete an in-depth analysis of the survey findings. This analysis, employing both quantitative and qualitative methods, will reveal critical insights into VAW prevalence, risk factors, and patterns across Indonesia, including FGM/C. By integrating survivor narratives and key informant interviews, the analysis will contextualize quantitative findings, uncovering social norms, coping mechanisms, and systemic barriers. The resulting comprehensive report, triangulating both data types, will inform evidence-based policies and interventions, ensuring future efforts are responsive to the specific needs of women in Indonesia."

Scope of Work

The selected company/institution will conduct an in-depth analysis of the 2024 VAW survey data to examine the prevalence and underlying factors of Violence Against Women (VAW). The in-depth analysis is intended to bring evidence to inform decision makers and stakeholders for having: (a) a better understanding of the VAW problems (prevalence, locations, risk factors driving VAW and harmful practices, and its consequences); (b) evidence-based programme and policy development to prevent and respond (tailored interventions, prevention and response strategies, allocation of resources, and monitoring system), with a particular focus on risk and protective factors. The in-depth [analysis](#) will include a specific cohort analysis on the harmful practice of Female Genital Mutilation/Cutting (FGM/C).

The study will prioritize multivariate regression techniques to identify key risk factors, protective influences, and intersections between violence and socio-demographic characteristics. The analysis will provide contextual background while keeping the primary focus on risk and protective factor analysis. The analysis will adhere to [WHO Check list for ensuring the quality of violence against women survey standards](#) and best practices to ensure robust and meaningful insights.

A dedicated chapter at the end of the report will include a limited trend analysis on FGM/C in the context of VA/Harmful practices to highlight notable changes over time.

Key responsibilities will include:

1. In-depth analysis report

The company/institution will process the raw VAW survey data that will involve:

- Descriptive analysis to summarize the dataset, focusing on key violence categories (physical, sexual, emotional, controlling behaviour, and economic).
- Cross-tabulation to analyze relationships between socio-demographic factors (e.g., age, income, education, geographic location) and violence types.
- Multivariate Modeling
Employ statistical modeling to identify the conditions that increase (risk factors) or decrease (protective factors) the likelihood of experiencing violence.
- Specific In-depth Cohort and Determinant Analysis of FGM/C
In the context of VAW/Harmful practices, the company/institution will use both 2021 and 2024 VAW survey data to conduct cohort and determinant analysis to explore trends, patterns, and socio-cultural factors associated with FGM/C in the separate section of the report.

2. Stakeholder Coordination

Facilitating coordination, consultation, and validation meetings including for result dissemination with key stakeholders (MOWECP, BPS, UNFPA, CSOs, etc.) to ensure the findings are relevant, accurate, and actionable.

3. Ethical Compliance and Data Quality

Adhering to strict ethical standards, including data privacy and quality control measures throughout the analysis process to ensure the validity and reliability of findings.

4. Recommendations for Policy and Program Development

Based on the analysis, the company/institution will propose actionable, culturally sensitive, and evidence-based recommendations to inform national and regional programme strategies and enabling policies for addressing VAW and FGM/C.

Deliverables:

1. An inception report

A detailed report outlining the methodology, timeline, and work plan for the project, including a description of the data processing approach and analysis strategies (i.e an outline of the main study report, and Excel templates to show the various tabulations that will be produced for each chapter.).

2. A preliminary findings

A PowerPoint presentation summarizing initial findings, including key trends and correlations identified in the early stages of analysis.

3. A draft analytical report

A comprehensive draft report that includes detailed findings, in-depth analysis (including FGM/C cohort and determinant analysis), and recommendations. This draft will undergo stakeholder

consultation.

4. **A final analytical report**

A complete report in both Bahasa Indonesia and English, incorporating feedback from MOWECP, UNFPA, and other stakeholders. This report will provide actionable insights and policy recommendations based on a comprehensive analysis of the 2024 VAW survey data. While it will share some similarities with the 2021 analytical report, it will also introduce key differences in approach and depth of analysis. Unlike the 2021 report, which primarily focused on explaining the relationship between violence and its causes or drivers, the 2024 analysis will take a more systematic and data-driven approach through a risk and protective factor analysis.

5. **Coordination and Consultation Meetings**

Presenting findings during validation meetings with stakeholders, including MOWECP, BPS, UNFPA, and other relevant institutions.

Methodology

The selected company/institution will conduct qualitative and quantitative data analysis based on the 2024 VAW Survey. The methodology for this in-depth analysis involves several key steps designed to identify patterns, trends, and correlations within the data to provide actionable insights. The approach will include the following methods:

1. **Data preparation:**

- **Data Processing:** The company/institution will begin with processing the raw survey data to ensure it is clean, well described, and ready for analysis. This will include addressing any missing data, inconsistencies, or errors in the dataset, and updating the survey codebook.
- **Assess sample representation and apply weights:** The sampling strategy aimed to ensure the sample would be representative of Indonesia's diverse population. The analysis will describe the sample's representativeness, highlighting any differences to urban, rural, and religious diversity of the population to support interpretation of the results.

2. **Data Analysis:**

● **Descriptive Analysis:**

The analysis will begin with a descriptive analysis, deriving composite variables for each form of violence measured in the survey to calculate prevalence rates of intimate partner violence (IPV) and non-partner violence (NPV). This foundational analysis will establish the scope of the problem and provide a baseline for deeper examination. Following this, a cross-tabulation analysis will be conducted, comparing VAW prevalence across various socio-demographic factors such as age, education level, income, and geographic location. Tests of statistical significance will be applied to determine whether there are meaningful differences between women who have experienced violence and those who have not, helping to identify key associations between these factors and experiences of violence.

● **In-depth analysis:**

The in-depth analysis will go beyond simple descriptive statistics to explore the deeper factors contributing to violence against women. It will also examine intersections with other social issues,

such as socioeconomic status and disability. The expanded focus will provide a more holistic understanding of VAW and offer stronger evidence for targeted interventions and policy actions.

- **Multivariate Modeling:**

A key part of the methodology will include multivariate statistical modelling to explore how different variables (such as socio-demographic factors, types of violence, and geographic locations) interact and influence one another. This type of analysis will assess how various socio-demographic, economic, and structural factors interact with experiences of violence. Multivariate regression allows for the simultaneous examination of multiple factors, controlling for confounding variables to isolate the specific impact of each predictor. For example, the analysis may explore how factors such as education level, household income, social support networks, or exposure to harmful gender norms contribute to the risk of violence or serve as protective buffers.

3. Qualitative Insights:

The in-depth analysis will also explore qualitative insights by focusing on in-depth thematic analysis of survivor narratives and key informant interviews (if applicable) in hope to find deeper contextual factors that influence the prevalence and types of violence. This will help provide context to the numerical data by capturing the lived experiences of survivors, the social norms that perpetuate violence, and the barriers to seeking support. This may include the social norms and cultural practices surrounding violence against women and harmful practices like FGM/C.

The selected company/institution must form a team composed of the following positions:

Table 1.

Position	Roles
Lead researcher (1 person)	Lead the study and provide overall direction on the methodology, analysis, findings and report writing.
Researcher (1 person)	Assisting the lead researcher with the review and analysis of existing literature, documentation, reports, data processing related to the survey, and report writing.
Data analyst (2 persons)	Data processing and analysis, statistical analysis, cross-tabulation analysis, data visualization, and written explanations.

The selected company/institution will work home-based and required to report its progress to MOWECP and UNFPA throughout the assignment.

The company/institution will work under the overall supervision and guidance of the UNFPA Gender Programme Specialist with oversight from UNFPA Population and Data Specialist and Responsible Unit for Data Analysis of MOWECP as well as UNFPA regional technical lead on VAW data and research.

UNFPA will provide guidance and ensure the activity is in line with the objective, including the provision of lists of key stakeholders and facilitating meetings with MOWECP when needed, as well as granting access to relevant UNFPA publications and tools as necessary. Additionally, UNFPA and MOWECP will coordinate the secure transmission of survey data and all supporting documents (i.e. final questionnaire in both Bahasa and

English, the codebook, conceptual and operational definitions for each form of violence-ensuring clarity on the computation of TFGBV and other key indicators, generic Excel table templates, and SPSS syntax files to support comparable analysis). These resources will ensure that the research institution has all necessary materials to conduct a rigorous and standardized analysis.

Schedule

The assignment shall commence from June to November 2025, as per the following milestones:

Table 2.

No.	Activities	Deliverables	Timeline	Term of Payment
1.	<ul style="list-style-type: none"> Preparation and development of inception reports. Submission of inception report. Present inception report to UNFPA, MOWECP and relevant stakeholders). 	Inception report	June 2025	10% of total payment
2.	<ul style="list-style-type: none"> Preliminary findings in a PowerPoint presentation. Conduct consultation workshops and present preliminary findings. 	Preliminary findings	June - July 2025	-
3.	<ul style="list-style-type: none"> Submission of Draft Analytical Report of the 2024 VAW Survey. 	1st & 2nd Draft report	July - September 2025	50% of total payment
4.	<ul style="list-style-type: none"> Conduct validation meetings and present draft reports. Submission of Final Analytical Report of the 2024 VAW Survey. 	Final report	September - November 2025	40% of total payment

*to be discussed and agreed with the selected company/institution during briefing meeting

Qualifications, Background, and Experience

The company/institution is required to have the following qualifications:

1. Has minimum 7 years of professional work experience in research in area of gender, GBV and social norms - proven with a portfolio of projects;
2. Has expert personnel on GBV, harmful practices, and social norms in Indonesia and has familiarity with conducting quantitative and qualitative research methodologies;
3. Has strong expertise in quantitative and qualitative research methodologies;
4. Has experience in longitudinal cohort studies and policy-oriented research;
5. Has ability to engage with government agencies, UN organizations, and civil society and faith-based organizations;



6. Requirements of the personnel and/or team assigned:

- a. Consists of 1 Lead Researcher, 1 Researcher, 2 Data Analysts, who will be dedicated to this work.
- b. Lead Researcher:
 - PhD with minimum of 3 years of experience or Master's Degree with 4 years of research experience in social studies, gender, women's rights, GBV/VAW, and harmful practices (child marriage and/or FGM/C);
 - Expertise in gender issues with extensive knowledge on gender, GBV/VAW, and women's rights policies;
 - Demonstrated experience in delivering oral and written reports & presentation in a timely, effective and easily understood manner; the lead researcher must have strong skills in qualitative and quantitative research.
- c. Researcher: Minimum Master's Degree with 2 years of experience or Bachelor's Degree with 4 years of research experience in social studies, gender, GBV/VAW, harmful practices, and women's rights. Have experience in conducting qualitative and quantitative research.
- d. Data Analyst: Minimum Bachelor's Degree with minimum of 3 years working experience in data management and familiarity with data analysis software (NVIVO, STATA).
- e. Roles and responsibilities of each individual should be clearly defined. The Lead Researcher will be responsible for the deliverables and will coordinate the work of all other team members during all phases of the assignment, ensuring the quality including its gender perspective into the report, methodology as well as timely completion of the deliverable.
- f. The lead researcher must have excellent verbal and written communication in English.
- g. All team members demonstrated ability and experience in coordination, and are able to work under pressure.

II. Questions

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

Name of contact person at UNFPA:	Ms. Ira Novita
Email address of contact person:	ind.bids@unfpa.org

Questions will be answered in writing and shared as soon as possible.

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 perform 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 / TOR.
- b) Company legal documents.
- c) Signed Declaration Form, to be submitted strictly in accordance with the document.
- d) Price quotation, to be submitted strictly in accordance with the price quotation form.

All 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 and IV 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: **Thursday, May 15th 2025 at 23:59 Jakarta Time¹**.

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>indn.bids@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/IDN/Rfq/25/008 - [Company name], Technical Bid
 - UNFPA/ IDN/Rfq/25/008 - [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

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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 attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical proposal: <ul style="list-style-type: none"> level of understanding of the scope of work and objectives of the project. Proposal which includes proposed technical approach/ methodology, includes workflow, implementation plan (how the company/institution will undertake each task in the TOR), quality control, time management, and progress report schedule and status reviews. It also includes work plan / time scales given in the proposal and its adequacy to meet the project objectives 	100		30%	
Profile of the company/institution and relevance to the assignment: <ul style="list-style-type: none"> Institutional structure Specific experience and expertise relevant to the assignment Range and depth of organizational experience with similar projects The networking capacity Samples of previous work 	100		20%	
Professional experience of the staff (team) that will be employed for this the assignment: <ul style="list-style-type: none"> Key personnel: relevant experience and qualifications of the proposed team for the assignment (meet the requirements stated in the TOR section: Requirements of the personnel and/or team assigned) 	100		20%	

<ul style="list-style-type: none"> Curriculum vitae of staff will be employed to the project 				
<i>Total Technical Score</i>				

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 total score of 49 points (70% x 70) 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 30, 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:

Financial score =	Lowest quote (IDR)	X 30 (Maximum score)
	Quote being scored (IDR)	

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.

$\text{Total score} = \text{Total Technical score} + \text{Financial score}$
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VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder 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

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 or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Mr. Hassan Mohtashami at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, 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).

XIV. Personal Data Protection

In addition to the publishing of the contract award in accordance with the UNFPA Procurement Procedures as from time to time updated or modified by UNFPA, available at:



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Website: indonesia.unfpa.org

<https://www.unfpa.org/resources/procurement-procedures> (or such other URL as UNFPA may from time to time decide) as reflected in this document, the proposer acknowledges and agrees that UNFPA may process, collect, use, store, transfer and publish (“process”) the proposer’s information and data relating to, or in connection with this solicitation exercise (the “Information”) for purposes of evaluating all offers received in response to the solicitation exercise, including the subsequent contracting (the “Specified Purposes”).

UNFPA will not process the proposer’s Information in a form that could identify an individual (“Personal Data”) except to the extent necessary to achieve the Specified Purposes. UNFPA will process Personal Data in accordance with the UN Personal Data Protection and Privacy Principles adopted by the United Nations on 11 October 2018, available at:

<https://archives.un.org/sites/archives.un.org/files/un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf> (or such other URL as the United Nations may from time to time decide), the UNFPA Policy and Procedures on Personal Data Protection (the “UNFPA DP Policy”) as from time to time updated or modified by UNFPA, available at

<https://www.unfpa.org/admin-resource/unfpa-policy-and-procedures-personal-data-protection> (or such other URL as UNFPA may from time to time decide) and any guidance notes, guidelines, procedures, directives or other documentation issued by UNFPA pursuant to or in connection with the UNFPA DP Policy. The proposer will comply with the applicable data protection laws to which the proposer is subject in the processing of personal data and will ensure an adequate level of personal data protection essentially equivalent to the standard reflected in the UNFPA DP Policy.

PRICE QUOTATION FORM

Name of Bidder:	[insert name of company]
Date of the quotation:	[insert quotation date]
Request for quotation N°:	UNFPA/IDN/RFQ/25/008
Currency of quotation:	IDR
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline)	[insert quotation validity date]

- The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project.
- 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. The Bidder shall include a complete breakdown of the cost elements associated with each line item
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- 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.

TABLE 1: Price Offer:

No	Description	Unit Cost (IDR)					Total Cost (IDR)
1	Professional Fees:						
1a	Lead Researcher	[insert unit cost]	1	person	[x]*	days	[insert sub total cost]
1b	Researcher	[insert unit cost]	1	person	[x]*	days	[insert sub total cost]
1c	Data Analyst	[insert unit cost]	2	persons	[x]*	days	[insert sub total cost]
2	Operational costs						
	Costs related to this assignment (please provide details)		1	package			[insert sub total cost]
Total Cost							[insert total cost]

*insert number of workdays required



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TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation is at least 3 months after the submission deadline	[insert answer]	[insert answer]	[insert answer]
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted, to provide clarification(s) related to the submission	[insert answer]	[insert answer]	[insert answer]
All Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

Vendor's Comments:

[insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/25/008 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.

[insert name, title, signature and company's seal/stamp]	[insert date and place]	
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 ² 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"/>

² "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:

Date:

Name and Title:



United Nations Population Fund
7th Floor Menara Thamrin
Jl. M.H. Thamrin Kav. 3,
Jakarta 10250, Indonesia
Email: indn.bids@unfpa.org
Website: indonesia.unfpa.org

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](#)