REQUEST FOR QUOTATION  
No: IDN/RFQ/IDN09MHH/17/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Support Ministry of Health for Pilot Implementation on the Prevention of HIV among Intimate Partner Transmission”

In collaboration with Ministry of Health (MoH), UNFPA requires the provision of support on the pilot implementation of the HIV prevention among intimate partner in 3 (three) cities in Indonesia (Bandung, Denpasar, West Jakarta).

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

From 1995, UNFPA Indonesia Country Office (CO) supported the Government of Indonesia in achieving MDGs targets on SRH, Family Planning, GBV Prevention and management, HIV prevention and Population data. Through the Ninth Country Programme, UNFPA will provide more evidence and analysis that will support the Government of Indonesia in implementing SDGs on health as well as contribute to the Government priority agenda to improve the quality of life of the people of Indonesia through RPJMN 2015-2019. Under the Outcome 1 of the CP9, UNFPA will strengthen the GoI policies on National AIDS Strategy and Action Plan 2015-2019 and the Elimination of Mother to Child Transmission (EMTCT). UNFPA comparative advantage in SRH - HIV linkages will assist the Government in setting necessary protocols for an integrated HIV, maternal health and family planning programme.

UNFPA also focuses on prevention among intimate partner transmission, specifically young people and women - two groups who are at increased risk of HIV infection. The works of UNFPA will focus on the
establishment of implementation manual related to access to health services and guideline for prevention HIV among intimate partner transmission. The term ‘intimate partner transmission’ is used instead of ‘spousal transmission’ because intimate partners are not necessarily married. HIV transmission in intimate partner relationships describes the transmission of HIV to people from the regular partners who inject drugs or have sex with other people, including with sex workers.

The CO in collaboration with MoH will recruit an institution to work on the pilot implementation of the HIV prevention among intimate partner in 3 (three) cities in Indonesia (Bandung, Denpasar, West Jakarta). This consultancy work will look into specific to HIV prevention programme particularly on outreach related activities targeting key populations, strategy formulation to reach intimate partners, and increase the capacity of health care workers and NGOs for to prevent sexual transmission among intimate partners. Prevention among sex workers, MSM and IDU must include activities aimed at individuals to address sexual risk behavior and protecting intimate partners.

B. Description of services

Scope of work:

1. To develop intervention package and concept for the prevention of HIV among intimate partners;
2. To develop implementing manual for the implementation of pilot project on intimate partner transmission in Bandung, Denpasar, West Jakarta;
3. To develop and finalize outreach technical guideline for intimate partner;
4. To develop training materials as part of the existing national HIV prevention programme (PMTCT and PMTS) for prevention of HIV among intimate partner;
5. To train CSOs involved in the pilot project about intimate partner outreach;
6. To monitor and analyze the work of CSOs mention above and the result based on their work.

Expected Outputs:

1. Intervention Package and Concept of the Prevention of HIV among Intimate Partner;
2. Implementing Manual of Intervention on the Prevention of HIV among Intimate Partner;
3. Outreach Technical Guideline for Intimate Partner;
4. Training materials for prevention of HIV among intimate partner;

Under the guidance from the UNFPA Representative and Assistant Representative, the institution will work under day to day supervision of the HIV Programme Officer, and consultation with MoH and NAC team on the agreed template/format for training curriculum.

C. Duration of contract

The institution will be working from August to December 2017. Funds will be transferred to the institution upon submission of the following deliverables:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1 Intervention Package and Concept</td>
<td>28 August 2017</td>
</tr>
<tr>
<td>2 Implementing Manual</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>3 Technical Guidelines including training materials</td>
<td>8 September 2017</td>
</tr>
<tr>
<td>4 Pilot Project Report</td>
<td>11 December 2017</td>
</tr>
</tbody>
</table>

1 UNAIDS Terminology Guidelines 2015
D. Composition, qualifications, and tasks of the evaluation team

The Institution is expected to have:
1. National recognition for research and have experience in developing studies and/or strategy on public health, preferably on issues related to HIV and SRH;
2. Extensive experience on HIV prevention, care support and treatment programme particularly on HIV counselling and testing, PMTCT, HIV Prevention Through Sexual Transmission (PMTS);
3. Extensive experience in developing implementation manual, guideline, training curriculum particularly in HIV/AIDS, SRHR or GBV;
4. Extensive experience in conducting policy implementation review, particularly on an HIV prevention through sexual transmission programme;
5. Proven ability to work with a diverse population in a respectful, non-judgmental and ethically sound manner;
6. Employed adequate numbers of experts in the related field with individual qualification as follows:
   a. Advanced degree in public health, social science or other related field;
   b. At least three years of experience in research and in developing implementation manual, guideline, training curriculum particularly in HIV/AIDS, SRHR or GBV;
   c. Good communication and writing skills (Bahasa Indonesia as well as English);
   d. Familiarity working with government and CSOs, with knowledge of UN system.

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 |
| Tel Nº: | +62 21 29802300 |
| Fax Nº: | +62 21 31927902 |
| Email address of contact person: | novita@unfpa.org |

The deadline for submission of questions is **10 August 2017 at 17.00 WIB**. 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.
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’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 the contact person indicated below no later than: **Friday, 18 August 2017 at 17.00 WIB.**
Name of contact person at UNFPA: **Ms. Ira Novita**  
Email address of contact person: **novita@unfpa.org**

Please note the following guidelines for electronic submissions:
- The following reference must be included in the email subject line: **IDN/RFQ/IDN09MHH/17/003**. 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. 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 ToR listed in Section I and in accordance with the evaluation criteria below.

|----------|--------------------|-------------------------------|----------------|-----------------------------|
| Legal documents; Profile of the company and institutional structure:  
  o Showing the networking capacity;  
  o Demonstrating the ability in organizing team members in collecting and analysing information in the field. | 100 | 5% | | 5% |
| Overall response:  
  • Understanding of, and responsiveness to, UNFPA Indonesia Country Office requirements;  
  • Understanding of the scope, objectives and completeness of response. | 100 | 5% | | 5% |
Technical proposal:
- Quality of proposed approach/methodology (incl. standard methodology, workflow, implementation plan, quality control, time management, and progress report schedule and status reviews with UNFPA, and data analysis);
- Quality of proposed Implementation Plan, i.e. how the institution/organization will undertake each task in the TOR;
- A draft outline of the national strategy on Prevention on HIV among intimate partner.

Organizational experience and capacity:
- Professional expertise and knowledge on - preferably HIV prevention, care support and treatment programme particularly on HIV counselling and testing, PMTCT, HIV Prevention Through Sexual Transmission (PMTS);
- Range and depth experience with similar projects/contracts in the past 3 (three) years;
- Experience conducting situation analysis, programme evaluation or developing policy brief or background study, particularly in on public health (preferably on issues related to SRH and HIV), demonstrated by national/international publications.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Quality of proposed approach/methodology</td>
<td>100</td>
<td>40%</td>
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<tr>
<td>Organizational experience and capacity</td>
<td>100</td>
<td>20%</td>
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<tr>
<td>Grand Total All Criteria</td>
<td>300</td>
<td>70%</td>
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The following scoring scale will be used to ensure objective evaluation:

<table>
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<tr>
<th>Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted</th>
<th>Points out of 100</th>
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<tbody>
<tr>
<td>Significantly exceeds the requirements</td>
<td>90 – 100</td>
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<tr>
<td>Exceeds the requirements</td>
<td>80 – 89</td>
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<tr>
<td>Meets the requirements</td>
<td>70 – 79</td>
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<tr>
<td>Partially meets the requirements</td>
<td>1 – 69</td>
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<tr>
<td>Does not meet the requirements or no information provided to assess compliance with the requirements</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Qty</th>
<th>No. of days</th>
<th>Unit cost (IDR)</th>
<th>Total (IDR)</th>
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<tbody>
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<td>1. Professional Fees</td>
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<td>Peer Educator</td>
<td>Person</td>
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<td>Peer Leader</td>
<td>Person</td>
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<tr>
<td>Senior Consultant</td>
<td>Person</td>
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<td>Junior Consultant</td>
<td>Person</td>
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<td>2. Travel and accommodation</td>
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<td>a. Bandung</td>
<td>Pax</td>
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<td>b. Denpasar</td>
<td>Pax</td>
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<td>c. West Jakarta</td>
<td>Pax</td>
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<td>3. Management cost</td>
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**Vendor's Comments:**

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ No. IDN/RFQ/IDN09MHH/17/003 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 accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.
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<th>Click here to enter a date.</th>
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<tr>
<td><strong>Name and title</strong></td>
<td><strong>Date and place</strong></td>
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</table>
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.