



Date: 8 April 2019

## **REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/19/010**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Support to Ministry of Health for Pilot Implementation on the Outreach and Peer Support Programme for Prevention of HIV among Intimate Partner Transmission”**

The United Nations Population Fund (UNFPA) requires the provision of Support to Ministry of Health (MoH) for Pilot Implementation on the Outreach and Peer Support Programme for Prevention of HIV among Intimate Partner Transmission. The UNFPA Indonesia Country Office (CO) in collaboration with the MoH will engage an institution to work on the pilot implementation of the HIV prevention among intimate partner in 5 cities in Indonesia (West Jakarta, Bandung, Denpasar, Surabaya, Makassar). This consultancy work will look into HIV prevention programme particularly on outreach targeting key population and psychosocial support programme for PLHIV, strategy formulation to reach intimate partners including data collection and reporting, and increase the capacity of NGOs to prevent sexual transmission among intimate partners.

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

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#### **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 provide more evidence and analysis that will support the Government of Indonesia to achieve SDGs targets on health, and at the same time contributes to the Government's priority agenda to improve the quality of life of the people of Indonesia through RPJMN 2015-2019. Under Outcome 1 of the CP9, UNFPA will support the GoI on the implementation of National AIDS Strategy and Action Plan 2015-2019 and the Elimination of Mother to Child Transmission (EMTCT). UNFPA's 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 its programme interventions on prevention among intimate partner transmission, specifically among young people and women - two groups who are at increased risk of HIV infection. The works of UNFPA will focus on the development of implementation manual related to access to health services and guideline for HIV prevention 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<sup>1</sup>.

The CO in collaboration with the MoH will engage an institution to work on the pilot implementation of the HIV prevention among intimate partner in 5 cities in Indonesia (West Jakarta, Bandung, Denpasar, Surabaya, Makassar). This consultancy work will look into HIV prevention programme particularly on outreach targeting key population and psychosocial support programme for PLHIV, strategy formulation to reach intimate partners including data collection and reporting, and increase the capacity of NGOs to prevent sexual transmission among intimate partners.

### B. Description of services

#### Scope of work:

1. To provide capacity building, mentoring and coaching to 5 selected NGOs from 5 pilot cities for the Outreach and Peer Support Guideline for HIV Prevention among Intimate Partner Transmission.
2. To develop data recording and reporting tool for pilot implementation that will be used by the outreach workers and Peer support for PLHIV.
3. To compile, analyzes and provide feedback on the data collected through the established reporting and recording system from 5 NGOs in 5 piloting cities
4. To develop national and cities dashboard (cascade) on testing, case findings and treatment uptake for intimate partner.
5. To revise and improve the Outreach and Peer Support Guideline for HIV Prevention among Intimate Partner Transmission.
6. To submit quarterly progress report of the pilot implementation.

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<sup>1</sup> UNAIDS Terminology Guidelines 2015

**Expected Outputs:**

1. Training / mentoring / coaching materials.
2. Data recording and reporting tools.
3. Regular data analysis and feedback.
4. Dashboard data on Intimate Partner – Cascade.
5. Revised Guideline.
6. Quarterly progress report and pilot project report.

The timing of the assignment is expected the soonest from April 2019 and is scheduled to end in December 2019. Payment will be made to the institution upon submission of the following deliverables:

|   | <b>Deliverables</b>                       | <b>Timeline*</b> | <b>Term of payment (%)</b> |
|---|---|------------------|----------------------------|
| 1 | Training / mentoring / coaching materials | 26 April 2019    | 30%                        |
| 2 | Data Recording and Reporting Tools        | 31 May 2019      | 20%                        |
| 3 | Dashboard Data                            | 30 August 2019   | 30%                        |
| 4 | Pilot Project Report                      | 11 December 2019 | 20%                        |

\*Timeline will be further discussed with bid winner

Under the overall guidance of the UNFPA Representative and Assistant Representative, the institution will work under day to day supervision of the HIV Programme Analyst, in consultation with the MoH and Yayasan Spiritia as the Chair and Co-Chair of the National Working Group on the agreed template/format for training materials, data recording tools, dashboard and the revised guideline. As for the pilot designed, UNFPA will allocate budget to support the provision of workshops/capacity buildings (one workshop per city) related to the pilot implementation which will involve the representatives of the local peer support group organizations, local health services (puskesmas), districts health office, etc (at maximum will be involved 15 participants on the workshop/city). We will also support the coaching and mentoring visits to 5 piloting cities (once per quarter) in which the institution is expected to provide technical assistance on pilot implementation including data collection and reporting. For the pilot implementation, UNFPA will provide support for the data collection processes (Eg: local enumerators, the institution is highly expected to involve the local partner organizations in 5 cities) and incentive for HIV testing referral (the nominal of incentive per test based on the Global Fund unit cost is IDR 75.000) in which the institution needs to submit the calculation of target (estimation) for testing for 5 piloting cities. The management supports and also the consultancy fees need to be identified and included in the budget proposal.

**C. Required expertise, qualifications, and competencies**

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

1. National recognition for community based organization 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;
3. Extensive experience in developing implementation manual, guideline in HIV/AIDS, SRHR or GBV;
4. Proven ability to work with a diverse population in a respectful, non-judgmental and ethically sound manner;
5. 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 working with PLHIV and key population network;
  - 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: | <i>Ms. Ira Novita</i>   |
| Tel N <sup>o</sup> :             | <i>+62 21 29802300</i>  |
| Email address of contact person: | <i>novita@unfpa.org</i> |

The deadline for submission of questions is **Wednesday, April 12<sup>th</sup> 2019 at 17:00 Jakarta Time<sup>2</sup>**. 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, 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](mailto:indonesia.office@unfpa.org) no later than: **Monday, April 22<sup>nd</sup> 2019 at 23:59 Jakarta Time<sup>3</sup>**.

Please note the following guidelines for the submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/19/010 - Support to Ministry of Health for Pilot Implementation on the Outreach and Peer Support Programme for Prevention of HIV among Intimate Partner Transmission**. 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 TOR listed in Section I, and in accordance with the evaluation criteria below.

<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

<sup>3</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

| 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"> <li>• Legal documents;</li> <li>• Profile of the company and relevance to the Project; institutional structure:               <ul style="list-style-type: none"> <li>○ Showing the networking capacity;</li> <li>○ Demonstrating the ability in organizing team members in collecting and analysing information in the field.</li> </ul> </li> </ul>   | 100                |                               | 5%             |                              |
| Technical approach, methodology and level of understanding of the objectives of the project: <ul style="list-style-type: none"> <li>• Understanding of, and responsiveness to, UNFPA Indonesia Country Office requirements;</li> <li>• Understanding of the scope, objectives and completeness of response.</li> </ul>  | 100                |                               | 5%             |                              |
| Technical proposal: <ul style="list-style-type: none"> <li>• 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);</li> <li>• Quality of proposed Implementation Plan, i.e. how the institution will undertake each task in the TOR;</li> <li>• A draft outline of the national strategy on Prevention on HIV among intimate partner.</li> </ul> | 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 (CVs, etc.):</p> <ul style="list-style-type: none"> <li>• Has 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);</li> <li>• Has Range and depth experience with similar projects/contracts in the past 3 (three) years;</li> <li>• Has experience in 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.</li> </ul> | 100 |  | 20% |  |
| <i>Grand Total All Criteria</i>  |     |  | 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 | 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 based on their responsiveness to the price quotation 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:

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

**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](mailto: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](mailto: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

|  |   |
|--|---|
| <b>Name of Bidder:</b>   |   |
| <b>Date of the quotation:</b>  | <a href="#">Click here to enter a date.</a> |
| <b>Request for quotation N<sup>o</sup>:</b>  | UNFPA/IDN/RFQ/19/010                        |
| <b>Currency of quotation :</b>   | IDR   |
| <b>Delivery charges based on the following 2010 Incoterm:</b>  | N/A   |
| <b>Validity of quotation:</b><br><i>(The quotation must be valid for a period of 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. The Bidder shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- 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             | Quantity | No. of days | No. of city | Unit cost (IDR) | Total (IDR) |
|------|--|------------------|----------|-------------|-------------|-----------------|-------------|
| 1    | Personnel<br>a. Team Leader<br>b. Team Member    | person<br>person |          |             |             |                 |             |
| 2    | Workshop <sup>1</sup>                            |                  |          |             |             |                 |             |
|      | a) Travel and Accommodation                      |                  |          |             |             |                 |             |
|      | • Jakarta  | package          |          |             |             |                 |             |
|      | • Bandung  | package          |          |             |             |                 |             |
|      | • Denpasar                                       | package          |          |             |             |                 |             |
|      | • Surabaya                                       | package          |          |             |             |                 |             |
|      | • Makassar                                       | package          |          |             |             |                 |             |
|      | b) Full day meeting package                      | package          |          |             |             |                 |             |
|      | c) Local transportation for participants         | person           |          |             |             |                 |             |
|      | d) Note taker fee                                | person           |          |             |             |                 |             |
| 3    | Facilitate the Pilot Implementation <sup>2</sup> |                  |          |             |             |                 |             |
|      | a) Refreshment                                   | person           |          |             |             |                 |             |
|      | b) Local transport                               | person           |          |             |             |                 |             |



|              |                                   |         |  |  |  |  |  |
|--------------|-----------------------------------|---------|--|--|--|--|--|
|              | c) Data collection fee            | person  |  |  |  |  |  |
|              | d) HIV Testing Referral incentive | person  |  |  |  |  |  |
| 4            | Monitoring <sup>3</sup>           |         |  |  |  |  |  |
|              | a) Travel and Accommodation       |         |  |  |  |  |  |
|              | • Jakarta                         | package |  |  |  |  |  |
|              | • Bandung                         | package |  |  |  |  |  |
|              | • Denpasar                        | package |  |  |  |  |  |
|              | • Surabaya                        | package |  |  |  |  |  |
|              | • Makassar                        | package |  |  |  |  |  |
| 5            | Overhead cost                     |         |  |  |  |  |  |
| <b>Total</b> |                                   |         |  |  |  |  |  |

Note:

- <sup>1</sup> arrangement of meeting and distribution of local transport for local participants, resource person fee and note taker fee
- <sup>3</sup> per quarterly in 5 cities including travel costs from outside Jakarta
- For 1 and 3: should include travel costs (ticket, accommodation and allowance) for maximum one person to facilitate the workshop and monitoring
- Quantity: number of participants expected to attend the workshop, it is a variable number
- Unit cost: fixed number

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/19/010 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              |
|                     |                             |
| Name of Institution | Signature/Stamp of Entity   |



United Nations Population Fund  
7<sup>th</sup> Floor Menara Thamrin  
Jl. M.H. Thamrin Kav.3, Jakarta 10250  
E-mail: [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org)  
Website: [indonesia.unfpa.org](http://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/19/010**

|  |  |
|--|--|
| <b>1. Organizational Information</b>   |  |
| Company/Institution Name   |  |
| Address, City, Country   |  |
| Telephone/FAX  |  |
| Website  |  |
| Date of establishment  |  |
| 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   |  |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)              |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

|   |  |
|---|--|
| <b>2. Expertise of Staff</b>                  |  |
| Total number of staff                         |  |
| Number of staff involved in similar contracts |  |

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



**ANNEX III:  
 BIDDER'S PREVIOUS EXPERIENCE  
 UNFPA/IDN/RFQ/19/010**

| Order No. & Date | Description* | Client | Contact person, phone number, email address | Date of service |    | Contract Amount (Currency) | Satisfactory completion** (yes/no) |
|------------------|--------------|--------|---|-----------------|----|----------------------------|------------------------------------|
|                  |              |        |   | From            | To |                            |                                    |
|                  |              |        |   |                 |    |                            |                                    |
|                  |              |        |   |                 |    |                            |                                    |
|                  |              |        |   |                 |    |                            |                                    |
|                  |              |        |   |                 |    |                            |                                    |

\* Please indicate relevant contracts to the one requested in the RFQ.

\*\* UNFPA may request 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:                              |  |