



Date: 29 August 2019

REQUEST FOR QUOTATION RFQ N° UNFPA/IDN/RFQ/19/013

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Family Planning Expenditures Tracking Surveys for the Fiscal Year 2018 - 2019”

UNFPA requires the provision of Family Planning (FP) Expenditures Tracking surveys for the fiscal year 2018 - 2019, which aims to investigate and monitor the financial resource flows for Family Planning activities in Indonesia.

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

For the fifth year the UNFPA- Netherlands Interdisciplinary Demographic Institute (NIDI) Resource Flows Project has collected information on family planning (FP) expenditures within developing countries and countries in transition through a process facilitated coordinated by UNFPA Country Offices and carried out by local consultants. The data was collected from *not for profit sector* (NGOs) and *governments* and *the private for profit sector (corporations and insurance companies)*. Data was also collected on household direct expenditures for FP (out of pocket expenditure for FP).

This tracking survey is needed to assess whether adequate funds are mobilized to ensure the fulfilment of promises made at the International Conference on Population and Development (ICPD, 1994) and also to track country-level family planning expenditures. The information obtained from this recurrent survey is being used to prepare the best possible annual estimates of Family Planning expenditures by country as well as globally.

In relation to the financial year of 2018, UNFPA Country Office Indonesia has been requested by UNFPA HQ and NIDI to collect data on resource flows for family planning expenditures. UNFPA CO Indonesia therefore

will be appointing a research institution to conduct data collection. The survey instrument tools comprise questionnaires, manual handbook and online data upload have been developed by NIDI.

B. Description of services - scope of work

1. Main Responsibilities:

The selected research institution will work closely with UNFPA CO and the National Development Planning Agency (BAPPENAS) in identifying stakeholders and collecting expenditures information on family planning. Specifically, the selected research institution will be expected to:

- Study and translate appropriately the survey questionnaires and manuals carefully, giving special attention to the definition terms used in the survey and easy to understand;
- Discuss with UNFPA CO and BAPPENAS in respect of which government departments, national NGOs, corporations and private companies will be included in the survey. The coverage should be as complete as possible;
- Identify the contact person in the selected organizations/ sample;
- Prepare and present to UNFPA and BAPPENAS a concept note notably methodology in data collection, timeline and samples for the undertaking;
- Administer the survey questionnaires and ensure completeness as well as quality of responses;
- Prepare powerpoint (PPT) on the salient findings of the tracking survey with respect to below subjects (detailed breakdown by NGOs/ Govs/ Other donors/ Cooperations) for review:
 - (i) Family Planning spending;
 - (ii) origin of the financing flow;
 - (iii) who pays what?;
 - (iv) what is paid;
 - (v) recurrent family planning expenditures;
 - (vi) contraceptives and other consumables; and
 - (vii) Out of Pocket Expenditure (OOPE)
- Submit to UNFPA CO the revised/ final PPT on the salient findings.

2. Deliverables:

- a. A concept note detailing how the research institution will conduct the survey;
- b. Translated questionnaires and guidelines for government agencies and NGOs as approved by UNFPA;
- c. Raw Data online submission;
- d. Powerpoint (PPT) on the salient findings of the tracking survey

All deliverables are in english except the translated questionnaires and guidelines (Bahasa Indonesia)

3. Duration, delivery dates:

The timing of the assignment is expected the soonest from September 2019 and is scheduled to end in November 2020. The detailed work plan will be proposed by the Institution and shall be based on agreement with UNFPA.

Timetable for year 2019*:

Key Tasks/Activities	Deliverables	Deadlines
Development of concept note notably methodology in data collection, timeline and samples for the undertaking	Concept note detailing how the research institution will conduct the survey and translated questionnaires and guidelines for government agencies and NGOs	September 2019
Technical meeting with UNFPA CO and BAPPENAS on the concept note incl. samples selection		Sep-Oct 2019
Central Location Test – inviting all selected samples in order to brief in detail question per question and how to replenish the survey		
Data Collection, Monitor progress report, and quality checking	<ul style="list-style-type: none"> weekly progress report on the participation/ achievement rate to UNFPA CO and BAPPENAS raw data 	15 October 2019
Development of Powerpoint (PPT) on the salient findings of the tracking survey	Draft PowerPoint (PPT) on the salient findings of the tracking survey	6 November 2019
<ul style="list-style-type: none"> Meeting with UNFPA CO and BAPPENAS to brief and review the PPT on key results Validation meeting to review the results 		Nov
Development of final report (final report will be presented to UNFPA and later to Bappenas and all related stakeholders as a validation workshop)	Final report	29 November 2019

* Timetable for year 2020 will be discussed in Q1 2020

The following documents will be provided by UNFPA and should be used as the references:

- a. Survey Instrument tools
- b. Design, method, and results of the previous financial years

The institution will work under the overall guidance of the UNFPA Representative and under the direct supervision of the UNFPA Programme Specialist for Population and Development (Programme Specialist - PD) and Director for Family, Women, Children, Youth and Sports of BAPPENAS.



C. Required expertise, qualifications, and competencies

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

1. Reputable research institution in Indonesia with expertise in population and/or reproductive health.
2. Has Expertise on various research methodologies notably quantitative approach.
3. Experience on undertaking financial and/or budget-related surveys at the national level.
4. Broad access and/or networks to government institutions and NGOs, especially those related to population, reproductive health, and gender issues.

The roles and responsibilities of each individual of the institution should be clearly defined, including the identification of the designated team leader. 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 the quality, methodology as well as timely 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°:	<i>+62 21 29802300</i>
Email address of contact person:	<i>novita@unfpa.org</i>

The deadline for submission of questions is **Tuesday, September 3rd 2019 at 23:59 Jakarta Time**¹. 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 no later than: **Thursday, September 19th 2019 at 23:59 Jakarta Time**².

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

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

Please note the following guidelines for the submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/IDN/RFQ/19/013 - Family Planning Expenditures Tracking Surveys for the Fiscal Year 2018 - 2019**. 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 III, 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
Technical approach, methodology and level of understanding of the objectives of the assignment	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment	100		20%	
Professional/specific experience and expertise of the staff that will be employed to the assignment project (CVs, etc. proving demonstrated expertise)	100		20%	
Profile of the company and relevance to the assignment	100		10%	
<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 only for bidders whose technical proposals achieve a minimum score of 70 points in the technical 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. 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^o:	UNFPA/IDN/RFQ/19/013
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 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	Quantity (person/unit)	Unit cost (IDR)	No. of day/month	No. of activity	Total (IDR)
	RFIS for Fiscal Year 2018					
1	Personnel					
2	Data collection (other cost if any, please specify)					
	RFIS for Fiscal Year 2019					
3	Personnel					
4	Data collection (other cost if any, please specify)					
Total						

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/19/013 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
7th Floor Menara Thamrin
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/19/013**

1. Organizational Information	
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)	

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/19/013**

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:	