REQUEST FOR QUOTATION
RFQ Nº UNFPA/IDN/RFQ/22/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Development of the Background Study on Youth Development for the 2025-2029 National Medium-term Development Plan (RPJMN) and Background Study on Youth Development for the 2025-2045 National Long-term Development Plan (RPJPN)”

UNFPA requires the provision of two background studies:

1. Background Study on Youth Development for the 2025-2029 National Medium-term Development Plan (RPJMN)
2. Background Study on Youth Development for the 2025-2045 National Long-term Development Plan (RPJPN)

It is as part of UNFPA’s commitments at the Country Programme Action Plan (CPAP) 2021-2025, in supporting the Government of Indonesia to develop evidence-based advocacy and policy to inform the development of a national youth strategy that capitalizes on the demographic dividend and improved outcomes for young people in Indonesia.

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

Approximately 65 million young people make up a fourth of Indonesia’s population. The demographic dividend, which resulted from this demographic transition, needs to be harnessed to achieve the national development goals. Adequate investment in young people, particularly in the area of education, health, participation and leadership, employment, entrepreneurship, and gender equality, will enable harnessing of the demographic dividend. One of the UNFPA’s commitments at the Country Programme Action Plan (CPAP) 2021-2025 is to support GOI to develop evidence-based advocacy and policy to inform the development of a national youth strategy that capitalizes on the demographic dividend and improved outcomes for young people in Indonesia.
The Government of Indonesia (GoI), coordinated by the Ministry of National Development Planning (Bappenas), is now in the early stage of preparing the 2025-2029 National Medium-term Development Plan (RPJMN) and the 2025-2045 National Long-term Development Plan (RPJPN). Therefore, Bappenas in collaboration with UNFPA will hire an institution to develop two background studies, which are: 1) a background study on youth development for the 2025-2029 RPJMN; and 2) a background study on youth development for the 2025-2045 RPJPN. The results of the Youth Development Index (YDI) is one of the indicators of the current RPJMN in the area of Youth Development. Therefore the background study for the 2025-2029 RPJMN will also analyze and recommend the updated list of indicators and index calculation methodology for the next Youth Development Index. Those background studies will be used as the reference in drafting the 2025-2029 RPJMN and 2025-2045 RPJPN on youth development.

Purpose
The purpose of this initiative is to provide a basis for an advocacy approach for improving the policy environment, programs, and directions on issues related to adolescents and young people in Indonesia’s development until 2045.

Objectives
a. To develop a background study on Youth Development as the reference to the draft RPJMN 2025-2029, which includes the proposed list of indicators and index calculation methodology for the next YDI.

b. To develop a background study on Youth Development as the reference to the draft RPJMN 2025-2045.

Deliverables
a. A background Study on Youth Development as the reference to the 2025-2029 RPJMN, which includes the proposed list of indicators and index calculation methodology for the next YDI.

b. A background Study on Youth Development as a reference to the 2025-2045 RPJPN

General requirements of the deliverables:

a. Two final reports shall be submitted in the Indonesian Language, be professionally proofread, and publishable when handed into UNFPA.

b. An Executive Summary for each report should be written in both English and the Indonesian Language. The Executive Summary will provide an overview of the study and highlight the main findings and conclusions.

Scope of Work:
The background studies will cover the following key thematic areas, which are, but are not limited to, a) health, b) education, c) employment and entrepreneurship, d) participation and leadership, and e) gender and discrimination. Both studies will highlight the achievements and challenges, and how the initiatives or efforts that have been taken have contributed to achieving the targets RPJMN and RPJPN in their respective areas and Indonesia. Furthermore, the studies will provide information on the identified stakeholders and organizations involved in planning, managing, implementing, monitoring, and evaluating activities on youth development, within the framework of RPJMN and RPJPN. Also, the studies need to analyze youth
participation and contribution to the achievement of current RPJMN and RPJPN, and the systems or platforms in place for them to do so. Nevertheless, the studies are expected to provide recommendations for the formulation of targets (National Priorities, Program Priorities, Activity Priorities, and Project Priorities) and policy directions for youth development in the 2025-2029 RPJMN and 2025-2045 RPJPN. Specific for the RPJMN Background Study, the study will analyze and provide recommendations on the proposed indicators and calculation methodology for the next YDI as the target of the next RPJMN.

It is anticipated that the studies will involve work at selected ministries and youth networks at the national level. The background studies development will be conducted through desk review and a series of interviews, focus group discussions, and consultative meetings, which are coordinated by the Bappenas to map out and obtain agreement on the above-mentioned key thematic areas and topics. In consultation with Bappenas and UNFPA, the selected institution will facilitate the focus group discussion and consultative meetings with government institutions, NGOs, and youth networks. The deliverable will be widely available to stakeholders but will be mainly used by the government at national and subnational levels, also for NGOs and youth networks that work in the area of youth development.

**Methodology**

a. **Preparation and Inception**
   i. Preliminary communication with the advisory board to clarify terms of background studies development between the selected institution and advisory team (including identifying thematic areas, report outline of both background studies, and timeline).
   ii. Delivery of a brief 3 – 5 page inception report detailing the selected institution’s understanding of the work required the proposed approach to work, analysis approaches, travel schedules, and timeframes for product delivery.

b. **Desk Review**
   i. Desk review of national and sub-national documents, including international standards, guidelines, reports, and publications to support the national overview section
   ii. Bappenas and UNFPA will also provide the below documents for the development of RPJMN and RPJPN Background Studies on Youth Development:
      1. Law Number 40 of 2009 on Youth
      2. The Presidential Decree number 43 of 2022 on Strategic Coordination Across Sector for Youth Development
      3. The National Strategy on Youth Entrepreneurship
      4. The National Action Plan on School-Aged Child and Adolescent Wellbeing
      5. The Indonesian Youth Development Index 2019 and 2021
c. Consultations with related stakeholders, including government, youth networks, CSOs at national and sub-national levels

i. The selected institution is expected to triangulate and consolidate the findings with the results of the 2019 and 2021 Youth Development Index and the recent report on the 2015 - 2019 SDGs Progress Report on Adolescent and Youth and 2021 SDGs Voluntary National Report.

ii. Consultative meetings, through online applications and in-person, will be organized by Bappenas to obtain input from the government, youth networks, and other related stakeholders. This methodology will be discussed further with Bappenas, MoYS, SDGs Youth Hub, and UNFPA.

iii. If travel is necessary, the travel will depend on the government’s policy regarding the COVID-19 pandemic. If the travel is still restricted, the interviews and consultative meetings will be done via an online platform.

iv. Bappenas, as the coordinator for the development of RPJMN background study and RPJPN background study, will organize the activities below (funded through AWP Bappenas and UNFPA) to support this consultancy, which is:
   1. Virtual technical meetings (6 meetings, 10 participants/meeting)
   2. Virtual Focus Group Discussions (6 FGDs, 60 participants/FGD)
   3. Workshops in-person (2 workshops – in Bogor/Depok (TBC), 2 days 1 night/workshop)
   4. Virtual seminar (1 webinar, 75 participants)

d. Review Process

i. A team of UNFPA, Bappenas, MoYS, and youth networks (through YSSI) is established to provide directions and review the deliverables.

ii. The Adolescent and Youth team of UNFPA will provide directions and review the deliverable. Attached in Annex 3 is the KPM form which details review mechanisms.

iii. Review mechanisms within the UNFPA
   1. Internal Desk Review by the assigned UNFPA CO staff (please see the approved KPRP form).
   2. UNFPA Internal Review Committee (IRC) mechanism for the documents to be published publicly

e. Final report write-up

i. The selected institution will draft the background studies based on the desk review and consultations with the stakeholders

ii. The draft will be submitted for the review process (point d); upon completion of the review process, the institution will incorporate the comments into the final report in consultation with the Advisory Committee members.

f. Advisory Committee Role

i. Composition
   1. The Advisory Committee is composed of, but not limited to, the MoYS, SDGs Youth Hub (representing youth networks), and UNFPA. The committee will be coordinated by Bappenas
   2. Additional members of the Advisory Committee will be agreed jointly be the above advisory committee members.
ii. Responsibilities

1. The main responsibility of the Advisory Committee is to provide directions and review the deliverables.
2. Bappenas and UNFPA will support the background studies development in general.

In consultation with Bappenas, MoYS, youth networks, and UNFPA, the selected institution:

a. Map out and obtain information on:
   i. Youth development achievements and challenges, as well as existing programmes, policies, and projects that address youth development
   ii. How the initiatives or efforts have been taken have contributed to achieving the 2025-2029 RPJMN and 2025-2045 RPJPN in their respective area and Indonesia
   iii. Stakeholders and organizations involved in planning, managing, implementing, monitoring and evaluating activities on youth development
   iv. The systems that are in place to support capacity development, supportive supervision, coordination, and other planning and management functions.
   v. How youth participate in and contribute to the above efforts, and the systems or platforms in place for youth to participate.

b. Identify and map strategic issues of RPJMN 2025-2029 and RPJPN 2025-2045 in the field of youth development through literature review.

c. Organize and facilitate and participate actively in the series of consultation and interviews at the national and sub-national levels with experts, academia, government officials, NGOs, and youth networks as agreed upon with Bappenas, MoYS, Youth Hub SDGs, and UNFPA.

d. Analyse the current and next phase of RPJMN and RPJPN trend on the situation of youth development issues and triangulate the findings with the 2021 and 2019 YDI report, and SDGs reports.

e. Provide analysis on
   i. Analysis on the governance for youth development (*analisis kelembagaan*)
      1. The appropriate structure and coordination mechanism within the government in advancing and leading the youth development programmes in Indonesia.
      2. Mapping all stakeholders for youth development in Indonesia
      3. Coordination mechanism among youth networks, private sector, government, development partners, and other related stakeholders.
   ii. Analysis of the rules and regulations for youth development (*analisis regulasi*)
      1. Analysis of rules and regulations that are affecting youth development
      2. Strategic recommendations on rules and regulations in advancing youth development in Indonesia.
      3. Analysis of the indicators and targets that are recommended in the YDI results and SDGs progress report for adolescents and youth with the existing ones in the current RPJMN.
      4. Strategic recommendations regarding priority targets and policy directions as well as programmes and provinces on youth development for the next RPJMN and RPJPN (using the approach of THIS: Thematic, Holistic, Integrative, and Spatial).
5. Strategic recommendations for monitoring mechanisms on the youth-related policies and programmes implementation.
   iii. Analysis of the budget for youth development (analisis anggaran)
      1. Analysis of the government budget to support youth development based on the approach of “money follows programmes”
      2. Analysis of other potential financings for youth development.
   f. Conduct close consultation and provide progress reports on a regular basis to the BAPPENAS (Director of Families, Women, Children, Youth, and Sports), MoYS, and UNFPA.
   g. Develop and submit a good quality result of the background studies on youth development in a timely manner.

Time frames
The assignment is expected to start in May 2022 and end in November 2022. The total number of input days and detailed work plan will be proposed by the Institution at the Inception Report and shall be based on agreement with UNFPA and Bappenas.

<table>
<thead>
<tr>
<th>Key Tasks</th>
<th>Deliverables</th>
<th>Deadlines*</th>
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<tbody>
<tr>
<td>Phase 1: Preparation phase</td>
<td>Inception report and work plan</td>
<td>15 May 2022</td>
</tr>
<tr>
<td>a. The work plan of activities</td>
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<td>b. Scope of analysis, datasets for the analyses, and methodology</td>
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<td>c. Agreed methodology, outline, and priority areas of both background studies</td>
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<td>Phase 2: Data analysis on youth development</td>
<td>First draft background studies</td>
<td>30 June 2022</td>
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<td>d. Literature review</td>
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<tr>
<td>e. Analysis of data for each priority area of youth development in Indonesia</td>
<td>Second draft background studies</td>
<td>30 Sept 2022</td>
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<tr>
<td>f. Consultative meetings with stakeholders</td>
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<td>g. Drafting of the reports</td>
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<td>Phase 3: Finalization</td>
<td>Final reports on RPJMN and RPJPN background studies</td>
<td>30 Nov 2022</td>
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<tr>
<td>h. Presentation of results and key findings with Bappenas, MoYS, SDGs Youth Hub and UN IANYD</td>
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<td>i. Update the report and submit final background studies</td>
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*to be further discussed and agreed during briefing meeting

Required Qualifications, Background and Experience
The Institution/company must meet the following criteria to be eligible to apply for the assignment:
1. Has national recognition for research and has 5 years of experience in developing studies on population and development, preferably on issues related to young people and development (including, but not limited to, health, education, employment, entrepreneurship, gender equality, youth participation, and leadership), demonstrated by national/international publications.
2. Has a team leader that has strong experiences in youth, community, and/or social development with at least a Master’s Degree or equivalent in Social Sciences, Demography, Public Health, or other related technical fields.

3. Has a member of economic development expertise with at least a Master’s Degree or equivalent in Social Sciences, Community Development, Demography, Public Health, or other related technical fields to undertake the costing analysis.

4. Familiar with the Sustainable Development Goals (SDGs) particularly on issues related to young people, gender equality, and disability.

5. Familiarity with the development of the RPJMN and/or RPJPN process is an advantage.

6. Familiarity working with young people, government, university, professional organizations, and CSOs.

7. Availability to facilitate consultative meetings that are mostly and frequently conducted in Jakarta.

8. The team leader must have excellent verbal and written communication in English;

9. At least one team member should be fluent in Indonesian;

10. Ability to travel within Indonesia.

The roles and responsibilities of each individual in the team proposed by 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:

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Ms. Ira Novita</th>
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<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:idn.bids@unfpa.org">idn.bids@unfpa.org</a></td>
</tr>
</tbody>
</table>

Questions will be answered in writing and shared with parties 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 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) 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.

V. Instructions for submission
Proposals should be prepared based on the guidelines set forth in Section 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: Wednesday, April 20th 2022 at 23:59 Jakarta Time.1

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

Please note the following guidelines for electronic submissions:

● The following reference must be included by the Bidder in the email subject line:
  o UNFPA/IDN/RFQ/22/007 - [Company name], Technical Bid
  o UNFPA/IDN/RFQ/22/007 - [Company name], Financial Bid
  o 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.

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

1 http://www.timeanddate.com/worldclock/city.html?n=69
Technical Evaluation

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>[A] Maximum Points</th>
<th>[B]* Points obtained by Bidder</th>
<th>[C] Weight (%)</th>
<th>[B] x [C] = [D] Total Points</th>
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<tbody>
<tr>
<td>1. Technical approach, methodology and level of understanding of the objectives of the project:</td>
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<tr>
<td>- Understanding of scope, objectives and completeness of response</td>
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<td>- Appropriateness of proposed approaches and strategies to deliver expected outputs</td>
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<td>- Overall clarity of the technical proposal, which shall cover:</td>
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<tr>
<td>- 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 Bappenas;</td>
<td>100</td>
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<td>35%</td>
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<tr>
<td>- Quality of proposed Implementation Plan, i.e. how the institution will undertake each task in the TOR, particularly on:</td>
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<tr>
<td>- Analysis on the governance for youth development (&quot;analisis kelembagaan&quot;)</td>
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<tr>
<td>- Analysis of the rules and regulations for youth development (&quot;analisis regulasi&quot;)</td>
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</table>
### Analysis of budget for youth development

- **A draft outline of the Background Study on Youth Development** (maximum 2 pages)

#### 2. Work plan/time scales given in the proposal and its adequacy to meet the project objectives:
- Likelihood of achieving expected outputs within the given timeframe

#### Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes, including ability in organizing team members in collecting and analyzing information in the field:
- Team leader/team members with relevant experience, qualifications
- Profile of team (CVs)

#### Specific experience and expertise relevant to the assignment:
- Range and depth of experience with similar projects as reflected in portfolio
- Proven expertise (number of clients, products, etc.)
- Profile of the company and relevance to the Project:
  - Experience in developing and producing similar project/work
  - The following profile of company/institution is preferred:
    - Has experience in SDGs, particularly on issues

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<th>15%</th>
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related to young people, gender equality, and disability
- Familiar with the development of the RPJMN process

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<thead>
<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>
</tr>
<tr>
<td>Meets the requirements</td>
<td>70 – 79</td>
</tr>
<tr>
<td>Partially meets the requirements</td>
<td>1 – 69</td>
</tr>
<tr>
<td>Does not meet the requirements or no information provided to assess compliance with the requirements</td>
<td>0</td>
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</tbody>
</table>

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 point 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.

\[
\text{Total score} = \text{Technical score} + \text{Financial score}
\]
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, Ms. Anjali Sen 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).
**PRICE QUOTATION FORM**

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[insert name of company / institution]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of the quotation:</td>
<td>[insert quotation date]</td>
</tr>
<tr>
<td>Request for quotation Nº:</td>
<td>UNFPA/IDN/RFQ/22/007</td>
</tr>
<tr>
<td>Currency of quotation:</td>
<td>IDR</td>
</tr>
<tr>
<td>Validity of quotation:</td>
<td><em>(The quotation must be valid for a period of at least 3 months after the submission deadline)</em></td>
</tr>
</tbody>
</table>

- 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:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit cost (IDR)</th>
<th>Total (IDR)</th>
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</thead>
<tbody>
<tr>
<td>1. Personnel cost (team)</td>
<td>Development of:</td>
<td>Team</td>
<td>[insert Qty]</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
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<tr>
<td></td>
<td>● Background Study on Youth Development for the 2025-2029 National Medium-term Development Plan (RPJMN)</td>
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<td>● Background Study on Youth Development for the 2025-2045 National Long-term Development Plan (RPJPN)</td>
<td>(please provide/describe the breakdown of number of personnel, role and rate)</td>
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<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit cost (IDR)</th>
<th>Total (IDR)</th>
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<tbody>
<tr>
<td>2. Other costs</td>
<td>Domestic travel and accommodation (please provide/describe the breakdown of required costs)</td>
<td>Package</td>
<td>[insert Qty]</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
</tr>
<tr>
<td></td>
<td>Operational costs (please provide/describe the breakdown of required costs)</td>
<td>Package</td>
<td>[insert Qty]</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
</tr>
</tbody>
</table>

**Total** | [insert total cost] |
TABLE 2: Offer to Comply with Other Conditions and Related Requirements

<table>
<thead>
<tr>
<th>Other Information pertaining to our Quotation are as follows:</th>
<th>Your Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Validity of Quotation is at least 3 months after the submission deadline</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>Submission in accordance to the section IV:</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>- The technical proposal submitted as per the requirements outlined in the service requirements / TOR</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>- Price quotation submitted strictly in accordance with Price Quotation Form</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted:</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>- to submit copy of company legal documents (operation in Indonesia);</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>- to provide clarification(s) related to the submission</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>All Provisions of the UNFPA General Terms and Conditions</td>
<td>[insert answer]</td>
</tr>
</tbody>
</table>

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/22/007 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]
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.