



Date: 30 May 2023

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/23/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Development of Youth Development Index”**

UNFPA requires the provision of Youth Development Index that will be used as a reference to contributing to the 2025 - 2029 National Medium-Term Development Planning. It is a basis for an advocacy approach for improving the policy environment, programs and directions on issues related to young people in Indonesia's development in 2025-2029.

#### **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](http://unfpa.org)

### **Service Requirements / Terms of Reference (TOR)**

#### **Background Information**

Approximately 65 million young people make up a third of Indonesia's population. The demographic dividend, which resulted from this demographic transition, needs to be harnessed to achieve 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 the harnessing of the demographic dividend.

The Government of Indonesia (GoI), coordinated by the Ministry of National Development Planning (Bappenas), is developing the five years National Medium-term Development Framework (RPJMN) as the guideline for the government to develop policies and programmes for Indonesia's development plan for 2025 to 2029. 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 capitalises on the demographic dividend and improved outcomes for young people in Indonesia. Therefore, Bappenas in collaboration with UNFPA will hire an institution to develop the Youth Development Index.



The upcoming YDI will be used as a reference to contributing to the 2025 - 2029 National Medium-Term Development Planning. It is a basis for an advocacy approach for improving the policy environment, programs and directions on issues related to young people in Indonesia's development in 2025-2029.

### Scope of the service

The selected company will carry out the following functions:

- Provide updated data analysis and interpretation, particularly within the Indonesian context on the perspective of demographic dividend at national and subnational levels including the linkages between the national YDI with the upcoming technocratic concept of RPJMN 2025-2029;
- Develop the updated methodology and indicators of Indonesia YDI, and identify areas that need further attention to improve the quality of young people to support Indonesia's Vision 2045;
- Exercise back-casting and **forecasting YDI with updated** indicators and methodology (the data will be provided by the selected institution), and;
- Facilitate serial meetings with key stakeholders.

### Deliverable:

The Youth Development Index (YDI) report with updated indicators, framework and methodology. The YDI report will be used as the supporting document to develop the technocratic report of 2025-2029 RPJMN.

The deliverables will be submitted in electronic copy:

- a) The final report of the YDI **with updated** indicators, framework and methodology shall be submitted in the Indonesian Language professionally proofread, and publishable when handed into UNFPA.
- b) An executive summary of the YDI in English.

### Methodology:

Based on the agreement between Bappenas, BPS, the Ministry of Youth and Sports and related ministries, the YDI will be developed primarily based on recent official data (SAKERNAS and SUSENAS data from BPS). With support from UNFPA, Bappenas will lead and coordinate the YDI development process, including organizing technical meetings and endorsing the final draft of the YDI. Relevant feedback and commentary from experts on the result of the index will be included in the report.

Furthermore, the YDI should include any other official and reputable data and studies, that may be available to support the analysis, and references to associated literature on youth to enrich the analysis.

The selected company/institution may be required to travel to Jakarta, Depok and/or Bogor. The selected company/institution will have to consult intensively with UNFPA and BAPPENAS in order to deliberate the content, structure, and dataset in the development of the expected deliverable.

The company/institution will work under the overall guidance of the UNFPA Representative and under the direct supervision of the Programme Analyst for Youth and ASRH.



With the support from UNFPA, Bappenas will organize consultative meetings with government institutions, NGOs, and youth networks. Bappenas, in collaboration with BPS, will provide and calculate the data for the upcoming YDI. The methodology in organizing the meetings will be in consultation with the selected institution.

Documents that should be used as references for the development of YDI are:

- a. The background study on youth development for RPJMN 2025-2029 and RPJPN 2025 - 2045 (Collaboration by Bappenas, SMERU and UNFPA);
- b. Law Number 40 of 2009 on Youth;
- c. The Presidential Decree number 43 of 2022 on Strategic Coordination Across Sector for Youth Development and its annexe on National Action Plan on Youth Development in 2020;
- d. The Indonesian Youth Development Index 2021, 2019 and 2017;
- e. The Decree of the Coordinating Minister for Human Development and Culture is number 1 of 2022 on the National Action Plan on Adolescent Wellbeing.

These documents will be provided by Bappenas and UNFPA.

**Timing / Schedule**

The engagement shall commence immediately upon awarding of contract with a duration from July to November 2023 (the company/institution to propose the total number of working days and a detailed work plan in the proposal). Payment will be made upon the completion and submission of deliverables according to the following milestones:

No	Milestones/Deliverables		Expected Timeline*	Terms of Payment
1	Phase 1: Preparation phase a. The work plan of activities b. Scope of analysis, datasets for the analyses, and methodology c. Agreed methodology, indicators, outline and priority areas of the YDI	Outline report and work plan in English (the outline report will be reviewed by the M&E Analyst and other reviewers stated in the KPM Form)	1 July 2023	
2	Phase 2: Data analysis on the YDI with the updated concept d. Analyse and propose the updated framework, methodology and indicators of YDI e. Consultative meetings with stakeholders to develop the YDI	First draft report of YDI in Bahasa Indonesia	17 Aug 2023	50%
		Second draft report of YDI in Bahasa Indonesia	16 Sep 2023	

	(including sharing the findings and progress of the draft YDI) f. Exercise backcasting and <b>forecasting YDI with the updated</b> indicators and methodology g. Drafting the report and executive summary			
3	Final deliverables	Final report of YDI in the Bahasa Indonesia and executive summary in English	19 Nov 2023	50%

*\*to be further discussed and agreed during briefing meeting with the selected company*

### The proposed outline of the Youth Development Index Report

Specific emphasis on the tentative components of the report may include, but not be limited to, the following:

1. Executive Summary
2. Introduction
  - a. The dynamics of Indonesian youth development achievements over the 2017-2022 period
  - b. Measuring Indonesian youth development using an index
  - c. The general statistical description of youth in Indonesia
3. Dynamics of Indonesian youth development outcomes in 2018 - 2020
  - a. General YDI outcomes
  - b. YDI domain dynamics
  - c. Methodology and list of Indicators
4. YDI profile of the 34 provinces in Indonesia (including strategic and programmatic recommendations for each province)
  - a. Aceh Province
  - b. North Sumatra Province
  - c. West Sumatra Province
  - d. ... will be continued up to the 34th province
5. Conclusion
  - a. A portrait of Indonesia's youth development performance
  - b. Building a framework for the analysis of the youth development situation, challenges and recommendations for the upcoming RPJMN 2025 - 2029
6. References
7. Appendix



### Qualifications, Background and Experience

The company is required to have the following qualifications:

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 strong experience in developing index reports on social and economic development issues, preferably on youth development.
3. Familiar with the Sustainable Development Goals (SDGs) particularly on issues related to young people, gender equality and disability.
4. Familiarity with the development of the RPJMN and RPJPN process is an advantage.
5. Familiar in working with young people, government, universities, professional organizations and CSOs.
6. Available to facilitate consultative meetings that are mostly and frequently conducted in Jakarta, between July to November 2023.
7. Requirements of the personnel and/or team assigned:
  - a. Roles and responsibilities of each individual should be clearly defined, including the identification of the designated team leader. The team leader will be responsible for the deliverable 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 the deliverable.
  - b. Team leader 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.
  - c. Team leader must have excellent verbal and written communication in English.
  - d. At least one team member should be fluent in Bahasa Indonesia.

## 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>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

The deadline for submission of questions is **Tuesday, June 6<sup>th</sup> 2022 at 23:59 Jakarta Time<sup>1</sup>**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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



### 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, which contains:
  - Company legal documents and company profile stating the company's background, structure, experience (networking capacity) and the range of services offered by the company.
  - Proposed approach/ methodology incl. standard methodology, workflow, implementation plan, quality control, time management, and progress report schedule
  - The curriculum vitae of team leader and/or team members to be assigned.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation form strictly in accordance to the format provided, duly completed and signed.

All parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

### V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section 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: **Tuesday, June 13<sup>th</sup> 2022 at 23:59 Jakarta Time<sup>2</sup>**.

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>idn.bids@unfpa.org</i>

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



Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/IDN/RFQ/23/005 - [Company name], Technical Bid
  - UNFPA/IDN/RFQ/23/005 - [Company name], Financial Bid
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

**VI. Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations.

**Technical Evaluation**

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

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
<ul style="list-style-type: none"> <li>● Legal documents</li> <li>● Institutional structure</li> <li>● Networking capacity</li> <li>● Demonstrating the ability in organising team members in collecting and analysing information in the field</li> </ul>	100		5%	
Understanding of scope, objectives and completeness of response: <ul style="list-style-type: none"> <li>● Understanding of, and responsiveness to, UNFPA Indonesia Country Office requirements</li> </ul>	100		5%	



<ul style="list-style-type: none"> <li>Understanding of the scope, objectives, and completeness of response</li> </ul>				
<p>Technical proposal:</p> <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 Bappenas)</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 YDI (maximum 4 pages)</li> </ul>	100		40%	
<p>Organizational experience and capacity:</p> <ul style="list-style-type: none"> <li>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</li> <li>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,</li> </ul>	100		20%	





<p>Demography, Public Health, or other related technical fields</p> <ul style="list-style-type: none"> <li>• Has a member of economic development expert with at least a Master’s Degree or equivalent in Social Sciences, Community Development, Demography, Public Health or other related technical fields</li> <li>• Preference will be given to companies with experience in 1) SDGs particularly on issues related to young people, gender equality and disability; 2) Familiarity with the development of the RPJMN process is an advantage</li> </ul>				
<i>Total Technical Score</i>				

The following scoring scale will be used to ensure objective evaluation:

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

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum total score of 49 points (70% x 70) in the technical evaluation.



Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 30, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

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

**Total score**

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

Total score = Total Technical score + Financial score
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**VII. Award Criteria**

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

**VIII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions

**IX. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract

**X. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.



A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Ms. Anjali Sen 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, Supply Chain management Unit at [procurement@unfpa.org](mailto: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

<b>Name of Bidder:</b>	[insert name of company]
<b>Date of the quotation:</b> <b>Request for quotation N°:</b>	[insert quotation date] UNFPA/IDN/RFQ/23/005
<b>Currency of quotation:</b>	IDR
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	[insert quotation validity date]

- The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project.
- The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

**TABLE 1: Price Offer:**

Item Description	UOM	Qty	Unit Cost (IDR)	Total Cost (IDR)
1. Professional Fees	package	1	[insert unit cost]	[insert total cost]
2. Travel and Accommodation costs for meetings outside Jakarta	package	1	[insert unit cost]	[insert total cost]
3. Operational costs	package	1	[insert unit cost]	[insert total cost]
<b>Total Contract Price</b>				[insert total cost]



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

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

*Vendor's Comments:*  
 [insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/23/005 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place



## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>3</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>3</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

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Date:

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Name and Title:

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United Nations Population Fund  
7<sup>th</sup> floor Menara Thamrin  
Jl. MH Thamrin Kav.3, Jakarta 10250  
E-mail: [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.unfpa.org)

Name of the Company:

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Postal Address:

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Email:

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United Nations Population Fund  
7<sup>th</sup> floor Menara Thamrin  
Jl. MH Thamrin Kav.3, Jakarta 10250  
E-mail: [indn.bids@unfpa.org](mailto:indn.bids@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](#)