

Date: 1 August 2024

**REQUEST FOR QUOTATION
RFQ N° UNFPA/IDN/RFQ/24/008**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Study on the Curriculum and Implementation of Adolescent Reproductive Health (ARH)
Education in Indonesia”**

UNFPA requires the provision of Study on the Curriculum and Implementation of ARH Education in Indonesia, to support the Ministry of Education and Culture in conducting a study to see the extent to which ARH education topics are integrated into the curriculum and how the implementation of ARH education in schools is. This study will also identify the gaps and potential strengths of the Ministry of Education and Culture in implementing ARH education in Indonesia. This study will also explore the curriculum, teacher capacity, and involvement of all schools, as well as existing programs and policies around schools in implementing ARH education as a violence prevention strategy in the educational unit environment. This assessment will be used to prioritize needs and improve the quality of the curriculum, teaching methods, and teacher training related to ARH education.

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 Information

UNFPA is in partnership with the Ministry of Health to support the Ministry of Education and Culture in undertaking the study on the curriculum and implementation of Adolescent Reproductive Health (ARH) education in Indonesia.

Law Number 17 of 2023 concerning Health mandates that every adolescent has the right to access health services, including ARH, to prepare adolescents to become healthy, intelligent, high-quality, and productive adults. Furthermore, in Government Regulation Number 61 of 2014 concerning Reproductive Health, it is stated that ARH Services aims to prevent and protect adolescents from risky sexual behaviour and other risky behaviours that can affect reproductive health; and prepare adolescents to live a healthy and responsible reproductive life. Article 12 explains that these services are implemented, among other things, through the

provision of communication, information, and education in formal and non-formal education processes. A series of regulations have shown the importance of implementing reproductive health education for adolescents.

ARH Education enables children and adolescents to 1) Obtain accurate information about reproductive health, 2) Explore and maintain positive values and attitudes towards their reproductive health, develop self-esteem, and 3) Develop life skills that encourage critical thinking, communication and negotiation, decision-making, and assertiveness.

In addition, ARH Education can potentially prevent violence in the educational unit environment. Regulation of the Ministry of Education, Culture, Research and Technology Number 46 of 2023 concerning the Prevention and Handling of Violence in the Educational Unit Environment emphasises the importance of protecting students, teachers and education personnel, as well as other members of the educational unit from violence. Referring to Article 6, the violence in question is physical violence; psychological violence; bullying; sexual violence; discrimination and intolerance; policies that contain violence; and other forms of violence.

To improve the quality of ARH education and prevent violence in the educational unit environment, in 2021, the Ministry of Education and Culture and the Ministry of Health signed a Cooperation Agreement (PKS) that jointly agreed to build the capacity of teachers in providing ARH education, including to students with intellectual disabilities. To date, UNFPA has supported both ministries by providing technical assistance in overcoming various challenges and providing quality ARH education to students. The Ministry of Health and the Ministry of Education and Culture have agreed to conduct tiered training for teachers to provide ARH education. The tiered training begins with training some teachers at the national level, referred to as "Master Teachers". Then the Master Teachers train "Partner Teachers" at the provincial level - in the province where the "Partner Teachers" are assigned to teach. Furthermore, in 2023, this program has been continued to the level of "Peer Teachers" from different schools.

Seeing the developments that have occurred and by using the module we developed together with the Ministry of Health and Ministry of Education and Culture (please see this link [\[https://docs.google.com/presentation/d/1i8P-X-qwinV2ieWHIXa4rRleG8N_QallrTJFjNLa2Lo/edit#slide=id.g2b86373058f_0_0\]](https://docs.google.com/presentation/d/1i8P-X-qwinV2ieWHIXa4rRleG8N_QallrTJFjNLa2Lo/edit#slide=id.g2b86373058f_0_0)) as the reference to assess the implementation of ARH education, UNFPA will support the Ministry of Education and Culture in conducting a study to see the extent to which ARH education topics are integrated into the curriculum and how the implementation of ARH education in schools is. This study will also identify the gaps and potential strengths of the Ministry of Education and Culture in implementing ARH education in Indonesia. This study will also explore the curriculum, teacher capacity, and involvement of all schools, as well as, existing programs and policies around schools in implementing ARH education as a violence prevention strategy in the educational unit environment. This assessment will be used to prioritize needs and improve the quality of the curriculum, teaching methods, and teacher training related to ARH education.

Scope of the service

The selected company/institution will carry out the following functions:

1. Design and develop research methodologies for studies based on consultations with the Ministry of Education and Culture, the Ministry of Health, and UNFPA.
2. Develop research protocols and ethical clearance to facilitate effective research, by applicable cultural and ethical practices.
3. Conduct a literature review, which includes a review of articles, research, reports, and all necessary sources by the research objectives.
4. Collect the necessary data for the study, including arranging interviews and/ or focus group discussions with stakeholders.
5. Write an assessment report based on a structure agreed upon by the Ministry of Education and Culture, the Ministry of Health, and UNFPA.
6. Accommodate revisions and input from the Ministry of Education and Culture, the Ministry of Health, and UNFPA.
7. Present the results of the assessment and recommendations at a meeting organized by the Ministry of Education and Culture, the Ministry of Health, and UNFPA.

Objective 1: Curriculum

To understand the scope and approach of the ARH education curriculum in Indonesia and the extent of its relevance to the current conditions of Indonesian adolescents.

- (a) Is the scope of ARH education relevant to the adolescent reproductive health problems encountered and contextually appropriate?
- (b) What is the scope of the ARH education curriculum in schools? What topics and sub-topics are covered?
- (c) Which subjects are given additional content on ARH education and/ or violence prevention in the curriculum?
- (d) To what extent does the current ARH education curriculum cover modules designed to address violence prevention at the educational unit level?

Objective 2: Capacity and Readiness of Teachers and Education Personnel

To understand the capacity and readiness of teachers and education personnel in Indonesia to provide ARH education.

- (a) What resources or tools have been designed and provided to guide educator training or the delivery of ARH education (lesson plans, content, methodology, feedback, interaction, etc.)?
- (b) Is there data available on training effectiveness?
- (c) What training (internal or external), resources or tools are accessible to educators in schools to help them deliver the ARH education curriculum (lesson plans, content, methodology, feedback, interaction, etc.)?
- (d) Is there support in the delivery of ARH education, both from schools and parents of students?
- (e) To what extent do educators in target schools feel capable and supported to provide ARH education?

Objective 3: Implementation

To understand how ARH education is delivered in schools and student aspirations.

- (a) What methods do teachers and education personnel use to deliver the ARH education curriculum (lesson plans, content, methodology, feedback, interaction, etc.)?
- (b) How often are there learnings/meetings on ARH education? And for how long?
- (c) To what extent do Teachers and Education Personnel use collaborative learning strategies in delivering ARH education? How do teachers and education personnel value the aspirations and opinions of students and protect students' rights during the delivery of ARH education?
- (d) What are some good practices of teachers and education personnel in providing ARH education?
- (e) What are the challenges faced by teachers and education personnel in providing ARH education? Are the challenges in the form of institutional factors such as lack of time, a dense curriculum; or resistance from parents/schools/teachers and other education personnel?
- (f) How does the delivery of ARH education take into account the socio-cultural and customary context of the local community?
- (g) What is the impact of ARH education in schools on 1) students, 2) teachers and education personnel, and 3) the school itself?
- (h) What can be done to strengthen ARH education and violence prevention efforts in schools from the perspective of 1) students and 2) teachers and education personnel?

Objective 4: Supportive Environment

To understand what policies or programs exist in or around schools to support ARH education and/ or violence prevention.

- (a) Does the school support the implementation of ARH education? Are there other activities or education related to violence prevention?
- (b) To what extent is there a whole-of-school approach to reproductive health and violence prevention in schools? What are the forms? What is the success rate?
- (c) Is the school connected to the puskesmas as a referral pathway if students are found who need reproductive health services?
- (d) Is the school connected with community institutions as a referral pathway for handling violence?
- (e) Is the school connected with other parties to support students' access to information and services on ARH and violence prevention?
- (f) How do schools involve parents (if any) in ARH education and/or violence prevention?
- (g) What additional mechanisms are in place in schools to support violence prevention? To what extent does this complement or connect with existing ARH education? What opportunities exist to link or integrate these programs with ARH education to strengthen violence prevention?

Deliverable:

A study report on the curriculum and implementation of ARH education in Indonesia.

This assignment is home-based with the possibility of travel to Jakarta, Aceh and Lombok Timur (to be determined - in discussion with the Ministry of Education and Culture and Ministry of Health). The company/institution will have to consult intensively with UNFPA, Ministry of Education and Culture and Ministry of Health to deliberate the content and structure in the development of the expected deliverable.

The selected company/institution must consult intensively with UNFPA, the Ministry of Health and the Ministry of Education and Culture to consider the content and structure in developing the expected study report. Meeting costs included in the financial proposal to be submitted by the company/institution must include at least:

1. Honorarium for at least the team leader and 2 team members:
2. Travel and accommodation costs for the research team to Jakarta and 2 research areas.
3. The cost of holding meetings for data collection and validation of results in the field, with details:
 - a. Jakarta:
 - i. Data collection: 5 face-to-face meetings with 20 participants from relevant directorates within the Ministry of Education and Culture for each meeting in Jakarta.
 - ii. Data validation: One workshop with 50 participants from relevant ministries and NGOs to validate assessment results in Jakarta.
 - b. Aceh (the area may change and will be agreed upon later with the Ministry of Health and the Ministry of Education and Culture):
 - i. Data collection: 4 face-to-face meetings with 20 participants from relevant government offices and schools in Aceh.
 - c. East Lombok (the area may change and will be agreed upon later with the Ministry of Health and the Ministry of Education and Culture):
 - i. Data collection: 4 face-to-face meetings with 20 participants from relevant agencies and schools in East Lombok.

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

UNFPA, together with the Ministry of Education and Culture and the Ministry of Health, will be the steering team in this meeting to agree on:

1. A research team from the institution selected to conduct this research
2. Providing direction on the implementation of this research based on the research proposal submitted by the selected research team. These directions include research methods and scope, research areas, work plans, report frameworks, and holding consultative meetings with stakeholders for data collection and validation.
3. The methodology for holding the meeting will be consulted with the selected institution.

Documents that should be used as references are listed below:

1. **Adolescent Reproductive Health Modules** for teachers in Junior High School (SMP), and schools for students with intellectual disabilities (SLB) - which were developed by MoECRT, MoH and UNFPA
https://docs.google.com/presentation/d/1i8P-X-gwinV2ieWHIXa4rRleG8N_QallrTJfjNLa2Lo/edit#slide=id.g2b86373058f_0_0
2. List of schools trained:
https://docs.google.com/document/d/11qlpCgfhTq_GfNjf_5T5jMwUwSIGr4k2/edit?usp=sharing&ouid=117652340946522023264&rtpof=true&sd=true

These documents will be provided by Ministry of Education and Culture and UNFPA.

Timing / Schedule

The engagement shall commence immediately upon awarding of contract with a duration from September to December 2024 (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	Deliverables	Deadline*	Terms of Payment
1	Outline report and inception report in English (the outline report will be agreed upon jointly by the MoECRT and UNFPA), including: a. the scope of analysis, methodology and outline; b. research protocol and ethical clearance; c. literature review and outline report and work plan in English (agreed upon jointly by the MoECRT, MoH and UNFPA).	26 September 2024	10%
2	First draft report in Bahasa Indonesia	26 October 2024	40%
3	Second draft report in Bahasa Indonesia	24 November 2024	
4	Final report in Bahasa Indonesia and executive summary in Bahasa Indonesia and English, which contains the important points of this study as advocacy material**	24 December 2024	50%

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

** the final report of the assessment shall be submitted professionally proofread, and publishable when handed into UNFPA. The deliverable is submitted in electronic copy.

Qualifications, Background and Experience

The company/institution to propose a team, which consists of a team leader and two team members. The company/institution will arrange and manage the team independently in undertaking this assignment.

The company/institution is required to have the following qualifications:

1. Has national recognition in the field of research and have minimum 5 years of experience in developing educational and/ or ARH studies, preferably on issues related to ARH education, as evidenced by national/international publications.
2. Has experience working with the Ministry of Education and Culture, national and/ or regional education systems, schools, and teachers will be very beneficial.
3. Requirements of the personnel and/or team assigned:
 - a. The company/institution propose a team, which consists of a team leader and two team members. The company/institution will arrange and manage the team independently in undertaking this assignment. The roles and responsibilities of each individual in the institution 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 at least at least a Master’s Degree or equivalent in Education, Public Health, Social Sciences, or other related technical fields.
 - Has at least 5 years of experience in research on education, preferably on issues related to ARH, and youth issues in Indonesia.
 - Has experience working with the Ministry of Education and Culture, Research and Technology, national and/ or regional education systems, schools, and teachers is highly needed. This includes familiarity in identifying relevant directorates within the MoECRT that are potentially or have been engaged in ARH education, as well as identifying the availability of financial resources to implement ARH education in schools.
 - Has experience working with teacher networks and youth networks.
 - Has minimum of 5 years of work experience in the field of social science research, including data collection, analysis, and report writing.
 - Proven knowledge and experience in the application of research methodologies such as quantitative and qualitative data collection methods
 - Has excellent verbal and written communication in English and Bahasa Indonesia.
 - c. Team Members:
 - Each has at least a Bachelor’s degree or equivalent in Education, Public Health, Social Sciences, or other relevant technical fields.
 - Each has minimum of 5 years of experience in conducting curriculum, textbook, and interactive pedagogy research for teacher training programmes.

- Each has minimum of 5 years of experience in the field of ARH education and violence prevention.
- Each has experience working with the Ministry of Education and Culture, Research and Technology, national and/ or regional education systems, schools, and teachers will be very beneficial.
- Each has experience working with teacher networks and youth networks.
- Each is proficient in verbal and written communication in English and 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>ind.bids@unfpa.org</i>



Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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](#).
- UNFPA supports Gender Equality and Social Inclusion - Bidder may provide evidence that demonstrates commitment to value diversity, promote equality and sensitivity toward women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities or membership of institutions/associations promoting such issues.

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:
 - o Company legal documents and company profile.
 - o Proposed technical approach / methodology incl. standard methodology, workflow, implementation plan, quality control, time management, and progress report schedule.
 - o The curriculum vitae of team leader and 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 III and 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: **Friday, August 16th 2024 at 23:59 Jakarta Time¹.**

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

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/24/008 - [Company name], Technical Bid**
 - o **UNFPA/IDN/RFQ/24/008 - [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.

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

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
<p>Technical proposal:</p> <ul style="list-style-type: none"> ● level of understanding of the scope of work and objectives. ● Research Proposal (maximum 10 pages), which includes but not limited to below points: <ul style="list-style-type: none"> ○ methodology ○ workflow and implementation plan (how the company/institution will undertake tasks in the TOR) ○ a draft outline of the ARH education assessment report ○ division of labor among the proposed research team (team leader and team members) 	100		40%	
<p>Profile of the company/institution and proposed team, and relevance to the assignment:</p> <ul style="list-style-type: none"> ● Company/institution profile: compliance to the requirements stated in the TOR: <ul style="list-style-type: none"> ○ Specific experience and expertise relevant to the assignment ○ Company/institution experience in conducting similar research/projects ○ List of publications on research or documents produced previously, as stated in the Qualifications section in the TOR ● Curriculum vitae of the team leader and members: compliance to the requirements stated in the TOR, including language requirements. 	100		30%	
<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.


$\text{Total score} = \text{Total Technical score} + \text{Financial score}$
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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

	<p>United Nations Population Fund 7th floor Menara Thamrin Jl. MH Thamrin Kav.3, Jakarta 10250 E-mail: indn.bids@unfpa.org Website: indonesia.unfpa.org</p>
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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, Mr. Hassan Mohtashami 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

Name of Bidder:	[insert name of company]
Date of the quotation: Request for quotation N^o:	[insert quotation date] UNFPA/IDN/RFQ/24/008
Currency of quotation:	IDR
Validity of quotation: <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; for information, budget range: IDR 450,000,000 - IDR 550,000,000.
- 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:

No	Description	Unit Cost (IDR)							Total Cost (IDR)
1	Professional Fees:								
1a	Fee for team leader	[insert unit cost]	1	person	[x]*	days	1	time	[insert total cost]
1b	Fee for team members	[insert unit cost]	2	persons	[x]*	days	1	time	[insert total cost]
2	Travel and organizing meetings for data collection and results validation in Jakarta								
2a	Travel and accommodation for 2 days/visit - for meetings with the ministries in Jakarta (including airfare/train tickets/bus tickets, accommodation)	[insert unit cost]	3	persons	1	day	2	times	[insert total cost]

2b	Consultative meetings (5 times with 20 participants for each meeting)	[insert unit cost]	1	package	1	day	5	times	[insert total cost]
2c	Workshop (2 times with 50 participants for each meeting)	[insert unit cost]	1	package	1	day	1	times	[insert total cost]
3	Travel and organizing meetings for data collection in Aceh								
3a	Travel and accommodation for 4 days/visit - for meetings with the govt offices and schools, (including airfare/train tickets/bus tickets, accommodation)	[insert unit cost]	2	persons	1	day	1	time	[insert total cost]
3b	Consultative meetings (4 times with 20 participants for each meeting)	[insert unit cost]	1	package	1	day	4	times	[insert total cost]
4	Travel and organizing meetings for data collection in Lombok Timur								
4a	Travel and accommodation for 4 days/ visit - for meetings with the govt offices and schools, (including airfare/ train tickets/ bus tickets, accommodation)	[insert unit cost]	2	persons	1	day	1	time	[insert total cost]
4b	Consultative meetings (4 times with 20 participants for each meeting)	[insert unit cost]	1	package	1	day	4	times	[insert total cost]
5	Operational costs (such as stationaries, costs related to interviews, local transport, communication and internet, fee for taking notes)	[insert unit cost]	1	package	1	package	1	times	[insert total cost]
Total Contract Price									[insert total cost]

*) insert number of workday

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/24/008 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 ² 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"/>

² "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:

Date:


Name and Title:

	United Nations Population Fund 7 th floor Menara Thamrin Jl. MH Thamrin Kav.3, Jakarta 10250 E-mail: indn.bids@unfpa.org Website: indonesia.unfpa.org
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Name of the Company:

Postal Address:

Email:

	<p>United Nations Population Fund 7th floor Menara Thamrin Jl. MH Thamrin Kav.3, Jakarta 10250 E-mail: ind.bids@unfpa.org Website: indonesia.unfpa.org</p>
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**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](#)