**Annex I**

PRICE Quotation Form

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/JOR/RFQ/18/001 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | N/A |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Description/Deliverable | Unit Price (e.g. each, hour, day, month, lumpsum …) | Number of units | Total | Delivery Time Upon contract signature (e.g. # of days/weeks/ months) |
| **Direct charges** | | | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Direct charges* | | | | $$ |  |
| **Platform charges** | | | | |  |
|  |  |  |  |  |  |
| *Total Platform charges* | | | | $$ |  |
| **Any other charges (e.g. transportation, shipping, per diem …etc) – If applicable** | | | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total of other charges* | | | | $$ |  |
| ***Total Contract Price***  *(Direct charges + Platform charges + any other charges)* | | | | $$ |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/JOR/RFQ/18/001 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and title | Signature | Date and place | |
|  |  | Click here to enter a date. |  |

**Annex II**

**Format of Technical Proposal**

The proposal should demonstrate and contain the following:

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| 1. **Expertise and Capability of Organization** |
| 1.1 Organizational Architecture   * Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue. * Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference. |
| 1.2 General Organizational Capability   * Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). * Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously. |
| 1.3 Quality assurance procedures, risk and mitigation measures   * Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc. |
| 1.4 Relevance of Specialized Knowledge and Experience on Similar Projects   * Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region. * Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable. * Provide at least 3 references  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Project | Client | Contract Value | Period of performance (from/to) | Role in relation to the undertaken to goods/services/works | Reference Contact Details (Name, Phone, Email) | | 1- |  |  |  |  |  | | 2- |  |  |  |  |  | | 3- |  |  |  |  |  | |

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| 1. **Proposed Workplan & Approach** | |
| **Methodology and Approach** | **Description/Guidance** |
| Executive Summary | An overview of the work and its aims. |
| Project Duration and Geographical Focus | As outlined in the ToR |
| Context and Justification | This should outline how you intend to undertake the work. |
| Expected Results/activities/tasks | Please describe the results/activities of your proposal. |
| Logical Framework | This should include: goal, outcome, outputs, activities, indicators, and means of verification for each deliverable |
| Workplan | Please indicate responsibilities and timeframes for each of your activities. |
| Monitoring and Evaluation | This section should detail the plan for the monitoring of the project. This should also include information on reporting to UNFPA. |

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| 1. **Key Personnel** |

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| **Personnel / Qualifications** | Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.  Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. |

**P.S Bidders are expected to adhere to the above structure, however, they might wish to add their own proposal within their submission as an extra document.**

**Annex III:**

**Submission Checklist**

*For submissions by courier mail/hand delivery:*

|  |  |
| --- | --- |
| **Outer envelope containing the following forms:** | |
| * Joint Venture Form (if a joint venture) |  |
| * All company registration papers |  |
| **First inner envelope containing:** | |
| * Technical Proposal as outlined in Annex II |  |
| * Proposed team CVs |  |
| * Bidder has submitted evidence to demonstrate to have sufficient experience and technical capacity as per requirements |  |
| **Second inner envelope containing:** | |
| * Financial Proposal/Price Quotation |  |

*For email submissions:*

|  |  |
| --- | --- |
| **Technical Proposal PDF sent to the e-mail address specified in Section V** | |
| * Joint Venture Form (if a joint venture) |  |
| * Technical Proposal as outlined in Annex II |  |
| * All company registration papers |  |
| * Proposed team CVs |  |
| * Bidder has submitted evidence to demonstrate to have sufficient experience and technical capacity as per requirements |  |
| **Financial Proposal PDF sent to the e-mail address specified in Section V:** | |
| * Price Quotation |  |
| * Financial Excel Spreadsheet (if required) |  |

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| --- | --- |
| **Please check-off to confirm the below:** | |
| The general conditions of contracts have been read, understood, duly reviewed by a legal entity for my organization’s ability to comply and accept all terms. |  |