



Date: 2 July 2021

REQUEST FOR QUOTATION RFQ N^o UNFPA/THA/RFQ/21/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Organize consultations and develop a platform with digital entrepreneurs on prevention of sexual exploitation and abuse”

UNFPA requires the provision of services to organize consultations and develop a platform with digital entrepreneurs on prevention of sexual exploitation and abuse as specified in the Term of Reference (ToR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested works and have legal capacity to deliver in the country, or through an authorize representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service requirements / Term of Reference (ToR)

Background:

UNFPA’s vision is to cultivate an organizational culture of care that nurtures a safe, trusted, respectful and inclusive environment, where the rights and dignity of UNFPA personnel and the people and communities we serve are recognized, promoted and protected, and all feel empowered to speak up for themselves and others and take appropriate action to prevent and respond to any and all sexual exploitation and abuse (SEA).

UNFPA has zero tolerance for all forms of sexual wrongdoing, whether perpetrated against a recipient of assistance or a co-worker. Sexual exploitation and abuse and sexual harassment (SEAH) violate human rights and are a betrayal of the core values of the United Nations. The interests and dignity of those affected guide UNFPA’s approach to prevention, response and assistance. UNFPA and all UN agencies give high priority to the prevention of sexual exploitation, abuse and harassment (PSEAH) in its operations and interventions with partners and stakeholders.

Rationale:

Under the 11th CPD of UNFPA, UNFPA Thailand enters into partnerships with Digital Economy Promotion Agency (depa), promoting the principles of PSEAH among digital entrepreneurs as an effort to support this practice. To make available a baseline information to move forward the PSEAH principles and

system, UNFPA Thailand in collaboration with depa is seeking an organisation with a capacity to organise consultations to collect incidence and opinions from digital entrepreneurs, to suggest model of a PSEAH system and to develop a platform with these stakeholders who operate on digital platforms to promote PSEAH.

Purpose:

To understand and to be able to have a proposed prevention system responding to the current situation of the sexual exploitation, abuse and harassment happening on digital platforms and to digital entrepreneurs and digital business players.

Objectives:

1. To produce baseline information about the current situation of the sexual exploitation, abuse and harassment happening on digital platforms and to digital entrepreneurs and digital business players.
2. To propose a prevention system responding to the SEAH situation on digital platforms.
3. To identify champions/ influencers in digital economy who promote/ advocate PSEAH principles.

Scope and Timeframe of work:

1. Organise interviews/ sessions with digital entrepreneurs to obtain voices, opinions and information of the current situation of the sexual exploitation, abuse and harassment happening on digital platforms and to digital entrepreneurs and business players.
2. Summarise information and voices obtained from digital entrepreneurs into a situation report.
3. Develop a model/ prototype of a prevention system and test with a group of digital entrepreneurs.
4. Provide a report of testing the model/ prototype of the prevention system.

Deliverables:

1. By mid-September, provide a situation report of the SEAH on digital platforms.
2. By end of September, a model/ prototype of the SEAH prevention system on digital platforms is proposed.
3. By mid-October, the model/ prototype is tested with a small group of digital entrepreneurs.
4. By end of October, provide a report of testing the model and recommendations.

Qualifications:

1. Minimum three years with proven track records in successfully mobilizing voices of stakeholders and producing model/ prototype of a curriculum or system with young people in Thailand nationwide.
2. Possess strong team members who can deliver the planned deliverables.
3. Understand the social development issues including meaningful participation, sexual exploitation, abuse and harassment and digital economy.

Terms of payment:

The contracted service provider will be paid in two installations upon receiving and acceptance of the following deliverables:

Payment	Deliverables
First installation (50%):	<ul style="list-style-type: none"> • Situation report of the SEAH on digital platforms
Second installation (50%):	<ul style="list-style-type: none"> • Report of testing the model of the PSEAH system and recommendations • List of champion/ social influencers



III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Doungdao Songphanich</i>
Email address of contact person:	<i>thailand.office@unfpa.org</i>

The deadline for submission of questions is Friday, 9th July 2021 at 16:00 hours, Bangkok time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/ institution's substantive reliability, such as the company profile, portfolio of the previous work in mobilizing voices of stakeholders and prototype development.
- Team Structure: the composition of the team that you would propose to provide the assignment and the work task (including supervisory) which would be assigned to each. Please also give brief a bio-data/ curriculum vitae of the senior professional member of the team and members of the propose team.
- Proposed concise concept paper, work plan; demonstrate your understanding on the social development issues including meaningful participation, sexual exploitation, abuse and harassment and digital economy.

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 email address for bid submission at thailand-bidtender@unfpa.org no later than: **Friday, 16th July 2021 at 16:00 hours. Bangkok Time.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/THA/RFQ/21/001 – Digital platform**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- 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 II 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
Technical approach, methodology and level of understanding of the objectives of the project	100		30%	
Concept paper, work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		30%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		15%	
Profile of the company and relevance to the Project	100		10%	
<i>Grand Total All Criteria</i>	500		100%	

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

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89

Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, 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:

$$\text{Financial score} = \frac{\text{Lowest quote (THB)}}{\text{Quote being scored (THB)}} \times 100 \text{ (Maximum score)}$$

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.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

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(s) 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 Head of the Business Unit: Mr. Kwabena asante-ntiamoah, UNFPA Country Director for UNFPA Thailand, at asante-ntiamoah@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch 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:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/THA/RFQ/21/001
Currency of quotation :	THB
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

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

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total (THB)
1. Professional Fees					
					<i>Total Professional Fees</i>
2. Out-of-Pocket expenses					
					<i>Total Out of Pocket Expenses</i>
					Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/THA/RFQ/21/001** 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	Date and place



United Nations Population Fund
4th Floor United Nations Service Building,
Rajdamnern Nok Avenue, Bangkok 10200
E-mail: thailand.office@unfpa.org
Website: <http://thailand.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](#)