



Date: August 24, 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/THA/RFQ/22/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Technical Assistance on Foresight of the Urbanization and Sustainable Innovation for Ageing Society”

UNFPA requires the provision of Technical Assistance on Foresight of the Urbanization and Sustainable Innovation for Ageing Society as specified in the Term of Reference (ToR).

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 childbirth 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)

Please see attachment Annex II - Term of Reference

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: | songphanich@unfpa.org |

The deadline for submission of questions is 31 August 2022 at 5:00 PM Bangkok time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. 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/ university that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver Technical Assistance on Foresight of the Urbanization and Sustainable Innovation for Ageing Society, 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](#).

V. 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 and criteria outlined in the service requirements / Term of Reference (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.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below **no later than: Wednesday, 7 September 2022 at 5:00 PM Bangkok Time.**¹

| | |
|----------------------------------|--|
| Name of contact person at UNFPA: | <i>UNFPA Thailand Procurement</i> |
| Official Email address of SCMU: | thailand-bid tender@unfpa.org |

Please note the following guidelines for electronic submissions to UNFPA SCMU's dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/THA/RFQ/22/005 – [bidder name], Technical Bid
 - UNFPA/THA/RFQ/22/005 - [bidder 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- 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.

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

- 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.

VII. 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 obtained by Bidder | [C] Weight (%) | [B] x [C] = [D] Total Points |
|---|--------------------------|--|-------------------|---------------------------------------|
| Technical approach, methodology, and level of understanding of project objectives by defining the strategy and understanding of foresight and future scenario building in the technical proposal | 100 | | 15 | |
| Background demonstrating the service provider's comprehension of the terms of reference, prior experience (portfolio of evidence) | 100 | | 25 | |
| Work plan/time frames provided in the proposal and their sufficiency to satisfy project objectives | 100 | | 15 | |
| The company or service provider's profile and relevance to the project, as well as specialized experience and knowledge relevant to the assignment, notably on of foresight and future scenario building. | 100 | | 20 | |
| Professional experience of those who will work on the project. Meet the qualifications outlined in the Terms of Reference (CVs, etc.) | 100 | | 25 | |
| Grand Total All Criteria | 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:

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

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.

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

VIII. 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.

IX. 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.

X. 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.

XI. 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](#).

XII. 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](#).

XIII. 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 Dr. Asa Torkelsson, UNFPA Representative Malaysia/ UNFPA Country Director Thailand at torkelsson@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, Supply Chain management Unit at procurement@unfpa.org.

XIV. 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

upload form [here](#)

| | |
|--|-----------------------------|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N°: | UNFPA/THA/RFQ/22/005 |
| Currency of quotation: <ul style="list-style-type: none"> • Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand • US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand | |
| Delivery charges based on the following 2020 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 | Daily Rate | Days to be Committed | Total |
|--|-------------|--|------------|----------------------|-------|
| 1. Professional Fees | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <i>Total Professional Fees</i> | | | | | THB |
| 2. Out-of-Pocket expenses: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <i>Total Out of Pocket Expenses</i> | | | | | THB |
| Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i> | | | | | THB |

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/22/005 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.

| | | |
|--|-----------------------------|--|
| | Click here to enter a date. | |
|--|-----------------------------|--|



| Name and title | 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](#)

ANNEX II: Term of Reference

| | |
|--------------------------|---|
| Title | Technical Assistance on Foresight of the Urbanization and Sustainable Innovation for Ageing Society |
| Overall objective | To organize foresight workshops and a forum for policy advocacy that suggest trends and future prospects of urbanization and sustainable innovation for ageing society. The activities should strengthen policy dialogue and raises awareness among young leaders from private and public sector policymakers to apply foresights to rethink inclusive urbanization and sustainable social innovation with right-based investments in human capital and communities for a better future for the most marginalized groups in Thailand. |
| Hiring Office | UNFPA Thailand |
| Start date | September 2022 |
| End date | 30 November 2022 |

Background

Guided by the 1994 Programme of Action of the International Conference on Population and Development (ICPD), the United Nations Population Fund (UNFPA) has collaborated with Thailand since 1974. UNFPA Thailand has recently launched its 12th Country Programme (CP12: 2022-2026), which intends to support the Decade of Action and the global vision to achieve the three transformative results while aligning with the national priorities outlined in the 13th National Economic and Social Development Plan and the UN Sustainable Development Cooperation Framework (UNSCDF: 2022-2026).

In the next years, Thailand will become a fully aged society with low fertility and population ageing will be important demographic concerns. These developments are transforming the landscape of urban settlements, with substantial ramifications for living conditions, the environment, and regional growth. Much of this urbanization, together with a rapid demographic change to an aging society in the next decades, will rapidly transform Thailand's social, economic, and ecological landscape. However, Thai society lacks comprehensive foresight and social innovation that can create healthy environments and improve the conditions of daily life for people of all ages, especially women and youth. It is important that policies and plans ensure the best possible start to early life, protect, and promote health during life's transition periods, and leave no marginalized groups behind. Moreover, Thailand can benefit from foresight by social innovation and policiess that focus investment in sustainable health and socioeconomic possibilities to minimize inequities across the lifecycle of the most disadvantaged populations.

Rationale

In order to address future challenges of ageing society, UNFPA Thailand needs an entity or organization to conduct foresight workshops to generate evidence and provide planners and decision-makers. The findings from foresight could enhance a deeper understanding of potential

risks, establishing the foundation for more efficient contingency planning and the establishment and development of suitable forms of resilience for urbanization and increase the effectiveness of social innovation for ageing society. The process should also consider a life cycle approach to ageing in policies and priority setting. The emphasis should be placed on the discourse of urbanization and social innovation for intergenerational living, which would provide a bold new agenda for addressing the issue of human capital development. The results should include advice on adaptation, mitigation, and resilience-building in response to rapid urbanization and ageing society by identifying emerging trends in living arrangements, such as the rise of single-person families, childless homes, and families with adults, but no children or elderly members.

Purpose

The hands-on workshops and forum will provide meaningful foresight information with reimagining how the Thailand’s urbanization in the future will look like regarding diversity and inclusivity and substantiated social innovation in pursuit of the ultimate goals of sustainable development and leaving no one behind.

Objectives

The main objective is to organize foresight workshops and a forum for policy advocacy that suggest trends and future prospects of urbanization and sustainable innovation for ageing society. The activities should strengthen policy dialogue and raises awareness among young leaders from private and public sector policymakers to apply foresights to rethink inclusive urbanization and sustainable social innovation with right-based investments in human capital and communities for a better future for the most marginalized groups in Thailand.

Scope of Work

1. Organize workshops and capacity building in the areas of foresight of urbanization and social innovation for the future of people of all ages.
2. Organize a public forum for awareness-raising and policy advocacy related to foresight of the urbanization and sustainable innovation for the future of people of all ages.
3. Summarize the findings from the workshops and forum for policy recommendations and advocacy

Deliverables

1. The outline plan for workshops and forum related to the the urbanization and sustainable innovation for the future of people of all ages.
2. Completion of a series of workshops (online or on-site) and a forum related to the the urbanization and sustainable innovation for the future of people of all ages.
3. Final report and presentations from all activities.

Indicative time frames

| | |
|---|-----------------------|
| Engagement of independent contractor | August-September 2022 |
| Outline plan development | September 2022 |
| Submission and presentation of outline plan | 30 September 2022 |

| | |
|--|-------------------------|
| Organize a series of workshops and a forum related to the the urbanization and sustainable innovation for the future of people of all ages | October - November 2022 |
| Submission of final report | 30 November 2022 |

Skills and experience required

It is anticipated that the technical assistance on foresights of the urbanization and sustainable innovation for the future of people of all ages will be undertaken by a national consultant team with foresight and future scenario building experience.

Qualifications

The consultant team must offer the following demonstrated experience, knowledge and competencies, and any national consultants selected will ideally have the same qualifications and will be required to have in-depth knowledge of foresight and future scenario building:

- Minimum of Advanced Degrees in Economics, Statistics, Demography, Public Health, Social Sciences, International Development, development studies or other related field
- At least 5 years of relevant, progressive experience in the field of foresight and future scenario building.
- Excellent analytical, writing, and communication skills;
- Excellent written and spoken English and Thai languages.
- Experience working in or with UNFPA is desired but not required;
- Comfort level in working with shared electronic folders (Google Drive), participating in videocons and teleconferences, and working with standard office software (Word or Google Docs, PowerPoint or Google Slides).

Evaluation criteria

Table below describes the criteria against the technical bids will be evaluated during selection of the successful candidate contractor.

| Criteria | Weight (%) |
|---|-------------------|
| Technical approach, methodology, and level of understanding of project objectives by defining the strategy and understanding of foresight and future scenario building in the technical proposal | 15 |
| Background demonstrating the service provider's comprehension of the terms of reference, prior experience (portfolio of evidence) | 25 |
| Work plan/time frames provided in the proposal and their sufficiency to satisfy project objectives | 15 |
| The company or service provider's profile and relevance to the project, as well as specialized experience and knowledge relevant to the assignment, notably on of foresight and future scenario building. | 20 |



| | |
|---|-------------|
| Professional experience of those who will work on the project. Meet the qualifications outlined in the Terms of Reference (CVs, etc.) | 25 |
| <i>Grand Total All Criteria</i> | 100% |