



Date: *February 3, 2023*

## **REQUEST FOR QUOTATION RFQ № UNFPA/TKM/RFQ/2023/01**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Event planning logistics to organize the pre-service training for volunteers, trainers and coordinators of volunteering program to engage boys and young men to promote gender equality, Ashgabat, February 20-24, 2023.**

For specific objectives and scope of the Services, please refer to Section II – Service Requirements/Terms of Reference (ToR) below.

### **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/Terms of Reference (ToR)**

#### **Objectives and scope of the Services**

In 2022 the UNFPA CO developed participatory training programme for young men and boys attending sports schools in Ashgabat city, Mary and Lebap velayats on promoting gender equality, positive social norms, reproductive rights, anger management, shifting expectations of masculinities and preventing gender-based violence through male engagement in the promotion of gender equality and positive gender norms. Following that, the UNFPA CO started piloting the program in January 2023, involving trainers from sports school and CSOs to conduct trainings for young volunteers in 3 selected localities: Ashgabat, Turkmenabat and Mary cities. In this regard, the UNFPA CO will now conduct Pre-Service Training for 45 volunteers as well as trainers from pilot cities on engagement of men and volunteerism programme. During this training, the young volunteers as well as trainers will participate in training sessions, engage in interactive exercises on topics such as:

- Understanding gender;
- Engagement of men in gender equality;
- Gender roles and stereotypes;
- Volunteerism and active participation of youth;

Event will be held during 5 days from February 20 to February 24, 2023 in Ashgabat. In this regard, there is a need for services to arrange the logistics for the planned event that includes:

1	Transportation	<p>Arranging the purchase of economy class air tickets for 35 participants to arrive in Ashgabat: 17 participants from Mary velayat (Mary city); 18 participants from Lebap velayat (Turkmenabat city).</p> <p>Itinerary for participants from Mary velayat:          19.02.2023 Mary-Ashgabat          24.02.2023 Ashgabat-Mary          Flight departing after 4 p.m for both routes.</p> <p>Itinerary for participants from Lebap velayat:          19.02.2023 Turkmenabat-Ashgabat          24.02.2023 Ashgabat-Turkmenabat          Flight departing after 4 p.m for both routes.</p>
2	Transfer of participants from/to airport	<p>From Ashgabat Airport to accommodation point on arrival date (19.02.2023).          Number of people to be transferred- 17 people arriving in Ashgabat from Mary and 18 people arriving in Ashgabat from Turkmenabat.</p> <p>From accommodation point to Ashgabat Airport on departure date (24.02.2023).          Number of people to be transferred- 17 people departing from Ashgabat to Mary and 18 people departing from Ashgabat to Turkmenabat.</p> <p>Type of vehicle: Mini bus with capacity to fit 10-12 people.</p>
3	Accommodation	<p>15 standard double rooms (for 30 participants to be shared) and 5 standard single rooms (for 5 participants) at the 4* / 5* hotel in Ashgabat.          Breakfast to be included.          Check-in: 19.02.2023, check-out: 24.02.2023.</p>
4	Catering services	<p>Coffee breaks and lunches for 60 participants during 5-day event at the event venue:</p> <p>In total, 10 coffee breaks and 5 lunches for 60 participants during 20.02.2023-24.02.2023 (2 coffee breaks and 1 lunch per day per participant) to be provided.</p> <p>Dinners for 35 participants during their stay at the hotel in Ashgabat:</p> <p>In total, 5 dinners for 35 participants to be provided during 19.02.2023-23.02.2023 (1 dinner per day per participant).</p> <p>Water at the venue during 20.02.2023-24.02.2023 to be provided.</p> <p>In total, 60 bottles of water (0.5 L) for 60 participants per day to be provided at the event venue during 20.02.2023-24.02.2023.</p>



5	Rental of venue	Furnished, technically-equipped conference hall (laptop, projector, speakers) to conduct the event on 20.02.2023- 24.02.2023. Capacity to fit 60 people.
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## 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>Nyazik Ashirova</i>
Tel N°:	<i>+99365637376</i>
Email address of contact person:	<i>ashyrova@unfpa.org</i>

The deadline for submission of questions is **COB 8 February, 2023**. 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 deliver 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 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.
- b) Price quotation to be submitted in USD and 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 III 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: **COB 10 February, 2023**.

Name of contact person at UNFPA:	<i>UNFPA Turkmenistan</i>
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Email address of contact person:	<b><i>turkmenistan@unfpa.org</i></b>
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Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/TKM/RFQ/2023/01**. 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**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### **VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### **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 Office, Ayna Seyitliyeva at [seyitlieva@unfpa.org](mailto:seyitlieva@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](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>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/TKM/RFQ/2023/01
<b>Currency of quotation:</b>	USD
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b>	(The quotation shall 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	Price per item, USD	Quantity	Total amount, USD
<b>1. Transportation</b>				
	Economy class tickets Mary-Ashgabat-Mary			
	Economy class tickets Turkmenabat-Ashgabat-Turkmenabat			
<i>Total amount for transportation in USD</i>				\$\$
<b>2. Transfer</b>				
	Transfer from airport of arrival to accommodation point			
	Transfer from accommodation point to airport of departure			
<i>Total amount for transfer in USD</i>				\$\$
<b>3. Accommodation</b>				
	1 standard single room (breakfast included)			
	1 standard double room (breakfast included)			
<i>Total amount for accommodation in USD</i>				\$\$
<b>4. Catering</b>				
	Coffee break			
	Lunch			
	Dinner			
	Water (btl.)			
<i>Total amount for catering in USD</i>				\$\$
<b>5. Rental of venue</b>				
	Rental of event venue			
<i>Total amount for rent in USD</i>				\$\$
<b>Total Contract Price</b>				<b>\$\$</b>

Vendor's Comments:



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TKM/RFQ/2023/01 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	



United Nations Population Fund  
UNFPA Turkmenistan  
Archabil 21, 74400, Ashgabat, Turkmenistan  
Email: [turkmenistan@unfpa.org](mailto:turkmenistan@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](#)