Date: 18 September 2024

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/FJI/RFQ/24/033**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service from **a suitably qualified and experienced service provider to undertake the development of Reproductive Maternal New-Born Child & Adolescent Health (RMNCAH) Policy, Strategy and costed Implementation Plans for 3 Pacific countries: Cook Islands, Solomon Islands and Tonga.**

1. **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](http://www.unfpa.org/about-us)

**Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services**

The United Nations Population Fund Pacific Sub-Regional Office in Fiji in its new 7th multi-country programme (MCP7) is focused on strengthening integrated and comprehensive Sexual and Reproductive Health and Reproductive Rights (SRHR) agenda. This is aligned to the UNFPA Corporate Strategy aimed at accelerating the three Transformative Results of zero unmet need for family planning, zero preventable maternal deaths, and zero gender-based violence, in line with the Sustainable Development Goals (SDGs) and the 2050 Strategy for the Blue Pacific Continent. Two of the critical outputs of the new MCP7 are i) strengthened, integration of sexual and reproductive health and reproductive rights and prevention of and response to gender-based violence into relevant policies, plans, financing mechanisms, and accountability frameworks; and ii) Improved availability, accessibility, and quality of integrated SRH/RR and GBV information and services as part of Universal Health Coverage, especially for remote and vulnerable populations, including adolescents, youth and people with disabilities across the humanitarian-development continuum.

In the Pacific region, significant strides have been made towards achieving SRHR goals outlined in international commitments. Universal access to SRH is improving in the Pacific, as evidenced by increasing antenatal care rates (ranging from 76 per cent to 100 per cent) and skilled birth attendance (ranging from 85 per cent to 100 per cent). This has contributed to notable reductions in neonatal and under 5 mortalities in PICs (Pacific Island Countries). Cook Island, Solomons and Tonga have met the neonatal mortality rate target of 12 per 1,000 live births. Countries like Cook Islands and Solomon has adopted national population policies and Tonga has integrated sexual and reproductive health into primary healthcare programs respectively.

However, despite these gains, the Pacific scores the lowest among all the regions in the world on the universal health coverage index. Significant challenges persist in above mentioned countries, such as low contraceptive usage rates ( below 18% for Cooks and Solomon Islands and below 15% in Tonga), The recent analysis revealed concerning trends in the Pacific that some SRH indicators have remained relatively static for the past two decades: the unmet need for family planning among all women aged 15-49 years is above 20 per cent for countries where data is available (Solomon = 28 % and Tonga = 23%), while adolescent birth rates has increased for Cooks Islands (24 in 2008 to 25 in 2020) and Tonga (25 in 2006 to 30 in 2019). While the Solomon Islands has seen a decrease in its adolescent birth rate from 70 in 2007 to 49 in 2019, this figure is still notably higher than the global average of 42 births per 1000 women ages 15-19 yrs. Contributing factors to the low contraceptive rate and unmet need for family planning include limited access to contraceptives and a low demand for family planning services. The maternal mortality ratio in some PICs (Solomon Islands and Tonga) exceeds the SDG target of 70 maternal deaths per 100,000 live births. Inadequate quality of care (partially due to shortage in SRH personnel) and limited capacity to deliver SRH commodities and services to the last mile (due to distance and high transportation costs for referral) are contributing to high levels of maternal mortality and morbidities.

The PICs have some of the highest rates of GBV in the world – two out of three women have experienced sexual or physical violence at the hands of their intimate partners in their lifetime, compared to one out of three globally. Moreover, sexually transmitted infections are hyperendemic among sexually active young people in the Pacific, with approximately one-quarter affected. The Pacific region has some of the world’s highest rates of NCDs and associated risk factors including cervical cancer caused by the sexually transmitted Human Papilloma Virus (HPV), challenging the achievement of the SDGs and the Pacific countries’ Healthy Islands Vision.

Addressing these complex SRHR issues requires sustained commitment to comprehensive healthcare policies and targeted interventions that are culturally sensitive and responsive to the diverse needs of Pacific communities. UNFPA Pacific recognizes the critical need to develop robust RMNCAH policies to create an enabling environment to ensure equitable access to quality SRHR services and to address the unique SRHR needs of women, children, and adolescents to improve health outcomes and overall well-being of people. On behalf of PICs Member States, UNFPA Pacific therefore seeks a suitably qualified and experienced service provider to undertake the development of Reproductive Maternal New-Born Child & Adolescent Health (RMNCAH) Policy, Strategy and costed Implementation Plans for 3 Pacific countries: Cook Islands, Solomon Islands and Tonga.

* **Activities / Deliverable(s)**

|  |
| --- |
| **Key Deliverable for Cooks Islands and Solomon Islands** |
| * Prepare a draft inception report outlining the detailed methodology and workplan/ timeline (Gantt chart) to complete this assignment, and finalize based on feedback received |
| * Undertake a literature review on recent global, regional and local evidence in the field of RMNCAH and national policy and programmatic developments/issues that have a bearing on RMNCAH in Cook Islands and Solomon Islands |
| * Undertake consultations and key informant discussions with stakeholders in Cook Islands and Solomon Islands to get information on implementation of the policy and to feed into the draft policy, strategy, costed implementation plan and M&E document |
| * Facilitate a stakeholders’ consultation meeting to validate preliminary findings and solicit inputs for the development of the draft policy, strategy, costed implementation plan and M&E framework for Cook Islands and Solomon Islands |
| * Draft updated comprehensive RMNCAH policy for Cook Islands and Solomon Islands along with strategy, costed implementation plans and M&E framework with clearly defined targets and time frame which will include**:**    1. Specific and clear goals, objectives and expected outcomes;   2. A wide range of universal and targeted actions based on most recent evidences particularly evidence based interventions of the Global strategy for Women’s, Children’s and Adolescents’’ Health;   3. A sustainability plan for contraceptives procurement   4. Monitoring and evaluation plan identifying clear and measurable indicators in line with National Development Plans, SDG and Healthy Islands Monitoring Framework indicators, baseline and target values, sources of information, and assessment timeframe |
| * Lead validation of the draft policy, strategy, costed implementation plan and M&E plan to get stakeholders’ inputs |
| * Update the draft RMNCAH policy, strategy, costed implementation plan and M&E plan based on results from the workshop and then finalize based on feedback received and submit to the Ministry of Health for endorsement. |
| * Develop a PowerPoint presentation that will be used for dissemination of the policy, costed implementation plan and monitoring framework |

|  |
| --- |
| **Key Deliverable for Tonga** |
| * Review and update the draft comprehensive RMNCAH policy for Tonga Islands along with strategy, implementation plan and M&E framework with clearly defined targets and time frame which will include**:**  1. Specific and clear goals, objectives and expected outcomes; 2. A wide range of universal and targeted actions based on most recent evidences particularly evidence based interventions of the Global strategy for Women’s, Children’s and Adolescents’’ Health; 3. A sustainability plan for contraceptives procurement 4. Monitoring and evaluation plan identifying clear and measurable indicators in line with National Development Plans, SDG and Healthy Islands Monitoring Framework indicators, baseline and target values, sources of information, and assessment timeframe |
| * Lead validation of the draft policy, strategy, costed implementation plan and M&E plan to get stakeholders’ inputs |
| * Update the draft RMNCAH policy, strategy, costed implementation plan and M&E plan based on results from the workshop and then finalize based on feedback received and submit to the Ministry of Health for endorsement. |
| * Develop a PowerPoint presentation that will be used for dissemination of the policy, costed implementation plan and monitoring framework |

* **Place of performance**

The service provider is intended to travel to countries for conducting the validation workshops. Final deliverables are intended to be delivered remotely. The travel costs will need to be included in the proposal.

* **Timelines**

The tentative contract duration is from is from 01 November 2024 to 30 September 2025.

* **Reporting Requirements**

The project coordinator of the selected contractor will be expected to provide an updated status on a fortnightly basis. Formal reporting (the final governance document and presentation) is expected upon completion of the contract. Additional reporting activities may be requested by UNFPA Pacific or initiated by the project coordinator on a need basis.

* **Performance Monitoring**

The Contractor will be evaluated on:

• their capacity to deliver products of an optimal technical quality within the agreed timelines;

• the control of the costs;

• their proper and smooth project management (including communication with the Technical Officer, the Project Lead and any other stakeholder);

• their service orientation and responsiveness to UNFPA’s needs and expectations.

* **Characteristics of the service provider**

**i.** **Status**

The Contractor shall be a nonprofit institution operating in the field of SRHR/ maternal and newborn health/ communicable disease/cancer control/STI with preference to those who are located within the PICs or partnered with local PIC agencies.

**ii.** **Accreditations**

An accreditation or an on-going accreditation process by a certified accreditation body would be an asset (desirable).

**iii.** **Previous experience**

Mandatory:

• Proven experience in the field of SRHR projects, especially in the Pacific islands region;

• Working in or with PIC governments;

• Managing multiple simultaneous projects and staff;

• Policy development, especially SRHR;

• Previous work with UNFPA, other international organizations and/or major institutions in the field of public health.

Desirable:

• Based in the Pacific islands

• Specific examples of development of SRHR policies or plans in PICs

• Having contact/focal persons within PICs

• Staffing

The selected contractor is expected to dedicate the following human resources to the project:

• A project manager of an adequate level of qualification and experience (please attach resume to your proposal) shall be dedicated to the project.

• The designated project manager should be the same throughout implementation, and across all PICs.

• Multiple counterparts/focal points in different PICs is highly recommended, ideally in each sub-region (Micronesia, Polynesia, Melanesia)

• UNFPA Pacific pays utmost attention to the level of qualification and experience of the individuals involved, and to continuity in the services. The profiles (no individual names required) of the personnel proposed for these services should be included in the technical proposal.

* **Further Capacities**

**Technical Skills and Knowledge**

Essential:

• Understanding of the public health, medicine, international development Studies and Public Policy

• Health Problem

• Health policy development and health strategic planning

• RMNCAH program in Pacific context

• Knowledge and experience of research on socio-economic issues in Pacific region

• Gender equity and social inclusion.

Desirable:

• Health care environment of small island developing states

• Health system analysis

• Pacific islands culture and international relationships

• Conducting gender analysis

The service provider is intended to travel to countries for conducting the validation workshops. Final deliverables are intended to be delivered remotely. The travel costs will need to be included in the proposal.

**Technical Proposal: Kindly submit the following information for the technical evaluation:**

* Brief description of the firm and the firm’s qualifications: providing information that will facilitate our evaluation for your firm/institution’s reliability, such as business license, company profile, catalogues of the firm, and managerial capacity to provide the services.
* Audited financial statements from the past three years of operation.
* Your firms’ understanding of the requirements for services and the objective of this project, including assumptions: include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
* Proposed approach, methodology, timing and outputs as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
* Proposed team structure: The compositions of the team that you would propose to provide to the assignment and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
* Proposed project team members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team, providing details of qualification and experience.
* Evidence of similar contracts/LTAs executed for other clients including contact details, preferably to UN or similar organizations.

**Financial Proposal:**

* Kindly submit the Price Quotation Form (page 12 of this RFQ document).

**II. Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ashika Mishra* |
| Tel Nº: | *+679 3230739* |
| Email address of contact person: | [*amishra@unfpa.org*](mailto:amishra@unfpa.org) |

**The deadline for submission of questions is Wednesday 25 September 2024 at 5.00pm Fiji Time. Questions will be answered in writing and shared with 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](https://www.un.org/securitycouncil/content/un-sc-consolidated-list) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](http://www.ungm.org/) or the [World Bank Group](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).
* Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](http://www.un.org/Depts/ptd/pdf/conduct_english.pdf).

**IV. Content of quotations**

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration From **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Signed Declaration Form, to be submitted strictly in accordance with the document.
3. 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 III 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 02 October 2024 at 5.00pm Fiji Time**.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ashika Mishra* |
| Official Email address of SCMU: | [psro.bidding@unfpa.org](mailto:psro.bidding@unfpa.org) |

Please note the following guidelines for electronic submissions to UNFPAs SCMU’s dedicated email address:

* The following reference must be included by the Bidder in the email subject line:
  + UNFPA/FJI/RFQ/24/033 – [Company name], Technical Bid
  + UNFPA/FJI/RFQ/24/033 - [Company 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.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Amrita Josu, Finance Analyst at: [josu@unfpa.org](mailto:josu@unfpa.org).
* 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 obtained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| 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 |  | 30% |  | |
| Profile of the company and relevance to the Project. | 100 |  | 15% |  | |
| *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 based on the specific formula indicated in the TORs]. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

**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.

|  |
| --- |
| Total score = 70% Technical score + 30% 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 with a duration of 11 months 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**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](https://www.unfpa.org/sites/default/files/admin-resource/Eths_Fraud_policy.pdf). 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](http://web2.unfpa.org/help/hotline.cfm).

**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](http://www.unfpa.org/about-procurement#ZeroTolerance).

**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, Iori Kato, Director of the Pacific and Country Representative to Fiji at [kato@unfpa.org](mailto:kato@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](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**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/FJI/RFQ/24/033 |
| **Currency of quotation :** | USD |
| **Delivery charges based on the following 2020 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* | |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FJI/RFQ/24/033 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 | |

**DECLARATION FROM**

The undersigned, being a duly authorized representative of the Company represents and declares that:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | The Company and its Management[[1]](#footnote-1) have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
|  | 1. Fraud; | ☐ | ☐ |
|  | 1. Corruption; | ☐ | ☐ |
|  | 1. conduct related to a criminal organization; | ☐ | ☐ |
|  | 1. money laundering or terrorist financing; | ☐ | ☐ |
|  | 1. terrorist offences or offences linked to terrorist activities; | ☐ | ☐ |
|  | 1. sexual exploitation and abuse; | ☐ | ☐ |
|  | 1. child labour, forced labour, human trafficking; or | ☐ | ☐ |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | ☐ | ☐ |
| 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. | ☐ | ☐ |
| 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. | ☐ | ☐ |
| 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. | ☐ | ☐ |
| 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 (*creating a shell company*). | ☐ | ☐ |
| 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) (*being a shell company*). | ☐ | ☐ |

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: |  |
| Name of the Company: |  |
| UNGM Nº: |  |
| Postal Address: |  |
| Email: |  |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

Please note that a PDF version of the General Conditions of Contracts must be provided.

1. “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. [↑](#footnote-ref-1)