



## REQUEST FOR QUOTATION (RFQ)

### FOR COMPLEX SERVICES

#### SECTION 1: REQUEST FOR QUOTATION (RFQ) - REQUEST LETTER

UNFPA kindly requests your Quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

- Annex 1: Description of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical Offer
- Annex 4: Financial Offer
- Annex 5: Bidder Declaration Form

When preparing your offer, please be guided by the RFQ Instructions and Data. Please note that offers must be submitted using Annex 2: Quotation Submission Form, Annex 3: Technical Offer, Annex 4: Financial Offer and Annex 5: Bidder Declaration Form, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your offer is submitted on or before the deadline. Offers received after the submission deadline, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

UNFPA is using **Quantum**, an ERP platform based Oracle Cloud, which supports the United Nations procurement processes. To access the Solicitation Documents and/or submit a response, please log in to the Quantum and subscribe to the subject tender following the instructions below:

**(I) Suppliers with an Existing Profile in Quantum:**



- If you already have a profile in Quantum, please use the following link to access the system: <http://supplier.quantum.partneragencies.org/>
- To locate the tender and submit a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).

**Note: Do not create a new profile if you already have one.** Use the forgotten password feature in case you do not remember the password or the username from the previous registration.

**(II) Suppliers without an Existing Profile in Quantum:**

- If you have not previously registered in Quantum, you can register a profile using the [Quantum Supplier Registration link](#).
- For guidance on creating your profile, locating the tender and submitting a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).
- For additional instructions on managing documents such as Purchase Orders, Invoices, Contracts in the Supplier Portal, please consult with the following link: [Quantum Supplier Portal User Guide](#).

**(III) Notifications from UNFPA regarding the tender:**

To ensure you receive any updates or Amendments related to the tender, kindly create a draft response without submitting. This will activate notifications from the system regarding the changes to the tender requirements, if any.

**(IV) Clarification Requests:**

Should you require any clarifications, please use the "Messages" functionality directly in the system.

Thank you and we look forward to receiving your quotation.

UNFPA, India Country Office



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## 1 Overview

### 1.1 General Information

<b>Title</b>	Social Empowerment of Women through Women Self-Help Groups (Mission Shakti)
<b>E-Mail</b>	yagarwal@unfpa.org
<b>Financial Offer Sealed</b>	Yes
<b>Reference Number</b>	PRC0175654/UNFPA-IND-00003
<b>Beneficiary Country</b>	IND

**Introduction** UNFPA requires the provision of services for conducting an implementation research for the project "Social Empowerment of Women through Women Self-Help Groups (Mission Shakti)". This Request for Quotation is open to individual or legally constituted institutions (companies, academic institutions, research organizations, and non-profits) with demonstrated expertise in conducting rapid assessments, programme evaluations, and mixed-method research in the domain of gender, livelihoods, and community systems.

The assessment is being commissioned at an advanced stage of programme implementation, where a state-level cadre of 425 Master Trainers have already been trained and are now, in turn, conducting subsequent large-scale training of Digishaktis across all 30 districts through a structured cascading model. The objective is to generate timely, credible, and decision-oriented evidence on the extent to which these trainings are translating into improvements in knowledge, behaviour, and institutional engagement among self Help Group (SHG) women beneficiaries.

**This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.**

### 1.2 Tender Timeline

<b>Open Date</b>	18/05/26 06:11 AM
<b>Close Date</b>	02/06/26 18:29 PM
<b>Time Zone</b>	Coordinated Universal Time

### 1.3 Terms



**Negotiation Currency**    INR (Indian Rupee)



## 2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

*\*Response is required*

**Kindly upload financial offer documents in financial section (Financial Evaluation - Commercial) only. If your financial offer is visible in any part of the technical section, your submission will be disqualified.**

Please read the questions carefully and answer the questions by selecting an appropriate response. Kindly also upload relevant documents where necessary.

### 2.1 Section 1. General Provisions

#### 1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNFPA. This RFQ is conducted in accordance with the [UNFPA Procurement Procedures](#).

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNFPA. UNFPA is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNFPA reserves the right to cancel the procurement process at any stage without any liability of any kind for UNFPA, upon notice to the proposers or publication of cancellation notice on UNGM.

#### 2. General Instructions

Please carefully read the attached SECTION 2 - GENERAL INSTRUCTIONS and Annex 1 describing main scope of the requirements and other provisions to this process.

Attachments:

File Name or URL	Type	Description
ToR-Rapid Assessment.docx	File	TOR
Section 2 - EN RFQ Complex Ser	File	RFQ General Instructions
Annex 1 - EN RFQ Complex Servi	File	Description of Requirements

#### 3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

Attachments:

File Name or URL	Type	Description
Section 2.1 - EN RFQ	File	RFQ SPECIFIC INSTRUCTIONS



Complex S		
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**\*4. General Conditions of Contract**

Do you confirm acceptance of UNFPA General Conditions of Contract herewith attached?

Applicable GCCs:

- [UNFPA General Conditions of the Contract - De Minimis Contracts \(Low value Contracts\)](#)

Attachments:

File Name or URL	Type	Description
General Conditions of Contract	File	General Conditions of Contract

*Target: Confirm acceptance of GCCs*

**5. Criteria for Evaluation and Contract Award**

- **Highest Combined Score (based on the 60% technical offer and 40% financial offer weight distribution)**

Full acceptance of the UNFPA Contract Conditions of the Contract (GCC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GCCs may be grounds for the rejection of the Quotation.

**Technical Offer (60%)**

Proposed approach and workplan to conduct the rapid assessment - 40%  
 Proven experience in conducting social and economic assessments - 25%  
 Experience in working with UN agencies, Governments, PSUs or Private sector agencies specifically in conducting similar assessments and familiarity with WSHG/Mission Shakti dynamics - 15%  
 Personal qualification or Profile of the Company including profile of the team members - 20%

**Financial Offer (40%)**

To be computed as a ratio of the Bidder's offer to the lowest price among the offers received by UNFPA.

**2.2 Section 2. Documents to be submitted**

**\*1. Company Profile**

Have you provided company profile? It should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

*Target: Company profile provided*



**\*2. Registration Certificate**

Have you provided a copy of your company registration certificates?

*Target: Yes*

**\*3. CVs of Key personnels**

Have you provided completed CVs for the proposed key Personnel as required by UNFPA?

*Target: Yes*

**\*4. Annex 2 - Quotation Submission Form**

Have you uploaded the completed Annex 2 - Quotation Submission Form?

Attachments:

File Name or URL	Type	Description
Annex 2 - EN RFQ Complex Servi	File	QUOTATION SUBMISSION FORM

## 2.3 Section 3. Bidders' Declaration

**\*1. Requirements and Terms and Conditions**

I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

**\*2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

**\*3. Ethics**

In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

**\*4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

**\*5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

**\*6. Prohibitions, Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group



or any other international Organization.

**\*7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

**\*8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

**\*9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Proposal you receive, and we certify that the goods offered in our Proposal are new and unused.

**\*10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

**\*11. Annex 5 - Bidder Declaration Form**

Have you signed the attached the Bidder Declaration Form, as per attachment?

Attachments:

File Name or URL	Type	Description
Annex 5 - EN RFQ Complex Servi	File	Bidder Declaration Form

**2.4 Section 4. Technical evaluation**

**\*1. Annex 3 - Technical Offer**

Please provide a completed Technical Offer submission as per the Annex 3 herewith attached.

Attachments:

File Name or URL	Type	Description
Annex 3 - EN RFQ Complex Servi	File	Format for Technical Offer

**\*2. Scoring criteria -**

Proposed approach and workplan to conduct the rapid assessment - 40%

**\*3. Proven experience in conducting social and economic assessments - 25%**

**\*4. Experience in working with UN agencies, Governments, PSUs or Private sector agencies specifically in conducting similar assessments and familiarity with WSHG/Mission Shakti dynamics - 15%**

**\*5. Scoring Criteria**

Personal qualification or Profile of the Company including profile of the team members - 20%

**2.5 Section 5. Financial Evaluation**



\*1. Financial Offer Please provide the cost breakdown of your financial offer as per the template Annex 4 - Financial Offer form.

Attachments:

File Name or URL	Type	Description
EN Annex 4 - RFQ Complex Servi	File	Format for Financial Offer

**2.6 Section I-1.**

**2.7 Section I-2.**

**2.8 Section I-3.**



### 3 PART: Schedule of Requirement and Price Schedule

Instructions

#### 3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-ODI-Rapid Assessment-MS-Inception Report: Detailed inception report entailing work plan, framework design, and finalized tools-10%	Feasibility studies or screening of project ideas						
2-ODI-Rapid Assessment-MS-Report of the training of the investigators-10%	Feasibility studies or screening of project ideas						
3-ODI-Rapid Assessment-MS-Report of completion of data collection-20%	Feasibility studies or screening of project ideas						
4-ODI-Rapid Assessment-MS-Draft Report: A comprehensive analytical report for UNFPA review-15%.	Feasibility studies or screening of project ideas						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
5-ODI-Rapid Assessment-MS-Final Assessment Report & PPT: A final document and analytical PPT including findings, conclusions, and prioritized recommendations.-20%.	Feasibility studies or screening of project ideas						
6-ODI-Rapid Assessment-MS-Policy Brief: A 2-3 pager illustrated summary for Government and UN officials.-15%.	Feasibility studies or screening of project ideas						
7-ODI-Rapid Assessment-MS-Clean Datasets: Raw and cleaned datasets in Excel and SPSS formats.-10%.	Feasibility studies or screening of project ideas						
8-ODI-Rapid Assessment-MS-GST on the Deliverables @ 18%.	Value added tax VAT						

\*For Additional Attributes of lines, please review the negotiation lines from supplier portal.

