



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, Country Office, India





Tender Overview

Technical Assistance for Infrastructure Upgradation, Monitoring, Evaluation, Learning and Costing for Model One Stop Centres and Shakti Sadans.

The agency will be hired to undertake two interlinked workstreams supporting model One Stop Centres (OSCs) and Shakti Sadans: (i) infrastructure upgradation for quality of care, including disability inclusion; and (ii) development and implementation of a monitoring, evaluation and learning (MEL) system, including baseline/endline assessments, costing and a scale-up note.

For information purposes only, the estimated budget range for this procurement is USD 50,000 to USD 70,000. This range is indicated on an exceptional basis solely to assist suppliers in understanding the expected complexity of the design and scaling their technical proposals to the available resources. It does not constitute a commitment by UNFPA, nor does it encourage bidders to increase their prices. The final evaluation and award will be based strictly on the evaluation criteria published in this solicitation document.

Note: Requests for clarification from bidders will be accepted till 02/09/2026 only through system and not through email. A pre-bid meeting will also be organized on 04/09/2026 and time for the same will be communicated through the system to the bidders.



Table of Contents

1 Overview.....6

 1.1 General Information.....6

 1.2 Tender Timeline.....7

 1.3 Response Rules.....7

 1.4 Terms.....8

 1.5 Attachments.....8

2 Requirements.....9

 2.1 Section 1. General Provisions.....9

 2.2 Section 2. Documents to be submitted.....10

 2.3 Section 3. Bidders' Declaration.....11

 2.4 Section 4. Technical evaluation.....13

 2.5 Section 5. Financial Evaluation.....15

3 Lines.....16

 3.1 Line Information.....16



1 Overview

1.1 General Information

Title	TA for Infrastructure Upgradation, M&E, Learning & Costing for Model OSC & SS
Contact Point	Buyer
Outcome	Purchase Order
Two Stage	Yes
Evaluation	
E-Mail	yagarwal@unfpa.org
Reference Number	UNFPA-IND-00017
Beneficiary Country	IND
Introduction	The agency will be hired to undertake two interlinked workstreams supporting model One Stop Centres (OSCs) and Shakti Sadans: (i) infrastructure upgradation for quality of care, including disability inclusion; and (ii) development and implementation of a monitoring, evaluation and learning (MEL) system, including baseline/endline assessments, costing and a scale-up note.

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, Country Office, India

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	26/08/2026 17.10
Close Date	10/09/2026 18.00
Time Zone	India Standard Time

1.3 Response Rules



This negotiation is governed by all the rules displayed below.

	Rule
☒	Suppliers are required to respond with full quantity on each line
☒	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency INR (Indian Rupee)

1.5 Attachments

File Name or URL	Type	Description
TOR OSC.pdf	File	ToR



2 Requirements

**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 (Technical)

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 OSC.pdf	File	TOR
EN Annex 1 - RFQ Complex Servi	File	Description of Requirements
Section 2 - EN RFQ Complex Ser	File	General Instructions

3. Special Instructions

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

Attachments:

File Name or URL	Type	Description
------------------	------	-------------



EN Section 2.1 - EN RFQ Comple	File	Special Instructions
--------------------------------	------	----------------------

***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 \(Low value Contracts\)](#)

Target: Confirm acceptance of GCCs

Select one of the following:-

- ☐ a. Confirm acceptance of GCCs
- ☐ b. Deviations from GCCs proposed(*Response attachments are required*)

5. Criteria for Evaluation and Contract Award

- **Highest Combined Score (based on the 70% technical offer and 30% 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 (70%)

- 1. Technical quality: understanding, methodology and workplan-40 Points
- 2. Relevant institutional experience and past performance-25 Points
- 3. Qualifications, expertise and level of effort of the proposed team-25 Points
- 4. Safeguarding, data protection, quality assurance, risk management and coordination approach-10 Points

Financial Offer (30%)

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 (Technical)

***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

Select one of the following:-

☐ a. Company profile provided(*Response attachments are required*)

***2. Registration Certificate**

Have you provided a copy of your company registration certificates?

Target: Yes

Select one of the following:-

☐ a. Yes(*Response attachments are required*)

***3. List of Recent Projects**

Have you provided a list of recent projects for the year 2025 years and their value, indicating client's contact details who may be contracted for further information on those contracts?

Target: Yes

Select one of the following:-

☐ a. Yes(*Response attachments are required*)

***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	

Select one of the following:-

☐ a. Annex 2 - Quotation Submission Form uploaded(*Response attachments are required*)

2.3 Section 3. Bidders' Declaration (Technical)

***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.

Select one of the following:-

☐ a. Yes

☐ b. No

***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.

Select one of the following:-

☐ a. Yes

☐ b. No



The United Nations
sexual and reproductive
health agency

***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.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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.



Select one of the following:-

- ☐ a. Yes
☐ b. No

***8. Offer Validity Period**

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

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***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	

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)

2.4 Section 4. Technical evaluation (Technical)

***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
EN Annex 3 - RFQ Complex Servi	File	Technical Offer

Select one of the following:-



☐ a. Technical Offer submitted(*Response attachments are required*)

***2. Technical quality: understanding, methodology and workplan**

Scoring criteria - 40 Points

- Understanding of the assignment, objectives and expected deliverables (10 Points)
- Technical soundness and appropriateness of the proposed methodology (12 Points)
- Implementation approach, including stakeholder engagement (10 Points)
- Quality and feasibility of the workplan, timelines and milestones (8 Points)

Select one of the following:-

☐ a. Technical quality: understanding, methodology and workplan (*Response attachments are required*)

***3. Relevant institutional experience and past performance**

Scoring criteria - 25 Points

- Experience in implementing similar assignments of comparable scope and complexity (9 Points)
- Experience in the relevant thematic area (6 Points)
- Experience working with UN agencies, Government and/or development partners (5 Points)
- Demonstrated past performance, including timely delivery and client satisfaction (5 Points)

Select one of the following:-

☐ a. Relevant institutional experience and past performance(*Response attachments are required*)

***4. Qualifications, expertise and level of effort of the proposed team**

Scoring Criteria - 25 Points

- Qualifications and professional credentials of the proposed team (9 Points)
- Appropriateness of team composition, roles and responsibilities (6 Points)
- Adequacy of the proposed level of effort and availability of personnel (6 Points)
- Previous experience of key personnel in similar assignments (4 Points)

Select one of the following:-

☐ a. Qualifications, expertise and level of effort of the proposed team(*Response attachments are required*)



***5. Safeguarding, data protection, quality assurance, risk management and coordination approach**

Scoring criteria - 10 Points

- Safeguarding approach, including PSEA and protection of vulnerable populations (2 Points)
- Data protection, confidentiality and information security measures (2 Points)
- Quality assurance and internal review mechanisms (2 Points)
- Risk identification and mitigation strategy (2 Points)
- Coordination, communication and reporting approach with UNFPA and stakeholders (2 Points)

Select one of the following:-

- ☐ a. Safeguarding, data protection, quality assurance, risk management and coordination approach
(Response attachments are required)

2.5 Section 5. Financial Evaluation (Commercial)

*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	Financial Proposal

Select one of the following:-

- ☐ a. Financial Offer form submitted*(Response attachments are required)*



3 Lines

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1-A) Infrastruct ure and accessibil ity assessm ent report for each selected site. B) Baseline assessm ent report covering selected sites. (30%)	Feasibility studies or screening of project ideas					
2-A) Site- specific upgradati on plans, cost estimates and prioritizati on matrix B) Consolida ted resource- mobilizati on and implemen tation coordinati on plan- 21%	Feasibility studies or screening of project ideas					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
3-"A) Costing methodol ogy cost model and supportin g assumpti ons workbook B) Completi on verificatio n checklists and consolida ted status report- 21%	Feasibility studies or screening of project ideas					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
4- Compreh ensive endline assessm ent and comparati ve analysis report A) Before- and-after document ation and a brief note on lessons for replicatio n B) Endline assessm ent and comparati ve analysis report C) Scale-up note, learning brief and disse	Feasibility studies or screening of project ideas					
5-GST	Value added tax VAT					

