



United Nations Population Fund  
304 Kim Ma Street, Ba Dinh District  
Ha Noi - Viet Nam  
Tel: 84-24-38500100; Fax: 84-24-37265520  
Email: [vietnam.office@unfpa.org](mailto:vietnam.office@unfpa.org)  
Website: <http://vietnam.unfpa.org>  
[www.facebook.com/unfpa.vietnam](http://www.facebook.com/unfpa.vietnam)

Date: 02 June 2022

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/VNM/RFQ/22/07**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**PROFESSIONAL SERVICES FOR THE DESIGN OF BRANDING AND COMMUNICATIONS PRODUCTS  
FOR DFAT-FUNDED PROGRAMME  
“ELIMINATION OF VIOLENCE AGAINST WOMEN AND CHILDREN IN VIET NAM 2021-2025”**

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in Viet Nam, or through an authorized representative.

**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](#)

**Service Requirements/Terms of Reference (TOR): See Annex II**

**II. Questions**

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

Name of contact person at UNFPA:	<b><i>Nguyen Minh Ha</i></b>
Tel N°:	<b><i>84-24-38500 328</i></b>
Email address of contact person:	<b><i>mnguyen@unfpa.org</i></b>

The deadline for submission of questions is **15h00 Tuesday 7 June 2022 (Ha Noi Time)**. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

**III. 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 TOR.
- b) Price quotation, to be submitted 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.



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#### IV. 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 UNFPA Viet Nam's secured email address [vbiddtender@unfpa.org](mailto:vbiddtender@unfpa.org) no later than **Friday, 10 June 2022 at 10:00 AM Ha Noi Time**<sup>1</sup>.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line:  
**RFQ N° UNFPA/VNM/RFQ/22/07-[Company Name]**  
Quotations, 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.

#### V. 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.

##### Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Annex II and in accordance with the technical bid evaluation criteria (see details in Annex III).

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%** in the technical evaluation.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>  
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#### VI. 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 lowest-priced technically acceptable offer**.

#### VII. 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.

#### VIII. 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.

#### IX. 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](#).

#### X. 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](#).

#### XI. 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 [Ms. Naomi Kitahara, UNFPA Viet Nam Representative at [kitahara@unfpa.org](mailto:kitahara@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).

#### XII. 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).



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## 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/VNM/RFQ/22/07
<b>Currency of quotation :</b>	VND
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **inclusive of all taxes**.

Example Price Schedule below *(The table columns should be modified as appropriate for specific services):*

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total Amount (VND)
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					VND
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					VND
<b>Total</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					VND
<b>VAT</b>					VND
<b>Total Contract Price (including VAT)</b>					VND

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/VNM/RFQ/22/07 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



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**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:  
Terms of Reference**

**ANNEX III:  
Technical bid evaluation criteria**