



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo. P.O. 11435 Egypt
E mail: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

Date: January 9th, 2023

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/23/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“UNFPA 2023 Staff Retreat- Capacity Building”.

UNFPA requires a Capacity building firm/organization to facilitate one and half day activities during the 2023 staff retreat- capacity building planned to take place during the period 31 January until 2nd February 2023 in Ain Sokhna, Egypt.

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

Background information

UNFPA Egypt Office is organizing its 2023 staff retreat- capacity in Ain Sokhna.

UNFPA CO has a new 11th Country Programme and new stage of programs planning.

It is an opportunity for the staff to work together in an outside environment and brainstorm how to fulfill the requirements during the new programme, strengthening inter-personal relationships, and developing a common vision for the country office.

In this context, UNFPA CO is looking for an organization or firm to work with the staff retreat/capacity building committee on the design, implementation and facilitation of a one-day and half team building staff retreat-capacity building for **40** staff members.

Scope of Work

The outdoor event for team building will be designed in close consultation with the CO staff retreat-capacity building committee. The tasks include design, implementation and facilitation of the retreat.

The team building retreat must be designed and delivered as an action-based event that will allow **all** team members to participate.

The applicant must propose fun, creative, innovative, educational and memorable activities for CO team members to achieve the required objectives.



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- **Development objective(s)**
 - Strengthen relationships of CO Staff with no barriers on nationality, gender, age and languages
 - Improve team spirit to achieve corporate goals
 - Boost the staff morale
 - Increase understanding of individual team spirit and team dynamics
 - Develop time management and prioritization skills
 - Develop communication skills and team collaboration
 - Develop positive outlook in employees.
- **Immediate objective(s)**
 - Develop the agenda in consultation with the CO retreat committee
 - Recommend an appropriate set up and sessions to achieve the desired objectives
- **Outputs / Deliverable(s)**
 - Prepare the sessions and activities and submit a detailed plan to the committee
 - Organize for all needed tools and materials for the activities
 - Facilitate the retreat according to the agenda
 - Prepare the retreat report and submit it to the committee
- **Timing / Schedule:** one and half day during the retreat duration from 31 January-2nd February 2023

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>Noha El Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Monday 16 January 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 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](#) 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:



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- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) 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 contact person indicated below no later than : *Monday, January 23rd 2023 at 10:00 AM Cairo Time*¹.

Name of contact person at UNFPA:	<i>Operations Unit</i>
Email address of contact person:	egypt.tenders@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/EGY/RFQ/23-001 – [UNFPA 2023 Staff Retreat- Capacity Building]**. 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 **10 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 Bidder(s) that obtain the lowest-priced technically acceptable offer.

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

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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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 the Business Unit Ms. Frederika Meijer- Egypt CO Representative at meijer@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.

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 N°:	UNFPA/EGY/RFQ/23/001
Currency of quotation:	EGP
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least One month after the submission deadline.)</i>	

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

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
1. Professional Fees					
	Develop the agenda				
	Sessions and activities				
	Tools and materials for the activities				
	Prepare the retreat report				
	Others, please specify in detail				
<i>Total Professional Fees</i>					EGP
2. Out-of-Pocket expenses					
	Team & equipment transportation Cairo/Sokhna/Cairo				
	Others, please specify in detail				
<i>Total Out of Pocket Expenses</i>					EGP
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/23/001 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](#) in the below link

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20Services%20EN.pdf>



ANNEX II:

Terms of Reference ToR

Staff Retreat- Capacity building
UNFPA Egypt County Office
31 January- 2 February 2023

Background information

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Duties and Responsibilities of the facilitator



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Key Qualification:

- Solid expertise (3- 5 years) in management training, human resource planning/psychology, or organizational development.
- Excellent experience (at least 5 years) in facilitating workshops related to team building.
- Appropriately trained and experienced on how to manage people.
- Excellent communication and facilitation skills.
- Knowledge of the UNFPA mandate will be an asset

Period of performance

The assignment includes the preparatory work, facilitation of the retreat and the preparation and formal submission to management of the final report (the report should also include the recommendations and action plan). The facilitator is expected to adhere to the timetable below:

- A concept note proposal to be submitted by the 23 January 2023
- Financial proposal for outlined tasks – 23 January 2023
- Brainstorming with the Country office – 25 January 2023
- The final agenda and detailed work plan including details of all activities by the 26 January 2023
- Facilitation of the staff retreat -capacity building on the agreed dated between 31st January until 2nd of February 2023 (one and half day only TBD)
- Preparation of the report by the 10 February 2023

Payment

100% upon satisfactory completion of all tasks and approving the final submitted report.