



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

Date: 12 October 2023

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/23/030

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Monitoring & Evaluation Company to Conduct Programme Baseline Study”

UNFPA is seeking to hire an experienced local consultancy firm – based in Egypt - to develop a baseline evaluation prior to implementation to provide substantive input to programme design, formulation, and implementation. The evaluation will guide the delivery of the programme based on the preliminary M&E framework.

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)

Objectives and scope of the Services

- **Background information**

Grounded in the vision of equality enshrined in the Charter of the United Nations, UNFPA works for the elimination of discrimination against women and girls; the empowerment of women as core principles.

Ending Gender-Based Violence against Women and Girls (GBVAWG), including harmful practices, has been a clear and committed priority of UNFPA adopted in its new Country Program Cycle (2023-2027) and also for the Government of Egypt, adopted in the national Strategy for the Empowerment of Women in Egypt 2030. There have been gains in terms of gradually evolving legislative frameworks and increased national-level awareness about the prevalence of gender-based violence and the legislative provisions to protect individuals from harm. The most significant gains in recent years have been the establishment of core essential services for women and girls escaping violence, with the support of UNFPA. These gains and investments are important, but so are the demands. Alignment of the legislation with the Constitution and ensuring sufficient allocation of financial and human resources to essential services continue to challenge national response to EVAWG. Equal to these requirements, is the need to address the social norms – and within this, gender norms – which are at the root of all forms of GBVAWG.

- **Objectives and scope of the Services**
Overall objective of the consultancy:



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The requested study builds on existing UNFPA results achieved through various strategic partnerships, and paves the way to a new joint program supported by USAID whereby UNFPA (as lead agency) in partnership with UN Women are launching a new five-year programme with two main components:

- a) strengthening the enabling environment for the prevention of all forms of GBVAW/G, including through increased engagement of civil society organizations (CSOs) and private sector as an active agent of prevention in their communities; and
- b) Adapting and supporting the scale up of proven national and local services and interventions that prevent, protect, and respond to GBVAW/G through a coordinated response and integrated quality of care under the existing national referral pathways.

- **Outputs / Deliverable(s) of this consultancy** Please see detailed deliverables attached as Annex II
 - Assess the status of violence against women in the target communities.
 - Identify the critical factors limiting prevention and response to all forms of GBV against women and girls.
 - Map key stakeholders of GBV against women and girls in the target communities.
 - Develop a monitoring and reporting system for the project.
 - Provide indicator baseline values i.e. establish benchmarks for outcomes and outputs.
 - Recommend thematic and geographical areas of intervention, based on needs-assessment, that are most likely to simultaneously strengthen an enabling environment for the prevention of all forms of GBV against women and girls, and support the scale up of proven national and local services and interventions that prevent, protect, and respond to GBV against women and girl through a coordinated response and integrated quality of care under the existing national referral pathways
- Timing / Schedule : Contract duration: From: end of October 2023- To: February 2024

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 Saturday 21 October 2023, 23:00 Cairo local Time. Questions will be answered in writing and shared will 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.



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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) 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: Thursday 26 October 2023, 14:00 Cairo local Time

Name of contact person at UNFPA:	<i>Noha El Maraghy</i>
Email address of contact person:	<i>egypt.tenders@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/EGY/RFQ/23/030 – [Company name], Technical Bid
 - UNFPA/EGY/RFQ/23/030- [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.
- 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

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
Demonstrated at least 5 years of professional experience as well as a proven professional record in working in the field of development of Monitoring & Evaluation	100		30%	
Proposed methodology, approach, and timeline	100		20%	
Experience working with multiple stakeholders, international organizations, UN agencies and government institutions	100		15%	
Organizational capacity of company/team (CV Required)	100		15%	
Demonstrated at least 5 years of experience working on women's rights and gender issues	100		20%	
<i>Grand Total All Criteria</i>	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 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 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

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.



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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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/EGY/RFQ/23/030
Currency of quotation :	EGP/USD Payment will be issued in EGP
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months 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					
1	The Inception Report: outlining the objective, methodology, tools, sampling plan, outline/framework of the Final Report, and workplan of the remaining work for the assignment				
2	Data collection as per outlined results framework.				
3	Draft Report: covers the methodology of data collection, limitations of the study, and provide complete analysis of the collected data according to a report outline.				
4	Final Report incorporating all the comments on the draft report				
<i>Total Professional Fees</i>					EGP/\$\$
2. Out-of-Pocket expenses					



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	Travel, accommodation, Transportation, ...etc . Please specify in detail				
	Venue renting, printing, hospitality & coffee breaks..etc. 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/23/030 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 have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

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.



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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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 (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
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) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

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:



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Name of the Company:

UNGM N°:

Postal Address:

Email:



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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](#)

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



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Annex II

Terms of Reference (TOR)

For Monitoring & Evaluation Company to Conduct Programme Baseline Study

● Background information

Grounded in the vision of equality enshrined in the Charter of the United Nations, UNFPA works for the elimination of discrimination against women and girls; the empowerment of women as core principles.

Ending Gender-Based Violence against Women and Girls (GBVAWG), including harmful practices, has been a clear and committed priority of UNFPA adopted in its new Country Program Cycle (2023-2027) and also for the Government of Egypt, adopted in the national Strategy for the Empowerment of Women in Egypt 2030. There have been gains in terms of gradually evolving legislative frameworks and increased national-level awareness about the prevalence of gender-based violence and the legislative provisions to protect individuals from harm. The most significant gains in recent years have been the establishment of core essential services for women and girls escaping violence, with the support of UNFPA. These gains and investments are important, but so are the demands. Alignment of the legislation with the Constitution and ensuring sufficient allocation of financial and human resources to essential services continue to challenge national response to EVAWG. Equal to these requirements, is the need to address the social norms – and within this, gender norms – which are at the root of all forms of GBVAWG.

Building on over 20 years of investments, partnerships and technical expertise, UNFPA Egypt Country Office' portfolio work with national stakeholders on strengthening the capacity of duty-bearers to provide quality essential services for survivors of violence in an integrated and coordinated manner, with direct interlinkage with population growth, reproductive health and youth empowerment priorities in Egypt. UNFPA also works with community members, change agents, civil society and partner agencies to advance behavioral change and social norms change towards gender equality and women's empowerment across Egypt.

The requested study builds on existing UNFPA results achieved through various strategic partnerships, and paves the way to a new joint program supported by USAID whereby UNFPA (as lead agency) in partnership with UN Women are launching a new five-year programme with two main components:

- a) strengthening the enabling environment for the prevention of all forms of GBVAW/G, including through increased engagement of civil society organizations (CSOs) and private sector as an active agent of prevention in their communities; and
- b) Adapting and supporting the scale up of proven national and local services and interventions that prevent, protect, and respond to GBVAW/G through a coordinated response and integrated quality of care under the existing national referral pathways.

UNFPA is seeking to hire an experienced company – based in Egypt - to develop a baseline evaluation prior to implementation to provide substantive input to programme design, formulation, and implementation. The evaluation will guide the delivery of the programme based on the preliminary M&E framework.

The company will work in close collaboration with the programme team, government officials and civil society to develop a clear baseline and inform on key KPIs to guide substantive programme implementation.



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The company's results and deliverables will be discussed and approved by UNFPA in consultation with UN Women Team in Cairo.

Conduct a baseline assessment on the status of gender-based violence against women and girls in Greater Cairo (Cairo, Giza and Qalyoubia) , with specific focus on the service delivery points and stakeholders identified in the program outline. The assessment will inform UNFPA and UN Women programming decisions and determine the benchmarks for possible outcomes and impacts of the programme's interventions.

The baseline assessment is an early element in the monitoring and evaluation plan of the project and uses the log-frame structure to systematically assess the circumstances in which a project activity commences. It provides the basis for subsequent assessment of how efficiently the project is being implemented and the eventual results achieved. Subsequent monitoring of project progress will also gather and analyze data using the log-frame and will be consistent with, but not repeat, the baseline assessment. Mid-term reviews, project completion reports, and other evaluations will judge progress largely based on comparisons with the information from the baseline assessment.

Therefore, in summary the objectives of the baseline study are to:

- Assess the status of violence against women in the target communities.
- Identify the critical factors limiting prevention and response to all forms of GBV against women and girls.
- Map key stakeholders of GBV against women and girls in the target communities.
- Develop a monitoring and reporting system for the project.
- Provide indicator baseline values i.e. establish benchmarks for outcomes and outputs.
- Recommend thematic and geographical areas of intervention, based on needs-assessment, that are most likely to simultaneously strengthen an enabling environment for the prevention of all forms of GBV against women and girls, and support the scale up of proven national and local services and interventions that prevent, protect, and respond to GBV against women and girl through a coordinated response and integrated quality of care under the existing national referral pathways.

● **Activities:**

The consultancy firm is expected to complete the following activities:

1. Review project documents including log frame and partnership agreements to fully understand project design and contextual framework of operations as well as relevant research/survey reports to use lessons learned from those surveys to develop well-thought-out questionnaires/survey tools for the Baseline Survey and Needs Assessment.
2. In close consultation with UNFPA and UN Women, prepare a research design for the M&E methodology of the project including an appropriate sampling methodology to compare target and non-target populations and data collection tools and submit a survey plan and an outline of report.
3. Conduct baseline data collection, and community assessment in the target communities.



4. Analyze the data/information collected and write the assessment report identifying key stakeholders, opportunities and recommendations for key issues indicated in the objective; Make programmatic and operational recommendations to increase the benefits of the project and target the most vulnerable groups.
5. Present the findings of the report to stakeholders in a workshop.
6. Prepare a comprehensive final report for the Baseline Survey and Needs Assessment, to be approved by UNFPA and UN Women.

• **Outputs:**

Expected deliverables, in close consultation with UNFPA team:

1- Inception Report:

- The Inception Report should outline the objective, methodology, tools, sampling plan, outline/framework of the Final Report, and workplan of the remaining work for the assignment

2- Data Collection:

Data collection as per results framework outlined above. The baseline should capture data across the following key areas:

- Relevant national policies, plans and status of implementation.
- Measure key indicators as defined in the project log frame.
- Key social, cultural, political, and economic issues from a gender perspective relevant to the project.
- Collect and analyze primary (quantitative and qualitative) and secondary data on relevant project indicators to establish key insights relevant to the effective and efficient implementation of the project.
- Analyze and interpret data to develop a comprehensive Baseline Assessment report detailing mechanisms to track and monitor programme indicators.

It is important to highlight that:

- The quality of the collected data should be ensured through regular feedback and data analysis.
- Data entry should be ensured through a reliable data entry database.

3- Production of drafted reports:

- The Draft Report should cover methodology of data collection, limitations of the study, and provide complete analysis of the collected data according to a report outline to be agreed with UNFPA and UN Women in the Inception Report.
- Workshop Presentation should cover the findings and recommendations of the Draft Report.

4-Final Report:



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- The Final Report should incorporate comments on the Draft Report from UNFPA and UN Women, and other relevant government and non-government organizations, as well as the feedback and comments of participants in the above workshop

Contract duration: September 2023 – February 2024

Monitoring, progress control and reporting

- All deliverables are to be submitted to UNFPA for clearance prior to finalization.
- Present ToR may be subject to modification without changing the overall objective and the scope of work on the basis of mutual consultation.
- UNFPA will hold the copyright of the assignment products.

Qualification and expertise:

- Demonstrated at least 5 years proven solid work experience in scoping, socio-economic and development studies.
- The Team leader is expected to have a Master's degree or equivalent in social sciences, human rights, gender/ women's studies, international development, statistics research or a related field is required.
- The company is required to demonstrate experience in designing, facilitating, and coordinating scoping assessments or evaluations in the development sector by non-governmental and donor.
- The company is required to demonstrate at least 5 years' experience in the use of mixed methods approaches (integrating quantitative and qualitative data), survey design, interpretation of results, and experience in leading enumerator and evaluation teams.
- The company is expected to have a high level of proficiency in written and verbal English with strong writing and communication skills, including familiarity with writing reports and other management documents.
- The company is expected to demonstrate excellent capacity to write clear and well-constructed reports in accordance with agreed terms of reference and within specified time constraints.
- The company is required to demonstrate strong data management and analysis.
- Previous experience + 3 years in similar studies and survey missions is needed.
- Practical experience in programming in Egypt on GBV against women and girls is an important asset.
- Previous experience working in the UN system is an asset.
- Previous experience working on USAID funded programs is an asset.

Functional Competencies:

- Programme formulation, implementation, monitoring and evaluation skills.
- Knowledge of Results Based Management.



- Ability to gather and interpret data, reach logical conclusions, and present findings.
- Good analytical skills.
- Good knowledge of gender and social and behavioral change.

Coordination:

UNFPA/Unwoman will closely collaborate with the selected company to ensure the smooth and timely implementation of the assignment.

Teamwork:

Proven teamwork experience will be highly considered.

Supervision:

UNFPA/Unwoman will provide job-related guidance in a timely manner through UNFPA team

Language Requirements:

Fluency in English and Arabic is required.

Submission and Selection Criteria:

At least 5 years of professional experience as well as a proven professional record in working in the field of development of Monitoring & Evaluation	Proposed methodology, approach, and timeline	Experience working with multiple stakeholders, international organizations, UN agencies and government institutions.	Organizational capacity of company/team (CV Required)	At least 5 years of experience working on women's rights and gender issues	Total
30 Points	20 Points	15 Points	15 Points	20 points	100 Points

The submission of each company shall contain technical and financial offers as follows:

1. Technical offer including required CVs
2. Completed Declaration Form
3. Financial offer including Detailed Budget
4. Completed Quotation Form (attached with the Request for Quotations Announcement)

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [70] points in the technical evaluation.



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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 the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote}}{\text{Quote being scored}} \times 100 \text{ (Maximum score)}$$

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.

$\text{Total score} = [70\%] \text{ Technical score} + [30\%] \text{ Financial score}$
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Payment Conditions:

- 10% of the contract amount after the completion and approval of the Inception Report
- 40% of the contract amount after the acceptance and approval of collected data.
- 25% of the contract amount after the completion and acceptance of the Draft Report
- 25% of the contract amount after the completion and approval of the Fina