

## Annex I

### Instructions to Offerors

#### A. Introduction

##### 1. General

#### **Assessment of policies/programmes and budgets from gender perspective and advocacy**

##### 2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UN Women will be in no case responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### B. Solicitation Documents

##### 3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

##### 4. Contact Details

The Offeror shall provide UN Women with the following contact details:

**Full legal name of the organization:**

**Address:**

**Contact Person/s:**

**Legal Form/Status:**

**Registration Data (Commercial/Court/Ministry of Interior Register):**

**Telephone, tel. fax. e-mail:**

##### 5. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UN Women entity in writing at the organisation's mailing address or fax number

indicated in the RFP (request for proposals). The procuring UN Women entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

#### 6. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UN Women entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UN Women entity may, at its discretion, extend the deadline for the submission of Proposals.

### C. Preparation of Proposals

#### 7. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UN Women entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

#### 8. Documents comprising the proposal

The Proposal shall comprise the following components, **in addition to the hard copy, please also provide the information under (a) and (b) on CD-R:**

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9 and provided in a **separate envelope**;

**Note: For evaluation purposes, the price schedule has to be submitted separately from technical and operational part of Proposal.**

#### 9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on activities related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UN Women entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

The proposal should include names of the project leader and other experts to be engaged, including CVs of proposed individual consultants

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**10. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents (Annex V), the prices for activities it proposes to supply under the contract.

## 11. Proposal currencies

All prices shall be quoted in **local currency – MKD;**  
**VAT to be presented separately, if applicable.**

## 12. Period of validity of proposals

Proposals shall remain valid for 6 months after the date of Proposal submission prescribed by the procuring UN Women entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UN Women entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UN Women entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

## 13. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

## 14. Payment

UN Women shall effect payments to the Contractor after acceptance by UN Women of the invoices submitted by the contractor, upon achievement of the corresponding **milestones**.

## D. Submission of Proposals

### 15. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to

**UN Women office**

**Str. Zeleznicka 46, 1-8  
1000 Skopje, FYR Macedonia**

marked with – “**Assessment of policies/programmes and budgets from gender perspective and advocacy**”

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UN Women entity will not assume responsibility for the Proposal’s misplacement or premature opening.

#### **16. Deadline for submission of proposals**

Proposals must be received by the procuring UN Women entity at the address specified under clause *Sealing and marking of Proposals* **no later than February 7<sup>th</sup>, 2012 , 16:00.**

The procuring UN Women entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UN Women entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **17. Late Proposals**

Any Proposal received by the procuring UN Women entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

#### **18. Modification and withdrawal of Proposals**

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UN Women entity prior to the deadline prescribed for submission of Proposals.

The Offeror’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposals**

### **19. Opening of proposals**

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UN Women entity.

### **20. Clarification of proposals**

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

### **21. Preliminary examination**

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

### **22. Evaluation and comparison of proposals**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 (i. e. 490) points in the evaluation of the technical proposals.

The contract will be awarded to the Contractor obtaining the highest cumulative score from both technical and financial evaluation.

**Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Organization / Other Entity				
				A	B	C	D	E
1.	Expertise of Organization submitting Proposal	25%	175					
2.	Quality of project proposal, including methodology for research and advocacy approach	50%	350					
3.	Personnel	25%	175					
<b>Total</b>			<b>700</b>					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Organization/ Firm Submitting Proposal

Form 2: Quality of project proposal

Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

**1. Technical Proposal Evaluation**

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of organization/ firm submitting proposal							

1.1	General Organizational Capability which is likely to affect implementation (i.e. strength of project management support e.g. project financing capacity and project management controls)	40					
1.3	Extent to which project would be implemented in partnership with another CSO etc..	25					
1.4	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> <li>- Work for UN, other major multilateral/ or bilateral programmes</li> </ul>	110					
		<b>175</b>					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Quality of project proposal, including methodology for research and advocacy approach							
2.1	To what degree does the Offeror understand the task and have the important aspects of the task been addressed in sufficient detail?	40					
2.2	Are the different objectives of the study adequately weighted relative to one another?	20					
2.3	Is the proposal based on a pre-assessment of the local context (referring to area of sectoral and/or local policy making and budgeting) and are relevant data properly used to support the project intervention?	55					
2.4	Is the scope of task and methodology proposed well defined and does it correspond to the TOR?	150					
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85					
		<b>350</b>					

Technical Proposal Evaluation	Points	Company / Other Entity				
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Form 3			Obtainable	A	B	C	D	E
<b>Personnel</b>								
3.1	Task Manager/Team leader			90				
			Sub-Score					
	General Qualification		80					
	Suitability for the Project							
	- Minimum of 2 years research/policy analyses experience preferably in the field of gender equality	25						
	-Minimum of 3 years Professional Experience in the area of specialization as per ToR	35						
	- Knowledge of the context/minimum of 3 years country based work	20						
	- Education and Language Qualifications		10					
			<b>90</b>					
3.2	Senior Expert			55				
			Sub-Score					
	General Qualification		45					
	Suitability for the Project							
	- Research Experience in at least 2 relevant studies/researches preferably in the field of gender equality/performance oriented budgeting	15						
	- Professional Experience in the area of specialization	20						
	- Knowledge of the context/ minimum of 2 years country based relevant experience	10						
	- Education and Language Qualifications		10					

			<b>55</b>						
3.3	Junior Expert			30					
			Sub-Score						
	General Qualification		25						
	Suitability for the Project								
	- Research Experience in at least 1 relevant studies/researches	15							
	- Professional Experience in the area of specialization/minimum of 2 yrs relevant experience	10							
	- Education and Language Qualification		5						
			30						
	<b>Total Part 3</b>			<b>175</b>					

## 2. Financial Evaluation

The price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. This comparison will be based on:

- a) the evaluation of the price based on the merit point system
  - After the financial proposals are opened, a list of prices is prepared. The lowest price is ranked as the first one (receiving the highest amount of points) and the most expensive as the last one (receiving the least amount of points).
  - The lowest price is given maximum points (300), for other prices the points are assigned based on the following formula:  
[amount of points =  $\frac{\text{lowest price}}{\text{second lowest price}} \times 300$ ]

An example:

- Offeror A – the lowest price ranked as 1<sup>st</sup> in the amount of USD 500

- Offeror B – the second lowest price ranked as 2<sup>nd</sup> in the amount of USD 1 000

points assigned to A = 300

points assigned to B: formula:  $A/B \times 300 = 500/1000 \times 300 = 15$  points [B gets 15 points].

## F. Award of Contract

### 23. Award criteria, award of contract

The procuring UN Women entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UN Women entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

#### **24. Purchaser's right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

#### **25. Signing of the contract**

Within 30 days of receipt of the contract the successful Offeror shall sign and date the UN Women standard contract and return it to the Purchaser.

Failure of the successful Offeror to comply with the requirement of Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next highest evaluated Offeror or call for new Proposals.