

Request for Proposal

Reference No.: ***RFP/2017/001***

**Request For Proposals for mapping of potential investment
and business opportunities for Women Entrepreneurs in
Gulu and Moroto Districts.**

March 2017

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for mapping of potential investment and business opportunities for Women Entrepreneurs in Gulu and Moroto districts.

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), Uganda Country Office plans to procure professional programme development and implementation of services as described in this Request for Proposal and its related annexes.

UN Women now invites sealed proposals from qualified proposers for providing the services as defined in these documents. The proposers may demonstrate interest and capacity to implement activities in all the targeted districts/sub-regions or only in particular districts/sub-regions.

1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS)
 - b. Instructions to Proposers ([Annex 1](#)) available from this link:
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
 - i. Proposed Model Form of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 9)
 - k. Joint Venture/Consortium/Association Information Form (Annex 10)
 - l. Proposal Security Form ([Annex 11](#))
 - m.) [copy from this [link](#) and insert if required]
 - n. Performance Security Form (Annex 11) [copy from this [link](#) and insert if required]
 - o. Waiver & Release of Indemnity Form (Annex 12) [Include only if site inspection/visit(s) are required]
 - p. Submission Checklist (Annex 13)
2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below- listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link- <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	Date and Time: April 7, 2017 12:00 PM City and Country: <i>[Kampala, Uganda]</i> (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, proposals received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail
4.1	Address for Proposal Submission	Personal Delivery/ Courier mail/ Registered Mail: The Country Representative, UN Women Uganda Plot 17- 19 Clement Hill Road 5 th Floor Kampala, Uganda
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> UGX, Uganda Shillings
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	90 days
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal.

	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: procurement.uganda@unwomen.org</p> <p>Clarification emails should include a subject header in the following format:</p> <p>“UNW RFP Reference #, Request for Clarification, Company/Contractor Name”</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>This Email Address is for clarifications ONLY. DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></p>
2.5	Pre-Proposal/Bid Meeting	<p><input checked="" type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Mandatory</p> <p><input type="checkbox"/> Optional</p>
3.9	Proposal Security	<p><input type="checkbox"/> Required</p> <p>Amount:</p> <p>Form: See Annex XI</p> <p><input checked="" type="checkbox"/> Not Required</p> <p>Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.</p>
7.4	Performance Security	<p><input type="checkbox"/> Required</p> <p>The Performance Security will be equivalent 10% of your total offered price for this assignment. The amount will be determined by your price proposal.</p> <p>Form: See Annex XII</p>

		<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required. <input type="checkbox"/> Required Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to:

3. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.

4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Hodan Addou
Country Representative
UN Women Uganda

TERMS OF REFERENCE**Request for Proposals(RFP) for mapping of potential investment and business opportunities for Women Entrepreneurs in Gulu and Moroto sub region.**

Background	<p>UN Women, is grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts while building effective partnerships with civil society and other relevant actors.</p> <p>The overall national development goal in Uganda is to achieve a middle income status through commercialization of agriculture, acceleration of industrialization and increasing productivity in all the sectors of the economy¹. This is in line with the Sustainable Development Goals(SDGs) agenda 2030 and the African Union agenda 2063 that are aiming at improving human capital as an engine for growth and prioritizing gender equality and women's empowerment is critically important in achieving and realization of the set targets. The National Development Plan (NDP2 for Uganda 2015/16-2019/2020) which is fully aligned to the Agenda 2030 and African Union 2063 prioritizes human capital development in general and gender equality and women's empowerment in particular as central in achieving its goals. In all these policy frameworks, gender equality and women's empowerment is highlighted as a key driver in attaining progress and sustainable development.</p> <p>At National Level, the UN System has developed the United Nations Development Assistance Framework(UNDAF) 2016-2020. This policy document that will guide the contribution of the UN system's support to the government of Uganda is fully aligned to both the medium and long term National Development Plans (NDP II 2015/6-2019/20) and Vision 2040. The UNDAF priority areas clearly define transformative results in the areas of Governance, Human Capital Development and Sustainable and Inclusive Economic Development. The UNDAF in particular commits to strengthen its support for promotion of human rights and gender equality. The Support will include inter alia, capacity building for enacting and implementing laws on gender equality, empowerment of women and the girl-child, gender mainstreaming, engagement and participation of non-state actors, ratification and domestication of international</p>
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¹ Budget speech FY2016/17

	<p>treaties on human and women's rights, as well as timely and quality reporting on progress.</p> <p>Following the UN founding values, UN Women programme for women's Economic Empowerment (WEE) identifies and prioritizes programmatic and operational interventions to maximize progress towards the attainment of WEE, which is a prerequisite for sustainable development, poverty alleviation and women empowerment in all dimensions in the country.</p> <p>Under this intervention, UN Women would like to support the women entrepreneurs in Gulu and Moroto districts by identifying and analyzing investment and business opportunities that are feasible in order for them to invest and turn around their livelihoods through acquiring profitable and sustainable incomes. The mapping will take into account the nature of the business, their viability, cost-benefit analysis in order to establish the profitability in view of the unique circumstances and the context the women entrepreneurs are operating in.</p> <p>UN Women Uganda is therefore pleased to announce a Request for Proposals from consulting firms, companies, Civil Society Organizations (CSOs) and Non-Government Organizations (NGOs) with innovative and high impact projects on women's economic advancement to deliver on this assignment. The consulting firm or organization should bid for work in the two districts and should present both the technical and financial proposal.</p>
Deliverables	<ul style="list-style-type: none"> • Detailed work plan with timelines that shows the scope of the work based on the tasks required • Inception Report on how to accomplish the assignment with timelines • A draft report of the mapping • Two regional workshops organized to share and discuss the draft report of investment and business opportunities • A Final report of investment and business opportunities from the two sub regions including a section on various stakeholders who have and are supporting WEE activities as well as section on the different women entrepreneurs and their characteristics in each of the two sub regions
Activities/ Tasks	<p>Under the direct supervision of the UN Women Deputy Representative, and Programme Specialist Women's Economic Empowerment the Consultant will conduct the following tasks:</p> <ol style="list-style-type: none"> 1. Map the stakeholders that support WEE activities in the two regions that include but not limited to: government, CSOs, private sector, Faith Based Institutions. This will assist in understanding the context;

	<ol style="list-style-type: none"> 2. Categorize and analyze the different characteristics of women entrepreneurs/groups in order to understand their strength and weaknesses in business management. This will later help in advising the different categories of women entrepreneurs what and which business/investment opportunities to invest their money and efforts for maximum benefits; 3. Identify and analyze the potential investment and business opportunities from all the districts of the two regions; 4. Analyze and compile the report of the compendium of business and investment opportunities with a cost-benefit/profitability analysis in the two regions 5. Organize a stakeholders meeting in the two of the sub-regions to share the findings 6. Incorporate the comments and submit a final copy of the report.
Organization's/ Firm's experience	<ul style="list-style-type: none"> • Specialized knowledge, expertise and track record of working on enterprise development assistance for women entrepreneurs, women enterprise groups and networks. Experience in mapping and analyzing business and investment opportunities in a gender responsive manner.
Personnel / Qualifications	<p>Bidders shall propose a team to perform this task, and should possess a minimum of the following qualifications.</p> <ol style="list-style-type: none"> 1) Master's degree (or equivalent) in the fields of Business, Economics, Social Sciences, Development Studies, Women and Gender Studies, among others. 2) Evidence of strong programme development with a minimum of 5 years of relevant professional experience that combines strategic and managerial leadership, with a strong focus in the area of business development and analysis; leadership and women's economic empowerment. 3) Proven experience in group facilitation and enterprise trainings. 4) Experience working in the target districts and in a multi-cultural environment. 5) Knowledge of the selected districts, and be conversant with issues pertaining to vulnerability, socio-economic disempowerment of women and girls in the region.
Roles and responsibilities of the parties	<p>The project will be operated in accordance with the roles and responsibilities as outlined in the ToRs. However, the service provider will lead and manage the entire project, ensuring that high quality results are achieved. The service provider also retains the responsibility of mobilizing and building productive relationships with all</p>

	relevant stakeholders to effectively come up with a good product. UN Women will provide technical feedback and support quality assurance in all steps of the intervention.
Timeframe and location	The proposed project will be implemented over a two-month Period (starting mid-April-June 2017). At the sub-regional level, it will target two Districts of: Gulu and Moroto. Please note that the project start and end dates are tentative.
Communication and reporting obligations	<ul style="list-style-type: none"> Selected service provider shall sign a Professional Services Agreement with UN Women indicating their technical, financial, reporting and communication obligations. UN Women shall provide overall technical guidance. Joint support supervision visits may be conducted to the implementation sites to ensure that the Service Provider is undertaking the agreed interventions and delivering on targets and results Reporting requirements have been stipulated under the deliverables

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements.

- Certificate of registration/incorporation;
- Valid trading license for the current year, 2017;
- VAT registration certificate;
- TIN Number;
- Income Tax clearance certificate;
- Submitting companies are not included among United Nations suspended companies;
- Offers are signed by an authorized party, including Power of Attorney;
- The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the PIS above;
- The offer is valid;
- The offer is complete and eligible.

2. Cumulative Analysis Methodology:

A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of **70%** of the obtainable **100** points assigned for the technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **100** points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of **70%** of the obtainable score of **100** points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: **70 points**

Financial proposal: **30 points**

Total number of points: **100 points**

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliance with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of **100** points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	05
1.2	Adverse judgments or awards	05
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	05
1.5	Quality assurance procedures, warranty	05
1.6	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Programmes/ Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	20
		50
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		

2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	25
2.2	Management Services – Timeline and deliverables.	5
2.3	Environmental Considerations: Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Proposer's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	5
		35
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide, and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time	15
		15
	[70%] of [100] pts = [70] pts needed to pass technical	100

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **100** points for the technical proposal.

Annex IV

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted in a separate envelope clearly marked with the Proposer's details

Proposer is requested to include a *[one/half]* page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant; the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.
- UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and programme environment.

Section 3.0: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also encouraged to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template:

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	

Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

Annex V

FORMAT OF FINANCIAL PROPOSAL

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category. Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures. The pricing shall cover annual and three-year estimates

i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities

b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.

c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.

d. An all-inclusive amount for local travel, if applicable.

e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The

payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

NOTE: In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

A. Cost Breakdown per Deliverables (Over 3 years)

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	UGX	

B. Cost Breakdown by Resources (Over 3 years)

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

Description	Quantity	Number of Unit	Unit Cost (UGX)	Total Cost (UGX)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any) 2. Accommodation and other expenses away from home (if any) 3. Local transportation 4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 1 lump sum 1 lump sum 1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			

Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

PROPOSAL SUBMISSION FORM

[The Proposer shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To:

The Country Representative,
UN Women Uganda
Plot 17-19 Clement Hill Road
5th Floor
Kampala, Uganda.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid Solicitation Documents the following **[Title of goods/services/works]** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of **[]** days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries **_____** *[insert the nationality of the Proposer, including that of all parties that comprise the Proposer]*
- (g) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: **_____** *[insert signature of person whose name and capacity are shown]*

In the capacity of **_____** *[insert legal capacity of person signing the Proposal Submission Form]*

Name: **_____** *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: **_____** *[insert complete name of Proposer]*

Dated on **_____** day of **_____**, **_____** *[insert date of signing]*

VOLUNTARY AGREEMENT

**Voluntary Agreement for Promoting Gender Equality in the Workplace
Between
(Name of the Contractor)**

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (Name of the Contractor) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality](#) and [women’s empowerment](#);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name : _____, **Title :** _____

Address : _____

Signature : _____

Date: _____

ANNEX IX

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contracts can be accessed by the proposer by clicking on the below link.

[Keep only the relevant link and delete the others]:

- For Goods, [available from this link:](http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Goods-en.pdf)
<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Goods-en.pdf>
OR
- For Services, [available from this link:](http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf)
<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>
OR
- For Goods and Services, [available from this link:](http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-MixedGoodsServices-en.pdf)
<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-MixedGoodsServices-en.pdf>

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

<p>Consortium/Association Agreement</p>	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
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Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SECURITY INSTRUMENTS

The Proposal and Performance Security Forms can be accessed by the proposer by following the below link.

<http://www2.unwomen.org/~media/commoncontent/procurement/un-women-procurement-rfp-security-instruments-en.docx>

General Conditions of Contract

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

For [Services - Available from this link](#)

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

Annex XIII

Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
 - [Proposal submission form](#) _____ ☐
 - [Joint Venture Form \(if in a joint venture\)](#) _____ ☐
 - [Inner envelope containing technical proposal](#) _____ ☐
 - [Second inner envelope containing Financial Proposal](#) _____ ☐