



United Nations Population Fund (UNFPA)  
Address: UNOCA, Compound, Kabul Jalalabad Road  
Kabul, Afghanistan  
Tel: + 93 729261300  
Website: [www.unfpa.org](http://www.unfpa.org)  
Date: 09/01/2025

**Request for Emergency Proposal (eRFP) No. UNFPA/AFG/ERFP/2025/001**

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of the following services:

**Baseline Study and Mapping Exercise**

**Vulnerabilities and access to services for women and girls in Afghanistan**

**If you are interested in submitting a bid for these services, kindly fill in the attached submission form and send it to the secure email address indicated below/no later than 19/01/2025 at 04:00 pm, Kabul time.**

Please ensure to mark your email with the RFP reference number and the words “Sealed bid. Do not open before the Date and time of **19/01/2025**.”

**Secure email address for bid submission: [bidsafg@unfpa.org](mailto:bidsafg@unfpa.org)**

Please remember, that the bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services and the financial bid containing price information shall be submitted separately in two different emails with the following subject.

**Subject: Technical Proposal UNFPA/AFG/ERFP/2025/001 Sealed bid. Do not open before 19/01/2025 at 04:00 pm**

**Subject: Financial Proposal UNFPA/AFG/ERFP/2025/001 Sealed bid. Do not open before 19/01/2025 at 04:00 pm**

## Clarifications of Bidding documents

1.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

To:	rabbani@unfpa.org
Name:	Hamed Rabbani
Subject	Inquiry- UNFPA/AFG/ERFP/2025/001

Bidders should **NOT** submit any Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **14/01/2025**, 14:00 hrs local time

1.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, ([www.ungm.org](http://www.ungm.org)).

1.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

### **Documents comprising the bid:**

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Bidder's previous experience and clients
- d. Technical bid, including documentation to demonstrate that the bidder meets all requirements. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in the ToR.
- e. **Financial bid should be submitted in a separate email.**

Partial bids are not allowed under this RFP.

### **Evaluation of Proposals:**

A two-stage procedure will be utilized in evaluating the proposals, with an evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bids will be opened only for those bidders whose technical bids reach 50 points, meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points**.

### **Technical Evaluation**

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in the bidding documents and the evaluation criteria. The maximum technical score is **80 points**.

### **Financial Evaluation**

The financial bid will only be evaluated if the technical bid achieves a minimum of 50 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form. The maximum number of points for the price bid is **20**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

### **Total Score**

The total score for each bidder will be the sum of the technical score and financial score. The maximum total score is 100 points.

### **Contract Award**

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and financial evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

- **Bid Submission Form**
- **Bidders Identification Form**
- **Terms of Reference**
- **Technical Bid**
- **Price Schedule Form**



**2. Bidders Identification Form**  
 Bid No. UNFPA/AFG/ERFP/2025/001

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	

Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

**2. Expertise of Staff**

Total number of staff	
Number of staff involved in similar supply contracts	

**3. Client Reference List**

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

**4. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid



## Technical Bid and evaluation criteria

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

NO	Description	Assigned score
1	<p><b>Description of the firm and the firm’s qualifications:</b> A brief description of your firm/institution and an outline of recent experience in conducting assessment/survey on Mental Health and Psychosocial support project for women and girls or projects of similar nature, with a deep understanding of the Country’s cultural, social and economic complexities, experience with UN agencies and international organizations, particularly focusing on wellbeing, protection and lifesaving projects targeting women and girls, experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.</p>	20
2	<p><b>Understanding of the requirements for services,</b> including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.</p>	20
3	<p><b>Proposed Approach, Methodology,</b> Timing and Outputs: Both quantitative as well as qualitative research methods including document review, in-depth interview decision making about services. Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You must propose specific methodologies that are client-centered and deemed most practical, safe, efficient, and accurate, preferably based on past experiences in Afghanistan. You should include the number of person-months in each specialization that you consider necessary to carry out all work required. The level of total professional/personnel inputs required has been estimated to be about ___ person-months.</p>	20
4	<p><b>Proposed Team Structure:</b> The composition of the team (including their gender) which you would propose to provide in the</p>	10

	country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.	
5	<b>Proposed Project Team Members:</b> Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.	10
<b>Total Score</b>		<b>80</b>

### 3. Price Schedule Form

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Bid No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Completion timeframe** (*days from receipt of order till dispatch*): \_\_\_\_\_

**(Note: maximum number of days is: days)**

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 03 months after the Closing date.*): \_\_\_\_\_

Item	Description	Number & Description of Staff by Level	Hourly Rate USD	Hours to be Committed	Total USD
<b>1. Steps</b>					

