

# Request for Proposal

Non-profit, Non-Governmental Organizations only

Reference No.: WEE – 003/2016

Implementing Partner for the Project, “Empowerment of  
Women Garment Workers in Sialkot, Pakistan”

August 18, 2016

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for the implementation of the project, **“Empowerment of Women Garment Workers in Sialkot, Pakistan”**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Implementing partner’s services for the project, “Empowerment of Women Garment Workers in Sialkot, Pakistan”** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified Non profit, Non governmental Organizations for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link  
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
  - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
  - v. [Format of Technical Proposal \(Annex IV\)](#)
  - vi. [Format of Financial Proposal \(Annex V\)](#)
  - vii. [Proposal Submission Form \(Annex VI\)](#)
  - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
  - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
  - x. [General Conditions of Contract \(Annex IX\)](#)
  - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
  - xii. [Submission Checklist \(Annex XIII\)](#)
3. 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

<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	<b>Deadline for Submission of Proposals</b>	Date and Time: 05 September 2016, COB – 17:00 hours City and Country: Islamabad, Pakistan  This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail  <input type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	Personal Delivery/ Courier mail/ Registered Mail:  Proposals to be sent in sealed envelopes by post to the following with ( <b>Implementing partner for the project, “Empowerment of Women Garment Workers in Sialkot, Pakistan”</b> clearly written on the envelope):  <b>Ms. Saima Sadruddin</b> <b>Procurement Unit</b>  <b>UN WOMEN Pakistan</b> <b>Plot # 5-11, Diplomatic Enclave #2</b> <b>Quaid-e-Azam University Road</b> <b>Sector G-4, Islamabad.</b>
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish

3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="text" value="PKR"/>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	60 days If other, please indicate: <input type="text"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: anwar.queishi@unwomen.org Proposers must not communicate with any other personnel of UN Women regarding this RFP. <b><u>This Email Address is for clarifications ONLY.</u></b> <b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b>
2.5	<b>Pre-Proposal/Bid Meeting</b>	Date and time: Location:  <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
3.9	<b>Proposal Security</b>	<input type="checkbox"/> Required Amount: Form: <input checked="" type="checkbox"/> Not Required  No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal

		Security from Proposers at any stage before the award of contract.
7.4	<b>Performance Security</b>	<input type="checkbox"/> Required <p>The Performance Security will be equivalent to 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 <p>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.</p>

4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

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Jamshed M. Kazi  
Country Representative

## Annex II

### Terms of Reference

#### **“Empowerment of Women Garment Workers in Sialkot, Pakistan”**

**Type of Contract:** Project Cooperation Agreement (Implementing Partner)

**Area of Intervention:** Sialkot, Punjab – Pakistan

**Time period:** October 2016 – June 2018 (Tentative)

#### **BACKGROUND**

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Despite the Government’s commitments on gender equality, Pakistan’s ranking for gender equality remains one of the lowest in the world. Global Gender Gap Report 2015 ranks Pakistan at 143 out of 145 countries on women’s economic participation. 45.6 percent of the Pakistani population is living below the poverty line.<sup>1</sup> Women’s labour force participation is very low at 26 % excluding their informal work that is the key poverty mitigating strategy for poor households. Women informal workers are largely illiterate and lack financial independence. Violence against women is widespread in the country and 32 % married women experience physical violence.<sup>2</sup>

Women employed in formal work in Pakistan face issues in travelling to work safely. Workplaces are generally not women-friendly. The organizations need to ensure that the workplaces are free of harassment and women workers have access to day care facility. Women don’t have access to training opportunities to elevate to higher levels of work. Poor representation in terms of numbers and skills of women in trade unions leads to women having no collective voice for their rights. Labour inspection doesn’t capture gender dimensions of work adequately and therefore measure to address is missed. There are not enough women in mid management positions. Generally, the decision makers in private sector companies are not gender sensitive.

#### **JUSTIFICATION**

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UN Women Pakistan provides technical advisory services to the Government and civil society partners to implement women’s empowerment agenda in the areas of women’s leadership and participation, women’s economic empowerment, violence against women and girls, peace and security, humanitarian action and governance and national planning.

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<sup>1</sup> UNDP Human Development Report, 2014

<sup>2</sup> Pakistan Demographic Health Survey, 2012-13

The proposed intervention will select some companies that have signed or will be targeted to sign the UN Women and United Nations Global Compact's Women's Empowerment Principles<sup>3</sup> (CEO statement) in Sialkot. UN Women has been working in Sialkot district for the past 2 years and has developed strong relations with the private sector companies and Sialkot Chamber of Commerce in addition to the Government and civil society organizations on women's economic empowerment.

The proposed intervention will select 5-7 garment factories depending upon the workforce size of the respective companies and support them in applying Women's Empowerment Principles at their workplace. Women in formal work will have access to skills enhancement trainings and formal employment opportunities in gradual steps in a period of 21 months and benefit from the decent wages and decent working conditions. Advocacy will entail encouraging companies to include women at all tiers: workers level, mid-level and higher-level management. The women workers will have access to occupational safety and health information and be educated about their rights and entitlements. In addition, they will have enhanced understanding of gender issues including issues around violence against women through this project. Strong community mobilization component will be integrated to encourage families to allow women to get skills trainings, find jobs and most importantly have control over their income.

The project will be implemented in Sialkot district of Punjab province.

## DESIGN SUMMARY OF THE PROJECT

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**UN Women DRF Impact 2: Women, especially the poorest and most excluded, are economically empowered and benefit from development**

**DRF Outcome 2.2:** Women's sustainable livelihoods enhanced by gender-responsive services and access and control over means of production and resources

**Related National and International Commitments:** Vision 2025, CEDAW (CEDAW CO on Employment, March 2013), Beijing Platform for Action. Sustainable Development Goal 5

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<sup>3</sup> The **Women's Empowerment Principles (WEP)** are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace and community. They are the result of a collaboration between UN Women and the United Nations Global Compact and are adapted from the Calvert Women's Principles®.

## **OUTCOME 1:**

Women informal workers' access to formal employment opportunities improved in one district of Pakistan

### **OUTPUT 1.1:**

Women informal workers' have enhanced access to employable skills in Sialkot District

#### **Main Activities under Output 1.1**

- i. Organize 1500 women into 60 small groups of 25-30 women each to impart trainings and explaining the benefits of group organization
- ii. Conduct exposure visits of women's family members to the skills institutes and private sector companies to motivate them to improve women's mobility
- iii. Register women in the skills institutes for courses to support their learning of computer skills, functional literacy and/or other employable skills identified in light of market feasibility study and training needs assessment
- iv. Support women's registration with National Database and Registration Authority (NADRA) to access National Identity cards
- v. Support selected women in opening their bank accounts to aid their economic independence process
- vi. Support women's registration as voters for their political awareness
- vii. Conduct regular meetings with Government Departments (Social Welfare, Women Development and Labour and Human Resource) in Sialkot to encourage the Government to develop projects to enhance women's access to income generating opportunities
- viii. Enhance the capacity of Government Officials to develop projects on women's access to economic opportunities

**OUTPUT 1.2:** Coordination with the private sector improved to increase women's access to formal employment options.

#### **Main activities under Output 1.2**

- i. Liaise with at least 15 private sector companies to encourage them to sign the WEP
- ii. Conduct meetings with the CSR sections of select 5-7 private sector companies to explore options of mobilizing funds for microenterprises for women

## OUTCOME 2

Women's agency strengthened to enable them to speak for their rights

**OUTPUT 2.1:** Women's participation in the associations in the companies increased

### Activities under Output 2.1

- i. Conduct gender trainings for trade unions/associations and company personnel to encourage them to include women in their formal bodies<sup>4</sup>
- ii. Conduct leadership trainings for women workers to effectively contribute to associations proceedings (2 days X 10 sessions of 24 participants each sessions)
- iii. Develop gender and leadership training module for women participants

**OUTPUT 2.2:** Women's involvement in the decision making processes at the household level improved

### Activities under Output 2.2

- i. Conduct regular gender and socialization sessions (at least 15 with each group) with 1500 women and their family members in a group of 20-30 people to familiarize them with gender issues and how socialization process shapes discriminatory practices curbing both women and men's choices.
- ii. Conduct regular sessions with women and their family members to delineate women's access to decision making about their lives including economic decision making. The sessions will also cover issues such as violence against women (VAW), information about VAW referral mechanisms, reproductive health in their areas.

## TIMEFRAME

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The project duration will be 21 months (tentative time line is October 2016 -June 2018).

## BUDGET

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The proposed budget shall include all costs incurred during the assignment period (format for the financial proposal is Provided-Annex V)

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<sup>4</sup> Punjab province has a legislation to include women in the trade unions proportionate to their number in a certain organization.

## **PROJECT LOCATION**

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UN Women will provide funding for innovative and catalytic initiatives focusing on the above-mentioned community level initiatives in Sialkot, Punjab.

## **REPORTING OBLIGATIONS**

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- Quarterly financial FACE(Funding Authorization and Certificate of Expenditure) forms and quarterly/six monthly narrative progress reports to be submitted to UN Women.
- Annual/final narrative and financial annual report to be submitted to UN WOMEN.
- A detailed and comprehensive narrative report of all activities (as part of the report including anecdotes that capture the process, partnerships, early bits of lessons learnt, photographs, press coverage, human interest stories, lists of participants etc) in hard and soft copy will be submitted at the end of the grant period for feedback and finalization after incorporation of comments.
- An audited financial statement for the actual expenditure in the form of income and expenditure/receipt & payment/balance sheet certified by the external auditor with relevant vouchers and updated statement in the UN WOMEN format.
- The knowledge products, baseline and end line studies (including the questionnaire) and reports need UN Women's approval before finalization
- All knowledge products/press releases produced under this agreement must seek clearance from UN Women and acknowledge the support of UN WOMEN

## **MINIMUM QUALIFICATION**

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- At least 10 years of experience in designing and implementation of subject activities.
- Reputed nationally registered organization with Office in Pakistan and having outreach in areas of intervention.
- Work experience with UN agencies or other international development agencies is an advantage.
- Ability to communicate in local language.
- Working experience in development related field.
- A verifiable reputation of integrity and competence.

## Annex III

### Evaluation Methodology and Criteria

- Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal(format for the financial proposal is provided-Annex V) will be evaluated with a minimum pass requirement of 70% of the obtainable 800 points assigned for 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 800 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 800 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 (80% technical proposal and 20% financial proposal):

Technical proposal: 800 points

Financial proposal: 200 points

Total number of points: 1000 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

$\mu$  = 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 compliancy 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 800 points):

<b>Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Organizational Architecture	30
1.2	Adverse judgments or awards	20
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	50
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.)	20
1.5	Quality assurance procedures, warranty	20
1.6	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> </ul> Work for other UN agencies/ major multilateral/ or bilateral programmes	100
		<b>240</b>
<b>Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	300
2.2	Management Services – Timeline and deliverables.	100
		<b>400</b>
<b>Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
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	160
		<b>160</b>
	<b>70% of 800 pts = 560 pts needed to pass technical</b>	

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **800** 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 separate envelope.**

Proposer is requested to include a one-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 A: 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 B: 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 project environment.

## **Section C: 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 requested 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
  - 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**

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

**B. Cost Breakdown by Resources**

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.

<b>Description</b>	<b>Quantity</b>	<b>Number of Unit</b>	<b>Unit Cost (PKR)</b>	<b>Total Cost (PKR)</b>

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

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(Name of Organization)

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Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

**Annex VI**

### 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: **Ms. Saima Sadruddin** Date: [insert date of Proposal Submission]

**Procurement Unit  
UN WOMEN Pakistan  
Plot # 5-11, Diplomatic Enclave #2  
Quaid-e-Azam University Road  
Sector G-4, Islamabad.**

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]*

**Annex VII**

**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 in UN Women;
- Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**

**Annex VIII**

## **Proposed Model Form of Contract**

<https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Forms/AllItems.aspx> ]

## **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>)

*Please find attached*

**Annex X**

**JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**  
**(to be completed and returned with your technical Proposal)**

<b>JV / Consortium/ Association Information</b>	
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 Proposers)}</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>
<b>Consortium/Association's names of each partner and contact information</b>	(inset name, address, telephone numbers, fax numbers, e-mail address)
<b>Consortium/Association Agreement</b>	[attach agreement]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[insert name, address, telephone/fax or cell number, and the e-mail address]

Signatures of all partners:

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: \_\_\_\_\_

**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](#) \_\_\_\_\_

[Model Form of contract has been read and understood](#) \_\_\_\_\_

[General Conditions of Contract have been read, understood and accepted](#) \_\_\_\_\_