Date: 15/05/2025

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/ASRO/RFQ/25/001**

Dear Sir/Madam,

The United Nations Population Fund, Arab States Regional Office (UNFPA ASRO), is seeking a qualified bid **for the provision of the Arab** S**tates Adolescent Girls Social Practice Lab Hackathon**.

This Request for Quotation is open to all legally constituted companies that can provide the requested services and have the legal capacity to deliver the requested, or through an authorized representative.

**I. About UNFPA**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA in the Arab region, please visit our website: <https://arabstates.unfpa.org>

**II. TERMS OF REFERENCE**

|  |  |
| --- | --- |
| Hiring Office: | UNFPA Arab States Regional Office (ASRO) |
| Purpose of assignment: | UNFPA Arab States Regional Office works to leverage innovation, collaboration, and human-centered design to advance the Three Transformative Results (3TRs): ending preventable maternal deaths, ending the unmet need for family planning, and ending gender-based violence and harmful practices. Adolescent girls, who constitute 8.9% of the Arab region’s population, face significant socio-economic and cultural barriers that hinder their autonomy, health, and opportunities. UNFPA recognizes adolescence as a critical window of opportunity for empowerment, with investments in girls yielding high returns in terms of health, education, and economic outcomes. Through initiatives like the Action for Adolescent Girls and the Regional Adolescent Girls Framework (2023-2025), UNFPA ASRO is committed to empowering adolescent girls and improving access to sexual and reproductive health and rights (SRHR).  To this end, UNFPA Arab States Regional Office wishes to pilot a virtual Hackathon as part of the Adolescent Girls Social Practice Lab. This Hackathon will serve as a collaborative and innovative platform to address the complex challenges faced by adolescent girls in the Arab region. It will bring together diverse stakeholders, including government representatives, civil society, adolescent girls, artists, influencers, and private sector actors, to co-create practical, scalable solutions that empower girls and advance their rights.  The objective of the Hackathon is to generate and develop innovative, youth-led program ideas that address key challenges faced by adolescent girls, including:   * Preventing gender-based violence and harmful practices such as child marriage. * Improving access to sexual and reproductive health and rights, including menstrual health management. * Promoting comprehensive programs that empower adolescent girls in both development and humanitarian settings.   Within this scope, UNFPA Arab States Regional Office invites vendors to submit proposals and quotations for an assignment to:   1. Design a comprehensive framework for the virtual Hackathon, including methodology, agenda, participant engagement strategies, and evaluation criteria. 2. Conduct an extensive mapping for potential private sector, philanthropists, entrepreneurs and relevant stakeholders interested in investing in adolescents girls programming in the Arab Region 3. Implement the Hackathon, including but not limited to:  * **Design and implement a structured onboarding process** for all participants: (1) clear understanding of Hackathon objectives, timelines, and rules; and (2) technical orientation on required digital platforms/tools. * **Developing and facilitating tailored sessions** to address the needs of selected participants. * **Organizing pitch sessions and feedback panels** with experts, donors, and stakeholders. * **Creating selection criteria** and announcing winners during a closing event. * **Coordinate and host a roundtable** discussion with potential donors and investors to present the final outcome of Hackathon. |
| Scope of work:  (Description of services, activities, or outputs) | The vendor will report to the Regional Technical Advisor for Adolescents & Youth and deliver hackathon activities as defined in the hackathon framework to be designed.  The deliverables included under this contract are as follows:  **1. Participant onboarding, framework development, and preparation**   * Design and implement a structured onboarding process for all confirmed country teams, ensuring clear understanding of Hackathon objectives, timelines, and participation rules and technical orientation to digital platforms/tools used during the event. * Design a **comprehensive Hackathon framework**, including:   + Methodology and agenda tailored to the needs of adolescent girls.   + Human-centered design and innovation approaches.   + Clear objectives, timelines, and evaluation criteria. * Conduct **pre-Hackathon consultations** with selected country teams to understand their specific needs, challenges, and expectations. * Prepare and share **pre-Hackathon materials** (guidelines, toolkits, and resources).   **2. Session facilitation and technical support**   * Facilitate **interactive and engaging sessions** during the Hackathon, including:   + Collaborative problem-solving and ideation workshops.   + Technical support for developing and refining program ideas.   + Capacity-building sessions on human-centered design and innovation. * Provide **real-time technical assistance** to participants throughout the Hackathon to ensure smooth execution and high-quality outputs.   **3. Pitch sessions and feedback panels**   * Organize and facilitate **pitch sessions** where country teams present their innovative ideas to a panel of experts, donors, and stakeholders. * Develop and apply **transparent selection criteria** to evaluate and identify winning ideas. * Coordinate **feedback panels** to provide constructive input to participants, helping them refine their proposals.   **4. Closing event and announcement of winners**   * Plan and execute a **professional and engaging closing event** to:   + Announce the winners of the Hackathon.   + Showcase innovative ideas and solutions developed during the event.   + Celebrate the achievements of participants and stakeholders. * Ensure the event includes opportunities for networking, knowledge sharing, and discussions on next steps.   **5. Event logistics and technical management**   * Manage all **logistical aspects** of the virtual Hackathon, including:   + Selection and setup of an appropriate online platform.   + Coordination with participants, experts, and stakeholders.   + Troubleshooting technical issues and providing real-time support. * Ensure seamless delivery of all sessions and activities, maintaining high levels of participant engagement and satisfaction.     **6. Post-Hackathon Evaluation & Reporting** Conduct a comprehensive evaluation of the Hackathon outcomes, including:   * Participant Feedback: Conducting structured surveys to all participants measuring:   + Content relevance and learning outcomes   + Platform usability and accessibility   + Overall satisfaction * Performance Analysis: Evaluate projects against predefined success criteria (innovation, feasibility, gender-transformative impact). * Final Report: Deliver an actionable report featuring:   + Key achievements and challenges   + Scalable solutions and policy recommendations   + Improvement framework for future iterations     **Application materials**  Interested parties should submit a proposal answering the details above. The proposal should include:  a) technical approach and suggested timeline;  b) financial proposal;  c) examples of previous results and experience in activities related to assignment; d) background information of key staff who would be delivering the activities. |
| Duration and working schedule: | Contract dates: The vendor will deliver the activities in phases between August to December 2025. The Hackathon is planned during October 2025, to be followed by a roundtable discussion with donors during November or December 2025 |
| Place where services are to be delivered: | Services are to be delivered remotely. |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | Deliverables are to be submitted electronically. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline | Regular meetings and email communication with the Regional Technical Advisor for Adolescents & Youth and the Regional Innovation Associate. |
| Supervisory arrangements: | The vendor will report to the Regional Technical Advisor for Adolescents & Youth. |
| Expected travel: | No travel required. |
| Required expertise, qualifications and competencies, including language requirements: | Vendors should demonstrate the following expertise and skills:   * Proven experience in designing and implementing **virtual hackathons, ideathons, or innovation labs**, particularly in the context of **adolescent girls’ empowerment**, **gender equality**, and **youth-led initiatives**. * Demonstrated experience working in the **Arab region**, with a deep understanding of the socio-cultural, economic, and political contexts affecting adolescent girls in both **development and humanitarian settings**. * Strong facilitation skills, with the ability to engage diverse stakeholders, including **adolescent girls**, **government representatives**, **donors**, and **private sector partners**. * Experience in organizing and managing **large-scale virtual events**, including technical setup, participant coordination, and real-time troubleshooting. * Ability to design and deliver **interactive and engaging sessions** that foster collaboration, creativity, and innovation. * Experience managing **payments and financial transactions** for large-scale events, including disbursement of funds to participants and stakeholders. * Ability to create and maintain relationships with stakeholders and partners. * Must have expert level in Arabic and/or English. Fluency in both languages is desirable. * High familiarity and experience with the UNFPA mandate. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | N/A |

1. **Questions**

Questions or requests for further clarification should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Manar Eid* |
| Tel Nº: | *002-01096571878* |
| Email address of contact person: | *meid@unfpa.org* |

The deadline for submission of questions is **Monday,** **02 June 2025 *at 23:59 Cairo Time***. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. **Eligible Bidders**

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

* A bidder must be a legally constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
* A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
* At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](https://www.un.org/securitycouncil/content/un-sc-consolidated-list) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](http://www.ungm.org/) or the [World Bank Group](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).
* Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](http://www.un.org/Depts/ptd/pdf/conduct_english.pdf).

1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

* **Technical proposal, in response to the requirements outlined in the service requirements / TORs.**
* **Price quotation, to be submitted strictly in accordance with the price quotation form.**
* **Examples of previous results and experience in activities related to assignment.**
* **Background information on key staff who would be delivering the activities**.

All parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, examples of previous results and experience in activities related to assignment and background information of key staff who would be delivering the activities are to be sent by email to the contact person indicated below no later than

***Thursday, 5 June 2025 at 23:59 Cairo Time*][[1]](#footnote-1).**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | **Manar Eid** |
| Email address of contact person: | ***asro.tenders@unfpa.org*** |

Please note the following guidelines for electronic submissions:

* The following reference must be included by the Bidder in the email subject line:
  + UNFPA/ASRPO/RFQ/25/001 – [Company name], Technical Bid
  + UNFPA/ASRO/RFQ/25/001 - [Company name], Financial Bid
  + **Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.**
* It is Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted by the instructions, UNFPA will assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
* Please do NOT send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the address indicated below no later than : ***Thursday, 5 June 2025 at 23:59 Cairo Time.***

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | **Manar Eid** |
| Official Email address of SCMU: | **asro.tenders@unfpa.org** |

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **[A] Maximum Points** | **[B]**  **Points attained by the Bidder** | **[C] Weighting %** | **[B] x [C] = [D] Total Points** | |
| 1. **Technical approach and methodology – understanding nature and scope of work**   *(Evaluation focuses on the vendor's understanding of the assignment and proposed methodology, including the design of a comprehensive Hackathon framework tailored to adolescent girls, integration of human-centered design and innovation approaches, proposed agenda, effective participant engagement strategies)* | 100 |  | 20% |  | |
| 1. **Implementation (work) plan and management plan**   *(Evaluation assesses the clarity, feasibility, and comprehensiveness of the vendor's plan for executing all required activities and deliverables outlined in the ToR, including participant onboarding and technical orientation, facilitating tailored and engaging sessions, organizing pitch sessions and feedback panels, managing virtual event logistics and technical support, executing the closing event and roundtable discussion, and conducting post-Hackathon evaluation and reporting, within the specified timeline.)* | 100 |  | 20% |  | |
| 1. **Specific experience and expertise relevant to the assignment**   \* Proven experience in designing and implementing virtual hackathons, ideathons, or innovation labs, particularly in the context of adolescent girls’ empowerment, gender equality, and youth-led initiatives.  \* Demonstrated experience working in the Arab region, with a deep understanding of the socio-cultural context affecting adolescent girls.  \* High familiarity and experience with the UNFPA mandate.  \* Review of examples of previous results and experience in related activities as requested in the application materials | 100 |  | 30% |  | |
| 1. **Quality of Team and Organization**   *(Evaluation assesses the qualifications, expertise,including demonstrated strong facilitation skills, ability to design and deliver interactive sessions, technical support capabilities, design expertise, and project management experience. This also considers the proposed team structure and relevant language skills (expert level in Arabic and/or English, with fluency in both being desirable).* | 100 |  | 20% |  | |
| 1. **Quality Management, Evaluation, and Reporting**   *(Evaluation considers the vendor's approach to ensuring quality outcomes, participant satisfaction, robust evaluation processes (including participant feedback and performance analysis against criteria like innovation, feasibility, and gender-transformative impact), and delivering the required actionable final report featuring key achievements, challenges, scalable solutions, policy recommendations, and an improvement framework.)* | 100 |  | 10% |  | |
| GRAND TOTAL ALL CRITERIA | 500 |  | 100% |  |

The following scale will be used to ensure objective evaluation:

|  |  |
| --- | --- |
| **Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted** | **Points**  **out of 100** |
| Significantly exceeds the requirements | 90 – 100 |
| Exceeds the requirements | 80 – 89 |
| Meets the requirements | 70 – 79 |
| Partially meets the requirements | 1 – 69 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

**Financial Evaluation**

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

Price quotes will be evaluated based on alignment with the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation or based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## Total score

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

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| Total score = 70 % Technical score + 30 % Financial score |

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order (PO) to the Bidder(s) that obtain the highest total score.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of the award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](https://www.unfpa.org/sites/default/files/admin-resource/Eths_Fraud_policy.pdf). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives’ agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

1. **Personal Data Protection**

In addition to the publishing of the contract award in accordance with the UNFPA Procurement Procedures as from time to time updated or modified by UNFPA, available at:

https://www.unfpa.org/resources/procurement-procedures (or such other URL as UNFPA may from time to time decide) as reflected in this document, the proposer acknowledges and agrees that UNFPA may process, collect, use, store, transfer and publish (“process”) the proposer’s information and data relating to, or in connection with this solicitation exercise (the “Information”) for purposes of evaluating all offers received in response to the solicitation exercise, including the subsequent contracting (the “Specified Purposes”).

UNFPA will not process the proposer’s Information in a form that could identify an individual (“Personal Data”) except to the extent necessary to achieve the Specified Purposes. UNFPA will process Personal Data in accordance with the UN Personal Data Protection and Privacy Principles adopted by the United Nations on 11 October 2018, available at:

https://archives.un.org/sites/archives.un.org/files/\_un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf (or such other URL as the United Nations may from time to time decide), the UNFPA Policy and Procedures on Personal Data Protection (the “UNFPA DP Policy”) as from time to time updated or modified by UNFPA, available at

https://www.unfpa.org/admin-resource/unfpa-policy-and-procedures-personal-data-protection (or such other URL as UNFPA may from time to time decide) and any guidance notes, guidelines, procedures, directives or other documentation issued by UNFPA pursuant to or in connection with the UNFPA DP Policy. The proposer will comply with the applicable data protection laws to which the proposer is subject in the processing of personal data and will ensure an adequate level of personal data protection essentially equivalent to the standard reflected in the UNFPA DP Policy.

**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ASRO/RFQ/25/001 |
| **Currency of quotation:** | USD |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* | |

* Quoted rates must be **exclusive of all taxes**, since UNFPA ASRO is exempt from taxes.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Time frame** | **Unit Cost (to be filled by the bidder)** | **Quantity/Number of Units (to be filled by Bidder)** | **Total Cost (Unit Cost x Quantity) (to be filled by Bidder)** | **Notes** |
| 1 | **Phase 1: Preparation & Framework Development** *(Covers design & implementation of onboarding/technical orientation, design of comprehensive Hackathon framework including methodology, agenda, engagement, evaluation criteria, human-centered design, innovation approaches, extensive mapping for investors/stakeholders, pre-Hackathon consultations, material preparation, and initial logistics setup)* | Lump sum | Three weeks from the starting date of the awarding |  |  |  |  |
| 2 | **Phase 2: Hackathon Event Implementation** (Covers facilitation of all interactive sessions, workshops, capacity building, technical support, and providing real-time technical assistance during the core Hackathon event period) | Lump sum | Following the hackathon for three days |  |  |  | 3 days virtual event |
| 3 | **Phase 3: Post-Hackathon Activities & Reporting** *(Covers organization/facilitation of pitch sessions & feedback panels, development/application of selection criteria, planning/execution of the closing event, coordination/hosting of the roundtable discussion, comprehensive evaluation, and delivery of the actionable Final Report)* | Lump sum | One month Following hackathon |  |  |  |  |
| 4 | **Payment Processing/Disbursement Costs** *(managing and disbursing funds, e.g., payments to winners or participants, as per experience requirement)* | Lump sum | 10 Dec 2025 submission of deliverable followed by payment once approved |  |  |  |  |
| **Total, sum of the items (1-4) USD** | | | | | |  | |
| **Total Out of Pocket Expenses USD** | | | | | |  | |
| **Total Contract Price**  **(Professional Fees + Out of Pocket Expenses) USD** | | | | | |  | |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ASRO/RFQ/25/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA, and we will abide by this quotation until it expires.

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| --- | --- | --- |
|  |  |  |
| Name and title | Date and place | |

**DECLARATION FROM**

The undersigned, being a duly authorized representative of the Company represents and declares that:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | The Company and its Management[[2]](#footnote-2) have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
|  | 1. Fraud; | ☐ | ☐ |
|  | 1. Corruption; | ☐ | ☐ |
|  | 1. conduct related to a criminal organization; | ☐ | ☐ |
|  | 1. money laundering or terrorist financing; | ☐ | ☐ |
|  | 1. terrorist offences or offences linked to terrorist activities; | ☐ | ☐ |
|  | 1. sexual exploitation and abuse; | ☐ | ☐ |
|  | 1. child labour, forced labour, human trafficking; or | ☐ | ☐ |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | ☐ | ☐ |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | ☐ | ☐ |
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | ☐ | ☐ |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | ☐ | ☐ |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*). | ☐ | ☐ |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (*being a shell company*). | ☐ | ☐ |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |
| Name and Title: |  |
| Name of the Company: |  |
| UNGM Nº: |  |
| Postal Address: |  |
| Email: |  |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) and [French](https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts)

Please note that a PDF version of the General Conditions of Contracts must be provided.

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)
2. “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders. [↑](#footnote-ref-2)