



Date: 8 June 2018

REQUEST FOR QUOTATION

RFQ № UNFPA/MDA/RFQ/2018/003 - KAP Study on Cervical Cancer Prevention

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **carry out a baseline Knowledge, Attitudes and Practices (KAP) Study on Cervical Cancer Prevention in the Republic of Moldova** as per the Terms of Reference (ToR) presented below

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

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth 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, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

| | |
|---------------------------------------|--|
| Title | Company to conduct a Knowledge, Attitudes and Practices (KAP) Study on Cervical Cancer Prevention in the Republic of Moldova |
| Duty Station | Republic of Moldova |
| Duration | July – November 2018 |
| UNFPA Strategic Plan Outcome | Sexual and Reproductive Health |
| UNDAF Outcome | The people of Moldova, in particular, the most vulnerable, demand and benefit from gender-sensitive and human rights-based, inclusive, effective and equitable education, health and social policies and services. |
| UNFPA Country Programme Output | Enhanced health system capacity to develop and implement policies and programmes at all levels that ensure equal access to high-quality sexual and reproductive health and reproductive rights services, including commodities by those women, adolescents and youths left furthers behind, including in humanitarian settings |
| Funding | "Cervical Cancer Prevention in Moldova" Project, co-financed by UNFPA, United Nations Population Fund, and SDC, Swiss Agency for Development and Cooperation/ Swiss Cooperation Office in Moldova |

1. BACKGROUND

UNFPA has been active in the Republic of Moldova since 1995, and among other priorities has been actively engaged in supporting the Government's efforts to implement an effective cervical screening programme, taking into account that cervical cancer remains among the leading causes of cancer deaths in women at the national level.

Over the past 4 years, a series of interventions were supported by UNFPA, United Nations Population Fund, in partnership with Swiss Agency for Development and Cooperation (SDC), International Cervical Cancer Prevention Association (ICCPA) and World Health Organisation (WHO), with aim to strengthen the national performance in the area of cervical cancer prevention, including capacity assessment and action plans development for setting a well-organized national cervical screening programme; development of SOPs for cervical screening services; capacity building of primary health care personnel in the field of cervical screening; capacity building of gynaecologists on colposcopy and cervical cancer prevention; assessment of the histopathology and cytology laboratories; assessment of the technical performance of the colposcopy equipment; development of standards on staffing and endowment of PHC facilities, laboratories and colposcopy offices with equipment needed for provision of cervical screening services; establishment of Cervical Screening Coordination Unit and of the National Referral Colposcopy Centre; establishment of a partnership between Government, NGOs, professional associations, mass-media, community representatives, partners for development, to support awareness on cervical cancer prevention etc.

The success of the carried out interventions encourages further cooperation to support continuous improvement of cervical cancer prevention efforts of the national Government. Consequently, in the framework of the Project "Cervical Cancer Prevention in Moldova" – co-financed by UNFPA and SDC further support will be provided for strengthening the national capacities in implementation of an organized cervical screening programme, by means of capacity improvement of primary healthcare, cervical cytology, histopathology and colposcopy services to deliver quality cervical screening; setting up a National Cervical Screening Registry with aim to improve the referral system and ensure monitoring of cervical screening etc. At the same time in the framework of the Project, the development and implementation of a behavioral change communication strategy for increasing population awareness (and particularly of the target population) on the importance of cervical cancer prevention, and for increasing demand for the cervical screening, is envisaged.

Understanding peoples' health-seeking behavior and factors influencing their decision to access available cervical screening services it is of utmost importance for an effective implementation of a Behavior Change Communication Strategy, and in this regard a KAP Study is planned to be conducted in 2018 (to assess the knowledge, attitudes, and practices related to cervical cancer prevention and particularly to cervical screening). In this regard, an International Consultant was contracted by UNFPA, who developed the research methodology (study design, sampling, questionnaires for quantitative and interview guidelines for qualitative components of the research). With aim to obtain broad, but also profound information on the subject, a triangulation approach will be applied, complementing quantitative data obtain from a quantitative KAP survey on cervical cancer prevention, based on representative sample of the target population (women aged 25-61 years), with qualitative information obtain based on the semi-structured interviews and focus groups with women from the target population, with cervical screening healthcare providers, and with health policy makers.

2. PURPOSE OF THE ASSIGNMENT

UNFPA Moldova Country Office is looking to contract a local Company specialized in conducting social researches on public health issues, with purpose to carry out a baseline Knowledge, Attitudes and Practices

(KAP) Study on Cervical Cancer Prevention in the Republic of Moldova, based on which a Behavior Change Communication Strategy shall be further developed and implemented, with aim to increase awareness and knowledge on cervical cancer prevention, as well as demand and utilization of cervical screening services.

3. OBJECTIVES OF THE ASSIGNMENT

- a) To conduct data collection for both quantitative and qualitative components of the KAP Study on Cervical Cancer Prevention in the Republic of Moldova, in accordance with the KAP Study Protocol (including study methodology and design, sampling, questionnaire and interview guides) developed by an International Consultant contracted by UNFPA, and approved by the Research Ethics Committee of the National Agency of Public Health.
- b) To conduct data processing and analysis for both quantitative and qualitative components of the KAP Study on Cervical Cancer Prevention in the Republic of Moldova.
- c) To develop the KAP Study Report on Cervical Cancer Prevention in the Republic of Moldova, in line with the structure of the report developed by the International Consultant contracted by UNFPA and approved by the Research Ethics Committee of the National Agency of Public Health.
- d) To present the draft KAP Study Report on Cervical Cancer Prevention in the Republic of Moldova within the KAP Study on Cervical Cancer Prevention Coordination Committee Meeting.
- e) To finalize the KAP Study Report on Cervical Cancer Prevention in the Republic of Moldova, based on the feedback provided by the International Consultant contracted by UNFPA, as well as representatives of the KAP Study on Cervical Cancer Prevention Coordination Committee.
- f) To present the main findings of the KAP Study on Cervical Cancer Prevention in the Republic of Moldova, as well as conclusions and recommendations, within a Press Conference to be held with aim to announce the study results.

The KAP Study on Cervical Cancer Prevention in the Republic of Moldova has the following objectives:

- a) To identify the perception, beliefs and general practices of women in the target group (women aged 25-61 years) on preventing health problems.
- b) To determine the knowledge, beliefs and attitudes of women in the target group on the prevention of cervical cancer through cervical screening and on the availability of cervical screening services.
- c) To determine the knowledge, beliefs and attitudes of women in the target group on the prevention of cervical cancer through HPV vaccination.
- d) To estimate the prevalence of cervical screening among women aged 25-61 years from the Republic of Moldova.
- e) To identify demographic and socio-economic correlates of cervical screening behavior.
- f) To determine the level of satisfaction of women on the access and quality of cervical screening services.
- g) To determine the barriers in accessing cervical screening services and the intention of women in the target group to use screening services and follow the recommendations of medical staff.
- h) To determine the communication-channels and media preferences for cervical cancer prevention knowledge increase and information.
- i) To contextualize aspects relevant to cervical screening from the perspective of women in the target group.
- j) To determine the perspective of healthcare providers involved in the prevention of cervical cancer, and in particular in the provision of cervical screening services.

- k) To determine the health experts' perspective on development, coordination and monitoring the implementation of policy papers on cervical cancer prevention (organizing, financing, cervical screening services quality assurance and continuous quality improvement etc.).
- l) To make evidence-based recommendations for decision-making in order to improve the access and quality of cervical cancer prevention services in the Republic of Moldova.
- m) To make evidence-based recommendations for developing a behaviour-change communication strategy with aim to increase awareness and knowledge of the target group of the population on cervical cancer prevention, as well as demand and utilization of cervical screening services.

Among others, the value of the following indicators have to be reflected in the KAP Study Report:

- a) *Percentage of women (aged 25-61 years) who know about cervical screening services (%)*
- b) *Coverage of women (aged 25-61 years) with cervical screening services (%)*
- c) *Coverage of women (aged 25-61 years) with follow-up services after cervical screening (%)*
- d) *Women' satisfaction with accessibility and quality of cervical screening services (%)*

The indicators will be used in the context of the "Cervical Cancer Prevention in Moldova" Project monitoring and evaluation, as well in measuring the effectiveness of the interventions at the end of the project, comparing the data from the baseline KAP Study to be conducted in 2018 with end-line KAP Study to be conducted in 2020.

Based on the baseline KAP Study main findings, conclusions and recommendations - a Behavior Change Communication Strategy is planned to be developed later on, and key messages for the awareness-raising activities, including the content of the information, education and communication materials will be design.

4. ACTIVITIES

In order to accomplish the above mentioned assignment objectives, the Contracted Company will have to perform the following activities:

Activity 1: Inception Report development

The Contracted Company is expected to deliver an Inception Report as the first key deliverable, which will be shared with UNFPA Moldova Country Office for comments and clearance. The Inception Report shall describe the conceptual framework the Company will use in conducting the KAP Study on cervical cancer prevention, in accordance with the research methodology developed by the International Consultant contracted by UNFPA, which was discussed and validated by the KAP Study Coordination Committee lead by the Ministry of Health, Labour and Social Protection of the Republic of Moldova, as well as approved by the Research Ethics Committee of the National Agency of Public Health. The Inception Report will include: the research team composition and the distribution of duties/responsibilities, a work plan that indicates the timeframe (in line with the provisions of the present Terms of Reference) - phases in conducting KAP Study with their key deliverables and milestones, including preparatory work to be carried out prior to data collection and a particular detailed focus to be on data collection; explain how the quality of data collection and analysis will be ensured; define the set of key indicators to be analyzed, based on the questions included in the structured questionnaire for quantitative component of the study developed by the International Consultant (taking into account the importance of data disaggregation by age, ethnicity, location: urban/rural etc); deliberate on how the KAP study report will be developed (based on the structure of the report developed by the International Consultant), in order to communicate the KAP study objectives,

methodology, main findings, conclusions and recommendations in a clear, concise, objective and accurate format; the same explanations to be provided with regard to the two page Infographic on the KAP study results; present and give reason for any potential limitations expected and explain how these limitations will be mitigated.

Activity 2: Translating Questionnaire and Interview Guides into Russian language

The Contracted Company shall translate into Russian version the structured questionnaire for quantitative component of the KAP survey on cervical screening, as well as semi-structured interview guides for qualitative study component– in order to facilitate the data collection in case of Russian speaking respondents.

Activity 3: Questionnaire pre-testing/piloted

The Company shall pre-test/pilot the developed by the International Consultant contracted by UNFPA – structured questionnaire for quantitative component of the knowledge, attitudes and practices (KAP) Study on cervical cancer prevention (with aim to determine questionnaire effectiveness, its strengths and weaknesses concerning question format, wording and order). Based on the feedback received, the questionnaire will be revised if needed and finalized; the final version of the questionnaire will be consulted with the International Consultant, as well as Research Ethics Committee of the National Agency of Public Health, with the support of the UNFPA Moldova Country Office.

Activity 4: Collecting KAP survey quantitative data and their analysis, synthesis and interpreting

The Contracted Company will ensure the KAP Survey data collection through face-to-face interviews, conducted in accordance with the research methodology developed by the International Consultant, discussed and validated by the KAP Study Coordination Committee lead by the Ministry of Health, Labour and Social Protection of the Republic of Moldova, as well as approved by the Research Ethics Committee of the National Agency of Public Health. The training of data collectors, will be conducted as well in advance in order to secure accurate data collection in the field. The International Consultant, contracted by UNFPA, will assist the Company, if necessary, with clarifications regarding the methodology (through Skype calls). The Contracted Company will ensure thorough checking of the quality of data collected, and further their analysis, synthesis and interpreting, determining the value of key agreed with UNFPA Moldova Country Office indicators.

Activity 5: Conducting Focus-Groups and semi-structured interviews and qualitative data analysis and interpreting

In addition to quantitative data collection on cervical cancer prevention, the Contracted Company will conduct Focus-Groups and semi-structured interviews with: women from the target population, with cervical screening healthcare providers, and with health policy makers/experts, using interview guides in accordance with the research methodology developed by the International Consultant that was discussed and validated by the KAP Study Coordination Committee lead by the Ministry of Health, Labour and Social Protection of the Republic of Moldova, as well as approved by the Research Ethics Committee of the National Agency of Public Health. The semi-structured interviews and focus group discussions will be tape recorded and transcribed verbatim with their further analysis, synthesis and interpreting, with aim to complement the quantitative data obtain from a quantitative KAP survey on cervical cancer prevention and to understand and reflect better the analyzed issue.

Activity 6: Development of detailed KAP Study Report

Based on the analyzed quantitative and qualitative data, the Contracted Company will develop the draft Study Report in Romanian language, in line with the the study report structure, designed by the International Consultant. Afterwards, the International Consultant, contracted by UNFPA, will conduct the external revision of the draft Study Report, providing constructive comments & suggestions on the draft document consistency, coherence, scientific soundness etc (directly included in Track Changes format). Based on provided inputs, the Contracted Company will update as needed the draft Study Report in Romanian version.

Activity 7: Presentation of the KAP Study Report at the KAP Study Coordination Committee Meeting

The Contracted Company will develop a Power Point Presentation and will present the KAP Study main findings, conclusions and recommendations within the KAP Study Coordination Committee Meeting to be held with aim to discuss and validate the KAP Study on Cervical Cancer Prevention in the Republic of Moldova 'results. Based on the provided comments and suggestions within the meeting, the Contracted Company will finalised the draft Survey Report in Romanian version.

Activity 8: Presentation of the KAP Study main findings, conclusions and recommendations within a Press Conference to be held with aim to announce the study results

The Contracted Company will develop a two page Infographic on the Study results that will be presented within a Press Conference to be held with aim to announce the study's main findings and conclusions. The Press Conference will be organised with the support of the UNFPA and the Ministry of Health, Labour and Social Protection.

Activity 9: Translation into English language of the KAP Study Report on Cervical Cancer Prevention in the Republic of Moldova

The final Romanian version of the KAP Study Report and two page Infographic on the Study results will be translated by the Contracted Company into English version.

5. DELIVERABLES AND TIMEFRAME

| Deliverable | Timeframe |
|--|-------------------|
| 1. Inception Report developed and submitted to the UNFPA Moldova Country Office for comments and clearance | 13 July 2018 |
| 2. Questionnaire and interview guides translated into Russian language | 13 July 2018 |
| 3. The questionnaire pre-tested/piloted | 20 July 2018 |
| 4. Quantitative data collected and analyzed | 17 September 2018 |
| 5. Qualitative data collected and analyzed | 17 September 2018 |
| 6. Detailed draft Study Report developed and submitted to UNFPA Moldova Country Office in Romanian version | 1 October 2018 |
| 7. Study Report updated in Romanian version, based on the International Consultant feedback, and submitted to UNFPA Moldova Country Office | 22 October 2018 |
| 8. KAP Study Report presented at the KAP Study Coordination Committee Meeting and finalized based on the feedback received | 2 November 2018 |

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| 9. KAP Study results (including two page Infographic on the Study main findings and conclusions) presented at the Press Conference | 9 November 2018 |
| 10. KAP Study Report on Cervical Cancer Prevention, including two page Infographic on the Study results translated (from Romanian into English language) and submitted to the UNFPA Moldova Country Office | 26 November 2018 |

6. MANAGEMENT ARRANGEMENTS AND COLLABORATION WITH INTERNATIONAL CONSULTANT

The KAP Study will be conducted by a Contracted by the UNFPA Moldova Country Office local Company specialized in conducting social researches related to public health issues. The Contracted Company has to designate a Team Leader who will be accountable for timely delivery of qualitative results to accomplish the objectives of the assignment in line with the present Terms of Reference provisions. The Team Leader shall be in regular communication with UNFPA Moldova Country Office, coordinating all issues with the UNFPA Project Officer on Cervical Cancer Prevention.

The Knowledge, Attitudes and Practice (KAP) Study on Cervical Cancer Prevention in the Republic of Moldova will be conducted based on the research methodology developed by the International Consultant (contracted by UNFPA Moldova Country Office) – methodology that was discussed and validated by the KAP Study Coordination Committee lead by the Ministry of Health, Labour and Social Protection of the Republic of Moldova, as well as approved by the Research Ethics Committee of the National Agency of Public Health. The International Consultant, contracted by UNFPA, will assist the Company, if necessary, with clarifications regarding the methodology (through Skype calls). The International Consultant contracted by UNFPA Moldova Country Office, will conduct the external revision of the draft Survey Report, providing constructive comments & suggestions on the draft document consistency, coherence, scientific soundness etc (directly included in Track Changes format). Based on provided inputs, the Contracted Company will update the detailed Study Report. The contracted Company will present the KAP Study main findings, conclusions and recommendations within the KAP Study Coordination Committee Meeting to be held with aim to discuss and validate the KAP Study on Cervical Cancer Prevention in the Republic of Moldova 'results, as well as at the Press Conference to be held with aim to announce the study main findings and conclusions – both events will be organised with the support of the UNFPA and the Ministry of Health, Labour and Social Protection.

7. TIMING (DURATION OF WORK)

The assignment shall be conducted in the following period: **from the date of Contract enters into force till 26 November, 2018.** The deliverables are expected to be submitted in accordance with the provisions of point 5 "Deliverables and Timeframe" of the present Terms of Reference.

8. PAYMENT CONDITIONS

The Contracted Company will be paid a fixed lump sum for the provision of services and payment will be realized in two installments, as follows:

- 1st installment – 50 % - after presentation and approval by UNFPA of the Deliverable 1, 2, 3, 4,5,6;
- 2nd installment – 50 % - upon completion of all tasks described in the present Terms of Reference and presentation of all finalized deliverables, and upon certification by the UNFPA Moldova Country Office of satisfactory completion of the tasks and successful performance.

9. ETHICAL CONSIDERATIONS/ INTELLECTUAL PROPERTY RIGHTS

The UNFPA will have the copyright and ownership of the outputs (including of the database of the KAP Survey) and may use them later on while comparing the data of the baseline 2018 KAP Study with end-line KAP Study to be conducted in 2020. The Contracted Company may not publish or disseminate the final product, or any other documents produced, without express permission from and acknowledgment of the UNFPA.

III. Questions

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

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| Name of contact person at UNFPA: | Eugenia Berzan, UNFPA Programme Analyst on SRH |
| Tel N°: | +373 22 214002 |
| Email address of contact person: | berzan@unfpa.org |

The deadline for submission of questions is **15 June 2018, 16:00 (Moldova local time)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations

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

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs. Technical proposal shall include:
1. Technical approach and level of understanding of the objectives of the assignment in line with deliverables as per the ToR.
 2. Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment in line with deliverables as per the ToR.
 3. Copy of organization's registration certificate.
 4. Organization's profile including experience in similar assignments: conducting researches in public health area (both, quantitative and qualitative components), including KAP surveys.
 5. Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) Clients or business partners obtained in the last three years.
 6. Resumes (CVs) of the Key Personnel comprising information requested as per the evaluation criteria.
- b) **Price quotation in USD (exclusive of VAT)**, to be submitted strictly in accordance with the Price Quotation Form.

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

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Sunday, 24 June 2018, 23:59 (Moldova local time)**¹.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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| Name of contact person at UNFPA: | Alexandru Rusu, UNFPA Administrative Associate |
| Email address of contact person: | moldova.office@unfpa.org |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2018/003 – KAP Study on Cervical Cancer Prevention**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

VI. 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 Bidder | [C] Weight (%) | [B] x [C] = [D] Total Points |
|---|--------------------------|-------------------------------------|-------------------|---------------------------------|
| General profile of the company and relevance to the assignment: <ul style="list-style-type: none"> Legally registered in the Republic of Moldova. At least 5 years of proven professional experience on the national market in conducting sociological researches. Working experience with UN Agencies and other donor organisations as an advantage. | 100 | | 15% | |
| Specific organization's experience and expertise relevant to the assignment: <ul style="list-style-type: none"> At least 3 years of professional track records in conducting researches in public health area (both, quantitative and qualitative components). Previous experience in conducting KAP surveys. | 100 | | 30% | |

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|---|------------|--|-------------|--|
| Technical approach and level of understanding of the objectives of the assignment | 100 | | 15% | |
| Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment | 100 | | 20% | |
| Professional experience of the staff who will be employed to the project, providing demonstrated expertise in conducting researches - all related processes (both quantitative and qualitative components), as well as in conducting analyses in public health area (one national expert in the area of cervical cancer prevention and control shall be part of the Project staff). CVs of the Project staff shall be submitted as part of the application. | 100 | | 20% | |
| Grand Total All Criteria | 500 | | 100% | |

The following scoring 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 their responsiveness to 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. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

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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| $\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$ |
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VII. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of 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.

IX. 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.

X. Fraud and Corruption

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](#). 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](#).

XI. 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](#).



XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XIII. 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).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Rita Columbia, UNFPA Representative

Signature: 

DATE: 08/06/2018



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012
Republic of Moldova
E-mail: moldova.office@unfpa.org
Website: <http://moldova.unfpa.org>

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](#), [Spanish](#) and [French](#)

