

**ANNEX I
INSTRUCTIONS TO BIDDERS**

“Provision of Training on Youth Friendly Sexual and Reproductive Health Services in Yogyakarta”

A. INTRODUCTION

1. General

This document provides information on how to prepare proposals and apply for the “Provision of Training on Youth Friendly Sexual and Reproductive Health Services in Yogyakarta”

This bid is open to all national and international suppliers who are legally constituted, can provide the requested service, and have a valid registration in the country, or through an authorized representative.

2. Cost of proposal

The Bidder shall bear all costs associated with the preparation and submission of the Proposal, the Yayasan Siklus Sehat Indonesia (YSSI) will in no case is responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. PREPARATION OF PROPOSALS

3. Language of the proposal

The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and YSSI shall be **written in the Indonesian language**.

4. Proposal prices

The Bidder shall include an appropriate Price Quotation, an example of which is contained in these Solicitation Documents (Attachment III), the price of service it proposes to supply under the contract.

5. Proposal currencies

All prices shall be quoted in **Indonesian Rupiah**. The bidder shall indicate on the appropriate Price Quotation the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract.

6. Period of validity of proposals

Proposals shall remain valid for 90 days after the date of Proposal submission prescribed by YSSI, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by YSSI on the grounds that it is non-responsive.

In exceptional circumstances, YSSI may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify its Proposal.

7. Payment

Payment will be made directly by YSSI to the selected Organization/Firm after acceptance of the invoices submitted by the Organization/Firm, based on benchmarks and agreed deliverables in the contract and technical/price proposal submitted by the organization.

SUBMISSION OF PROPOSALS

8. Questions

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

Name of contact person at UNFPA:	<i>Ms. Ken Wijayanti</i>
Email address of contact person:	<i>ken.wijayanti@siklusindonesia.org</i>

The deadline for submission of questions is **30 July 2018**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

9. Content of quotations

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

- (a) RFQ Acknowledgement form in pdf format (attachment I);
- (b) Technical Proposal in pdf format (attachment II);
- (c) Price Quotation in IDR, to be submitted strictly in accordance with the price quotation form (attachment III);

10. Technical Proposal Format

The Bidder shall structure the technical part of its Proposal according to format in Attachment II to this RFP. The Technical Proposal will be evaluated against the criteria detailed in terms of reference (page 2 – D. General Requirements) of this instruction assisted by the following information:

(a) Capacity and Experience of Organization/Firm

This section should describe the organizational unit(s) that will be responsible for the contract and the general management approach towards this project. This should fully explain the Bidder's resources in terms of personnel and other resources necessary for achieving project result. This section should also provide orientation to the organization/firm including the year and state/country of incorporation and a brief description of the Bidder's present activities (focusing on services related to the Proposal). The Bidder should describe its experience in similar projects.

(b) Proposed Approach and Work Plan

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications.

(c) Personnel

CVs (1 page biography) for key personnel should be attached.

11. 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, are to be sent by e-mail to ken.wijayanti@siklusindonesia.org no later than: **Monday, 6 August 2018 at 14.00 hours Jakarta Time (GMT +7)**.

Please note the following guidelines for electronic submissions:

- **The following reference must be included in the email subject line:** RFQ N^o YSSI/UNALA/RFQ/18/001 – Pelatihan Kesehatan Reproduksi Remaja untuk Dokter dan Bidan. **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.

12. Late Proposals

Any Proposal received by YSSI after the deadline for submission of proposals, will be rejected. YSSI may, under special and exceptional circumstances, extend this deadline for the submission of the bids and such changes shall be notified through email before the expiration of the original period. Any proposal received by YSSI after the deadline for submission of bids shall be rejected.

13. Modification and withdrawal of Proposals

The Bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by YSSI prior to the deadline prescribed for submission of Proposals. The withdrawal notice may also be emailed to ken.wijayanti@siklusindonesia.org.

No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Bidder on the Proposal Submission Form.

E. OPENING AND EVALUATION OF PROPOSALS

14. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, YSSI may at its discretion, ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

15. Preliminary examination

YSSI shall examine the bid to determine whether they are complete, whether any computational errors have been made, whether the documents are properly signed and whether the proposals are generally in order.

Prior to the detailed evaluation, the Buyer will determine the substantial responsiveness of each bid to the RFQ in a preliminary examination. For purposes of these clauses, a substantially responsive bid is one that conforms to all the terms and conditions of the RFQ without material deviations. The Buyer's determination of a bid's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as not substantially responsive will be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

Arithmetical errors shall be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its proposal shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail

F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

16. Award of contract

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

17. Rejection of Bids and Annulments

YSSI reserves the right to reject any bid if the bidder has previously failed to perform properly or complete on time in accordance with contracts or if the bidder from YSSI's perspective is not in a position to perform the contract.

A bid that is rejected by YSSI may not be made responsive by the bidder by correction of the non-conformity. A responsive bid is defined as one that conforms to all the terms and conditions of the YSSI's solicitation documents without material deviations. YSSI shall determine the responsiveness of each bid with the YSSI's bid solicitation documents.

YSSI reserves the right to annul the solicitation process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the buyer's action.

The bidders waive all rights to appeal against the decision made by YSSI.

18. YSSI's right to vary requirements at time of award

YSSI reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

19. Signing of the contract

The buyer shall send the successful bidder the purchase order/contract, which constitutes the Notification of Award. The successful bidder shall sign and date the contract, and return it to YSSI within seven calendar days of receipt of the contract. After receipt of the Purchase Order, the successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the bid.

20. Payment Provisions

YSSI's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. YSSI's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO or a government or other entity, specifies in the bid that there are special circumstances warranting an advance payment. YSSI will normally require a bank guarantee or other suitable security arrangement.

Any request for an advance payment is to be justified and documented, and must be submitted with the financial bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by YSSI at the time of finalizing contract negotiations with the awarded bidder.

21. Gifts and Hospitality

YSSI has adopted a zero tolerance policy on gifts and hospitality. In view of this YSSI personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and any other forms of benefits. Vendors are therefore requested not to send gifts or offer hospitality to YSSI personnel.

22. Proposal Evaluation.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. Only proposals which reach a minimum 70 point (70% x 100 technical evaluation score) will be reviewed for price.

a. Technical Evaluation

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) as per the evaluation criteria below. The obtainable number of points specified for each

evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

Bidders may additionally be requested to provide a presentation to YSSI on the proposed services. The presentation will form part of the technical evaluation.

No	Description	Maximum Points	Maximum Score
1. Capability and Experience of the Organization			
	Management Plan	30	
1.1	Demonstrate appropriate service management plan?		2
1.2	Quality assurance/warranty procedures?		2
	General Organizational Capacity and experience		
1.3	The extent the organization demonstrates credibility and competence for conducting training on youth friendly health services, particularly on sexual and reproductive health in Indonesia		8
1.4	Experience on developing training module and conducting training and monitoring on youth friendly health services.		8
1.5	Has experience in delivering sexual and reproductive health services for young people.	8	
1.6	Familiarity working with government, university, professional organization and CSOs	2	
SUBTOTAL 1			30
2. Proposed Strategy and Approach			
2.1	Does the proposal clearly elaborate the strategy and approach to be used and the rationale behind it?	40	10
2.2	Do the proposed strategy and approach meet the objective?		5
2.3	Does the proposal include a clear logical activities and staffing plan, including realistic schedules?		10
2.4	Are the tasks well defined and does it correspond to the TOR?		5
2.5	Are the resources allocated to achieving the tasks suitable and sufficient?		5
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		5
SUBTOTAL 2			40
3. Personnel			
	Team Leader	30	
3.1	Demonstrates ability and suitability of the Project Leader to lead the team, including the ability to work constructively with stakeholders i.e. government counterparts and private sectors.		5
3.2	Has experience in conducting health survey in Indonesia, preferable on youth/adolescent sexual and reproductive health issues		5
3.3	Demonstrates good understanding of SRH services to adolescents and young people		5
	Team Member		
3.4	Structure of team and suitability of key personnel including qualifications in relevant field		5
3.5	Relevant experience of key personnel	5	

3.6	Duration of relevant experience of key personnel		2
3.7	The overall ability of the team to provide high quality technical expertise while ensuring strong strategic, administrative and operational management		3
SUBTOTAL 3			30
TOTAL TECHNICAL SCORE			100

b. Price Evaluation

Price proposal of technically responsive proposal will be reviewed. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

The maximum financial score is 30. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{[Lowest price]}}{\text{[Price of bid being evaluated]}} \times 30$$

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