



United Nations Population Fund

United Nations Population Fund
Timor – Leste Country Office
Procurement Unit,
UN House, Caicoli Street, Dili
Email ; timor-leste.office@unfpa.org
Website: www.unfpa.org

Date: 4th June 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/TLS/RFQ/2025/005

Dear Sir/Madam,

UNFPA hereby solicits a Request for Quotation (RFQ) for the **Rehabilitation of Maternity Building Riamare, Baucau Municipality, Timor-Leste**. This Request for Quotation is open to all legally-constituted firms or institutions, (**local and international company**) operating in Timor-Leste that can provide the requested services and have legal and financial capacity to deliver / perform the service in the country or through an authorized representative in Timor-Leste.

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 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, please go to: [UNFPA about us](#)


Objectives and scope of the services:

The objective of the RFQ is to identify a supplier who can provide services to UNFPA for the rehabilitation of the Riamare Maternity Building, Baucau Municipality, Timor-Leste as required in the attached **Terms of Reference**. The selected supplier is expected to provide services, based on the approved Bill of Quantities, timeline and deliverables.

Further details of the required quotation forms could be obtained from the UNFPA Office, UN House, Caicoli Street, Dili. Contact person Mr. Alcino Fernandes, and/or Graciano Lopes,

If you are interested, you must send your Quotation to the dedicated email: timor-leste.office@unfpa.org or in a sealed envelope clearly marked “**CONFIDENTIAL - RFQ N° UNFPA/TLS/RFQ/2025/005** Rehabilitation of Riamare Maternity Building, Baucau Municipality, Timor-Leste, attention to Mr. Jose Agostinho Soares, UNFPA Admin & Finance Associate before or no later than 16.00 hours on Tuesday, 1st July 2025 at the UN House, Caicoli, Dili, Timor-Leste.

Approved by:

DocuSigned by:

E37BD6DA4B6845B...

Ms. Navchaa Suren
Representative, UNFPA





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Terms of Reference

Rehabilitation of Riamare Maternity Building, Baucau Municipality, Timor-Leste

A. Background

Ensuring access to high-quality maternal, newborn, and reproductive health services is essential for building a responsive and inclusive healthcare system. At the heart of this effort is the commitment to respectful maternity care that safeguards the dignity, rights, and well-being of every woman throughout pregnancy, childbirth, and the postnatal period. To achieve this, health facilities must be equipped not only with competent and compassionate healthcare providers but also with the necessary infrastructure, functional medical equipment, and a continuous supply of essential medicines.

The Maternity Building Riamare at Baucau Municipality requires renovation to enhance its infrastructure and service delivery capacity. This maternity building holds both functional and historical significance. Originally constructed during the Portuguese colonial period, it stands today as a recognized heritage structure. While the building has served generations of women and families, time and wear have compromised its ability to support the delivery of safe, modern, and respectful maternal and newborn health services. Preserving the architectural and cultural value of the facility while upgrading its functionality is a priority.

The renovation project aims to address several issues identified during the preliminary assessment, including outdated electrical systems, inadequate plumbing, poor structural integrity, and lack of infection prevention control. The project will also focus on improving the overall environment of the center to make them more conducive to providing healthcare services.

The renovation will not only improve the physical infrastructure of the center but also enhance the quality of care provided. By upgrading the facility, the center will be able to offer a wider range of services, handle more complex cases, and provide a more comfortable and safe environment for patients and staff. This project aligns with the broader goals of improving healthcare infrastructure and access to quality healthcare services in the region.

B. Objectives

The primary objectives of the renovation project are:

- To improve the physical infrastructure of the maternity unit at CHC Baucau with functioning water and sanitation and electricity.
- To upgrade the electrical and plumbing systems to ensure safety and reliability.
- To enhance the centers' capacity to provide high-quality maternal and neonatal care..
- To promote cleanliness and proper waste management by installing concrete rubbish bins.



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- To ensure that the renovated centers comply with required quality of health and safety standards.
- To preserve the architectural and cultural heritage of the facility while enhancing its functionality to meet modern standards for maternal and newborn healthcare delivery.

C. Scope of Work

Rehabilitation of the Riamare Maternity Building, Baucau Municipality, Timor-Leste will include the following tasks:

I. Structural Repairs

- Assess the current structural integrity of the building.
- Reinforce foundations, walls, and roofing as needed.
- Repair or replace damaged structural components.
- Ensure that all repairs comply with relevant building codes and standards.
- Ensure the protection and preservation of the heritage and historical components of the building.

II. Electrical Systems

- Upgrade existing electrical wiring and ensure it meets current safety standards.
- Install energy-efficient lighting throughout the centers.
- Install circuit breakers and safety switches.
- Ensure proper grounding and surge protection for all electrical systems.
- Install emergency lighting systems to enhance safety during power outages.

III. Plumbing Systems

- Replace outdated plumbing pipes with new, durable materials.
- Install new plumbing fixtures and fittings, including sinks, toilets, and showers.
- Ensure proper drainage systems are in place to prevent flooding and water damage.
- Install backflow prevention devices to protect the water supply from contamination.
- Conduct thorough testing of all plumbing systems to ensure they are functioning correctly.
- Install a new water tower and construct a laundry facility within the premises.

IV. Interior and Exterior Finishing

- Paint and plaster interior walls to create a clean and professional appearance.
- Install durable and easy-to-clean flooring materials.
- Perform exterior painting to improve the aesthetic appeal of the buildings.
- Enhance landscaping around the centers to create a welcoming environment.
- Ensure that all finishing work is completed to a high standard of quality.

V. Rubbish Bin Installation

- Install concrete rubbish bins at strategic locations around the center.



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- Ensure that bins are easily accessible for staff and patients.
- Provide clear signage to promote proper waste disposal.
- Implement a schedule for regular waste collection and disposal.

D. Duration of Work

The renovation work is expected to be completed within **three months** from the commencement date. The timeline will be divided into specific phases, including:

- **Phase 1: Assessment and Planning (1 week)**
 - Conduct a detailed assessment of the current condition of the center.
 - Develop a comprehensive renovation plan, including timelines, budget, and resource allocation.
 - Obtain necessary permits and approvals.
- **Phase 2: Procurement of Materials and Equipment (1 Week)**
 - Identify and procure high-quality materials and equipment required for the renovation.
 - Ensure timely delivery of materials to the project sites.
- **Phase 3: Renovation and Installation (2 months)**
 - Carry out structural repairs, electrical and plumbing system upgrades, and interior and exterior finishing work.
- **Phase 4: Final Inspection and Handover (2 Week)**
 - Conduct a thorough inspection of the completed work.
 - Address any issues identified during the inspection.
 - Handover the renovated centers to the respective authorities.

E. Qualifications of the Successful Contractor

I. The successful contractor must meet the following criteria:

- Proven **5 years' experience** in similar renovation projects, particularly in health facilities.
- Necessary licenses and registrations to perform construction and renovation work in Timor-Leste.
- Compliance with all relevant health and safety standards.
- Strong project management skills to manage timelines and budgets effectively.
- Effective communication skills to provide regular updates and coordinate with stakeholders.
- Ability to work collaboratively with healthcare staff and other stakeholders.
- Demonstrated commitment to quality and attention to detail.



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- Capacity to handle unforeseen challenges and ensure timely completion of the project
-

II. Contractor Qualifications Submission for the Rehabilitation of Riamare Maternity Building, Baucau Municipality, Timor-Leste

1. Relevant Experience

Company Name: [Contractor's Company Name]

Years of Experience: [Number of Years]

Project 1:

- **Project Name:** [Project Name:]
- **Location:** [Project Location:]
- **Client:** [Client Name]
- **Duration:** [Start Date:.....] to [End Date:.....]
- **Project Value:** [Value.....]
- **Scope of Work:** [Brief Description of the Work.....]
- **Outcome:** [Description of the Project Outcome, including any notable achievements or challenges]

Project 2:

- **Project Name:** [Project Name.....]
- **Location:** [Project Location.....]
- **Client:** [Client Name.....]
- **Duration:** [Start Date.....] to [End Date.....]
- **Project Value:** [Value.....]
- **Scope of Work:** [Brief Description of the Work]
- **Outcome:** [Description of the Project Outcome, including any notable achievements or challenges]

Project 3:

- **Project Name:** [Project Name.....]
- **Location:** [Project Location.....]
- **Client:** [Client Name.....]
- **Duration:** [Start Date.....] to [End Date.....]
- **Project Value:** [Value.....]
- **Scope of Work:** [Brief Description of the Work.....]
- **Outcome:** [Description of the Project Outcome, including any notable achievements or challenge]



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2. Technical Expertise Structural Expertise:

- [Description of experience in structural renovation, including types of projects and specific skills]

Electrical Expertise:

- [Description of experience in electrical works, including types of projects and specific skills]

Plumbing Expertise:

- [Description of experience in plumbing works, including types of projects and specific skills]

Interior and Exterior Renovation Expertise:

- [Description of experience in interior renovation, including types of projects and specific skills]

3. Project Portfolio

4. Summary:

- Total number of projects completed: [Number.....]
- Total value of projects completed: [Total Value.....]
- Average duration of projects: [Average Duration.....]

Notable Projects:

- **Project Name:** [Project Name.....]
- **Description:** [Detailed Description of the Project.....]
- **Photos/Diagrams:** [Attach relevant photos or diagrams of the project]

5. Team Composition

Key Personnel:

Project Manager:

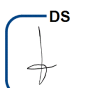
- **Name:** [Name.....]
- **Qualifications:** [Qualifications.....]
- **Experience:** [Years of.....]
- **Role in Previous Projects:** [Brief Description.....]

Lead Engineer:

- **Name:** [Name.....]
- **Qualifications:** [Qualifications.....]
- **Experience:** [Years of Experience.....]
- **Role in Previous Projects:** [Brief Description.....]

Architect:

- **Name:** [Name.....]
- **Qualifications:** [Qualifications.....]





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- **Experience:** [Years of Experience.....]
- **Role in Previous Projects:** [Brief Description.....]

Civil Engineer:

- **Name:** [Name.....]
- **Qualifications:** [Qualifications.....]
- **Experience:** [Years of Experience.....]
- **Role in Previous Projects:** [Brief Description.....]

Electrical Engineer :

- **Name:** [Name.....]
- **Qualifications:** [Qualifications.....]
- **Experience:** [Years of Experience.....]
- **Role in Previous Projects:** [Brief Description.....]

Skilled Laborers:

- **Total Number of Laborers:** [Number.....]
- **Qualifications:** [Brief Description of Skills and Training.....]

6. References

To create a certification reference for contractors stating that the statements they submitted are true and complete, you can use the following template. Ensure that the contractor provides their full identity details as requested.

Client Reference 1:

- **Name:** [Client Name.....]
- **Position:** [Position.....]
- **Organization:** [Organization]
- **Contact Information:** [Email/Phone]

Client Reference 2:

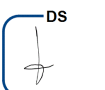
- **Name:** [Client Name]
- **Position:** [Position]
- **Organization:** [Organization]
- **Contact Information:** [Email/Phone]

Client Reference 3:

- **Name:** [Client Name]
- **Position:** [Position]
- **Organization:** [Organization]
- **Contact Information:** [Email/Phone]

7. Additional Documentation

- **Certificates:** [Attach copies of relevant certificates and licenses]





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- **Financial Statements:** [Attach audited financial statements for the past three years]
- **Safety and Quality Assurance Plans:** [Attach relevant plans and protocols]

8. Additional Information

The selected company is required to **showcase any item to be installed, during the renovation work**, to the project owner (Ministry of Health) and UNFPA for verification and approval **prior to installation**. This is to ensure that all materials and items meet the required quality standards and project specifications.

F. Item Retention

To ensure the quality and completeness of the renovation work, a 10% retention of the total contract value will be withheld. This retention will be released upon successful completion and final inspection of the project. The conditions for the release of the retention are as follows:

- Completion of all renovation tasks as specified in the contract.
- Approval of the final work by the project manager or designated authority.
- Resolution of any identified defects or issues within a specified defects liability period (typically 1 month after completion).

G. Deliverables

The contractor is expected to provide the following deliverables:

- Comprehensive renovation plan, including timelines, budget, and resource allocation.
- Progress reports at regular intervals.
- Final renovation report, including before-and-after photographs and documentation of work completed.
- List of installed equipment and materials used, along with warranties and maintenance manuals.

H. Timeline

The project schedule will be developed to ensure all activities are completed within the **three-month duration**, with specific milestones and deadlines for each phase of the project. The contractor is expected to adhere to the timeline and ensure timely completion of all tasks.

I. Budget

The budget for the renovation project will be detailed and comprehensive, covering all aspects of the work. The budget should include cost estimates for materials, labor, equipment, and any other expenses necessary for the completion of the project.

J. Contractor Requirements

The successful contractor must meet the specified requirements, including proven experience, necessary licenses, compliance with health and safety standards, strong project management skills, and effective communication skills. The contractor should be able to work collaboratively with healthcare staff and other stakeholders and



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demonstrate a commitment to quality and attention to detail.

The contractor shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices. The Contractor is responsible for reviewing all the designs before the starting of the work to ensure the design is accurate according to requirement. The Contractor is responsible for any engineering and administrative works required for supervision. The Contractor shall submit a CVs and academic certificate according to the key personnel that will be assigned to the assignment, as a requirement to be reviewed and approved by UNFPA. The Contractor has no right to change any key personnel without notifying the UNFPA 2 weeks in advance. In addition, the new proposed key personnel shall be reviewed by the UNFPA and should obtain a minimum score of the previous key personnel, individually. The Contractor shall exercise all reasonable care to protect the interests of UNFPA, to ensure the timely completion of the renovation within the standards and acceptable quality ensuring resilience. The Contractor will be responsible for providing the required team of qualified experts and resources capable to perform the services upon award of contract by UNFPA. The Contractor is obliged to answer and find a proper solution for any concern that might be raised by the UNFPA regarding the design. The Contractor will be responsible to ensure that the services provided to UNFPA shall not be shared with any Consulting Firm / companies that could ultimately lead toward leakage of internal information to other potential firms/companies. Such action will severely impact the contract and may lead to termination and imposing a penalty on the Contractor.

K. Risk Management

The contractor should develop a risk management plan to identify and mitigate potential risks associated with the renovation project. This plan should include strategies for addressing potential challenges, such as delays in material delivery, unforeseen structural issues, and adverse weather conditions.

L. Quality Assurance

The contractor is responsible for ensuring that all work is completed to a high standard of quality. This includes adhering to relevant building codes and standards, using high-quality materials, and conducting thorough testing of electrical and plumbing systems. The contractor should also ensure that all medical equipment and furniture installed meet relevant health and safety standards.

J. Performance Security Amount:

10% of total contract value in Form of: Bank guarantee OR Certified Cheque issued by a reputable bank should be submitted within 7 days upon issuance of letter of intent/contract per assignment. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Consulting Firm failure in supervision appearing during the implementation. The Performance Security will be released after one month from the initial handing of the project.

K. Handover and Final Inspection

Upon completion of the renovation work, the contractor will conduct a final inspection of the centers to ensure that all work has been completed to the required standard. Any issues identified during the inspection will be addressed before the final handover to the respective authorities. The contractor will provide a final renovation



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report, including before-and-after

L. Stakeholder Engagement

The contractor will engage with key stakeholders throughout the renovation project to ensure that their needs and expectations are met. This includes regular communication with healthcare staff, local authorities, and community members to provide updates on the progress of the renovation work and address any concerns or feedback.

M. Sustainability

The renovation project will incorporate sustainable practices to minimize the environmental impact of the work. This includes the use of energy-efficient lighting and electrical systems, and the implementation of proper waste management practices. The contractor will also ensure that all materials used in the renovation are sourced from sustainable and responsible suppliers.

N. Conclusion

The renovation of Maternity Building Riamare, Baucau Municipality, Timor-Leste is a critical project that will enhance the quality of maternal and neonatal health services in the region. By improving the physical infrastructure of the centers, upgrading electrical and plumbing systems, the project will ensure that the centers can provide high-quality care to mothers and newborns. The successful completion of the renovation work will contribute to the broader goal of improving healthcare infrastructure and access to quality health care services in the region.

O. Schedule of Payments

The payment schedule for the rehabilitation of **Riamare Maternity Building, Baucau Municipality**, will be processed after the completion of the work as follows:-

1. Final Payment:

- Amount: 90% of the total bid price
- Conditions: To be paid upon final inspection and acceptance of the completed project.
- Amount: 10% of the total bid price
- Conditions: To be paid upon final approval and handover of the completed project.

P. Billing Process Payment.

The billing process will require the following supporting documents:

1. Implementation Progress Report:

- Detailed report outlining the progress of the renovation works.

2. Minutes of Inspection:



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- Documentation of inspections conducted to verify the progress and quality of work.

3. Photo Documents, Working Drawings of Hospital Renovation:

- Photographic evidence and updated working drawings of the renovation progress.

4. Certificate of Payment:

- Certification that specific phases of the work have been completed as per the project requirements.

5. Contract Documents:

- Copies of relevant contract documents supporting the progress payment request.

Q. Recommended Presentation of the Proposal

Interested parties are requested to submit a detailed proposal with the following information:

- Implementation plan reflecting all items under item A (Scope of Work) of this Terms of Reference
- Cost proposal
- Company profile
- Top three clients with similar project engagement with contact person's details, Name & Date of the projects handled, and brief scope of work of the project

R. Questions

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

Name of contact person at UNFPA:	Mr. Alcino Fernandes, Procurement Assistant	Mr. Graciano Lopes, Engineer
Email address of contact person:	afernandes@unfpa.org	glopes@unfpa.org

The deadline for submission of questions is **Tuesday, 17 June 2025, at 17.00 hrs, Dili time**. Questions will be answered in writing and shared with all parties by **Monday 23 June 2025**

S. 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 works and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.



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- 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](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

T. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration **separate** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- Price quotation, 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.

U. 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, and are to be sent by email to the contact person indicated below no later than: **Wednesday, 02 July, 2025 at 16.00hrs, Dili time.**

Name of contact person at UNFPA:	Mr. Jose Agostinho Soares, Admin & Finance Associate
Email Address of contact person:	timor-leste.office@unfpa.org

Please note the following guidelines for electronic:

- The following reference must be included in the email or hard copy subject line:
 - 1) UNFPA/TLS/RFQ/2025/005 - [Company Name], Technical Bid
 - 2) UNFPA/TLS/RFQ/2025/005 - [Company Name], Financial Bid
 - 3) Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither 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.



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- 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 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.
- It is the Bidder's responsibility to ensure that Bids sent by email are received by the submission deadline. When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the first email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages that make up their technical offer and the number of messages that make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform **Mr. Alcino Fernandes** at: afernandes@unfpa.org

V. 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

1. 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.

Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in construction and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	



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Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

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

2. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [50-70] 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:

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



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3. 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.

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

4. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order on a fixed-cost basis up to 30 November 2025 to the Bidder(s) that obtain the highest total score.

5. 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.

6. 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.

7. 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](#).

8. Zero Tolerance



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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](#).

9. 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. Navchaa Suren, UNFPA Representative, TLS at navchaa@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.

10. 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).

11. 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.



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/TLS/Rfq /2025/005
Currency of quotation:	
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

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

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
etc					
ToTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TLS/Rfq/2025/005 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.

	Click here to enter a date.
Name and title	Date and place



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DECLARATION FROM

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

1.	The Company and its Management ^[1] have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	1. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	2. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	3. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	4. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	5. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	6. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	7. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	8. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>



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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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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 (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
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) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

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



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arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:

UNGM N°:

Postal Address:

Email:

[1] “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.



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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](#)

The Bill of Quantities (BoQ) will include an itemized list of materials and labor required for the renovation, covering:

Materials:

- Concrete, bricks, mortar, and other building materials.
- Electrical wiring, lighting fixtures, circuit breakers, and safety switches.
- Plumbing pipes, fixtures, fittings, and backflow prevention devices.
- Paint, plaster, and flooring materials.
- Solar panels and associated equipment.
- Concrete for rubbish bins.

Labor:

- Skilled labor for structural repairs.
- Electricians for electrical system upgrades.
- Plumbers for plumbing system upgrades.
- Painters and finishers for interior and exterior finishing work.
- Technicians for solar panel installation.

Costs:

- Unit costs for materials and labor.
- Total cost for each category of work.

Annexes

The following annexes provide additional information and documentation related to the renovation project:

- Annex II: Comprehensive Drawing for Rehabilitation of Riamare Maternity Building, Baucau Municipality - Timor Leste please [Click Here](#) to for drawing.



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- Annex III: Format Bill of Quantities for Rehabilitation of Riamare Maternity Building, Baucau Municipality, Timor-Leste
- Annex IV: List of Installed Equipment and Materials by Contractor