



United Nations Population Fund  
Procurement Unit  
UN House, Caicoli Street, Dili, Timor Leste  
E-mail: [timor-leste.office@unfpa.org](mailto:timor-leste.office@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

**REQUEST FOR QUOTATION**  
**RFQ Nº UNFPA/TLS/RFQ/2020/007- Advertisement**

**Date: September, 17<sup>th</sup> 2020**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Technical Support to the development process of a Virtual Reality Training Programme”**

UNFPA requires the provision of Technical Support to the pre-production, production and post-production phases of a Virtual Reality Training programme, in line with the below TOR.

**Specific Objectives:**

UNFPA seeks to engage a company to support the pre-production, production and post-production phases of this VR programme. Specific tasks for the company will be:

- Advise on potential VR developers, based on their portfolios and interviews;
- Engage with the VR developer and assist UNFPA with creating scripts and storyboards and ensuring programme needs are correctly communicated to the VR developer and translated into the end-product;
- During production, serve as a bridge person between UNFPA and the VR developer, to ensure UNFPA and the end user’s inputs and feedback are used to improve the final VR product;
- Assist UNFPA with testing the VR programme and instruct end-users.

**Deliverables:**

- Development of VR scripts and storyboards, incorporating UNFPA’s inputs;
- Presentation of VR scripts and storyboards to VR developer;
- Answer any technical software and hardware needs of the VR developer, in coordination with UNFPA;
- Install modules developed by the VR company into the VR headsets;
- Training of UNFPA staff and end-users on VR and how to maximize use of the VR training

This Request for Quotation is open to all legally company / firm or institutional for both local and international that can provide the requested services and have legal capacity to deliver / perform the services in the country, or through an authorized representative.

For further details, the Request for Quotation (RFQ) form, including the Term of Reference (ToR) can be collected at UNFPA office, UN House Caicoli, Dili, Timor – Leste. Contact person is Mr. Sergio Esperanca, Youth Specialist. His phone number is +67077246937

Please Forward the RFQ in email along with the CV’s of the technical expert to email address ([timor-leste.office@unfpa.org](mailto:timor-leste.office@unfpa.org)), no later 17 hours on 30<sup>th</sup> September 2020.

Approved:

  
Ronny Lindstrom  
UNFPA Representative





Date: 17<sup>th</sup> September 2020

## REQUEST FOR QUOTATION RFQ N° UNFPA/TLS/RFQ/2020/007

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UNFPA hereby solicits a quotation for the following service:

### **“Technical Support to the development process of a Virtual Reality Training Programme”**

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#### **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](#)

#### **Service Requirements/Terms of Reference (ToR)**

##### **Background:**

Timor-Leste has one of the highest maternity mortality ratio in Asia. The majority of these deaths are preventable by strengthening the existing Emergency Obstetric and Newborn Care (EmONC) programme. As part of UNFPA’s Innovation Programme, UNFPA is seeking a qualified consultant to support the development process of a Virtual Reality (VR) medical refresher programme, which is based on the current EmONC programme and integrates into and enhances the existing in-person training.

##### **Specific Objectives:**

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- Engage with the VR developer and assist UNFPA with creating scripts and storyboards and ensuring programme needs are correctly communicated to the VR developer and translated into the end-product;
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- Assist UNFPA with testing the VR programme and instruct end-users.



### Deliverables:

1. Development of VR scripts and storyboards, incorporating UNFPA's inputs;
2. Presentation of VR scripts and storyboards to VR developer;
3. Answer any technical software and hardware needs of the VR developer, in coordination with UNFPA;
4. Install modules developed by the VR company into the VR headsets;
5. Training of UNFPA staff and end-users on VR and how to maximize use of the VR training

II.

### III. Questions

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

Name of contact person at UNFPA: *Mr. Sergio Esperanca, Youth Specialist*  
Tel N<sup>o</sup>: *+67077246937*  
Fax N<sup>o</sup>:  
Email address of contact person: [\*esperanca@unfpa.org\*](mailto:esperanca@unfpa.org)

The deadline for submission of questions is 30 September 2020 at 16.00 hours]. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

### IV. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) 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.

### V. 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 dedicated email address [timor-lestte.office@unfpa.org](mailto:timor-lestte.office@unfpa.org), or contact person indicated below no later than : 30<sup>th</sup> September 2020 at 17.00 hours, Dili Time]<sup>1</sup>.

Name of contact person at UNFPA: *Mr. Sergio Esperanca, Youth Specialist*  
Email address of contact person: [\*timor-lestte.office@unfpa.org\*](mailto:timor-lestte.office@unfpa.org)

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/TLS/RFQ/2020/007 – "Technical Support to the development process of a Virtual Reality Training Programme"** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>  
UNFPA/TLS/RFQ/20/007



- 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 : 30 September 2020 at 17.00 hours, Dili *Time*<sup>2</sup>.

Name of contact person at UNFPA: Mr. Sergio Esperanca  
 Official Email address of UNFPA Timor Leste: [timpr-lestte.office@unfpa.org](mailto:timpr-lestte.office@unfpa.org)

#### 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
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 VR, 3d design	100		40%	
Profile of the company and relevance to the Project.	100		20%	
<b>Grand Total All Criteria</b>	<b>400</b>		<b>100%</b>	

<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>  
 UNFPA/TLS/RFQ/20/007



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.

$$\text{Total score} = [50 - 70\%] \text{ Technical score} + [50 - 30\%] \text{ Financial score}$$

**VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order / Professional Service Contract on a fixed-cost basis with duration of up to 40 (forty) working days not later than 15 December 2020 to the Bidder(s) 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. 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).



**PRICE QUOTATION FORM**

**Name of Bidder:**  
**Date of the quotation:** [Click here to enter a date.](#)  
**Request for quotation N°:** UNFPA/TLS/RFQ/2020/007  
**Currency of quotation :** USD  
**Delivery charges based on the following 2010 Incoterm:** Choose an item.  
**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 is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					\$\$
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					\$\$
<i>Total Contract Price (Professional Fees + Out of Pocket Expenses)</i>					\$\$

*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/20/007 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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**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](#)