



Date : 12 mars 2025

REQUEST FOR QUOTATION
RFQ No. UNFPA/MLI40/2025/001

Madam, Sir,

UNFPA hereby requests a quotation for the following service:

**Recruitment of an architectural firm to develop specifications for the rehabilitation of health centers
for the LUA60 and ITA57 projects**

UNFPA plans to recruit an architectural firm to carry out a needs assessment for each of the health facilities previously identified with the assistance of the various Regional Health Directorates. These terms of reference are written to provide guidance for the recruitment of an architectural firm for the needs assessment and monitoring of rehabilitation/development work: **SEE THE TORs attached**

NB: Given the numerous intervention areas, please note that partial quotation is allowed. Also, UNFPA reserves the right to award the contract to one or more entities/architectural firms, taking into account compliance with the TORs, the deadline for the preparation of specifications (2 weeks) and the lowest cost. However, we encourage you to apply for as many health zones as possible.

This Request for Quotation is open to all legally incorporated companies able to provide the service and which have the legal capacity to operate in the country or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund, is an international development agency dedicated to achieving a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.

UNFPA is the leading United Nations agency enabling women and young people to have healthy sexual and reproductive lives. To learn more about UNFPA, please visit: [About UNFPA](#).

Objective:

The objective of this Request for Quotation is to identify an architectural firm for the assessment of needs within a maximum period of one month and the monitoring of the process of rehabilitation and development of the maternity wards of the health centers.

Cabinet missions:

- Assess the rehabilitation needs for nineteen (19) maternity hospitals in the regions of Koulikoro, Sikasso, Segou, Timbuktu, Gao and Kidal (see list in appendix)



- ÿ Assess the development needs of eight (08) maternity hospitals in the regions of Koulikoro, Sikasso, Ségou and Bamako with a view to facilitating access for women and girls with disabilities to maternal and neonatal health services
- ÿ Assess the needs of each center for the installation of a photovoltaic energy device.

Tasks: ÿ

- Carry out site visits to identify existing systems and identify gaps by drawing a parallel with the standards;
- ÿ Take advantage of site visits to identify needs for the installation of lighting devices solar in the centers;
- ÿ Carry out interviews with health authorities (head physicians and/or the director of the health center) community health, the ASACO representative) to refine the analysis
- ÿ Carry out regular monitoring of the various rehabilitation processes

Deliverables: Given the urgency, the TDRs must be submitted no later than 2 weeks after the award of the contract.

- ÿ Detailed specifications for construction companies for each health zone
- ÿ A start-up plan with a timeline
- ÿ Site visit mission report
- ÿ Needs/Gaps assessment report by site and by region with cost estimate

II. Questions

Requests for clarification should be communicated in writing to the contact below:

UNFPA Contact Name:	N'Diaye Cooking Sow Ibrahim Haidara
Tel. no.:	
Contact email address:	csow@unfpa.org ihaidara@unfpa.org

The deadline for submitting questions is **Tuesday, March 18, 2025, at 12:00 GMT. Responses to questions will be** provided in writing to all parties as soon as possible after this deadline.

III. Eligible Bidders

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

- A bidder must be a legally incorporated company that can supply the requested products and have the legal capacity to enter into a contract with UNFPA to deliver in-country, or through an authorized representative.



- A bidder must not have a conflict of interest regarding the solicitation process or with the terms of reference/ technical specifications. Bidders found to have a conflict of interest will be disqualified.
- At the time of submission of the bid, the bidder, including any member of a JV/Consortium, is not subject to any procurement prohibitions arising from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any United Nations organization United States or the World Bank Group.
- Bidders must adhere to the United Nations Supplier Code of Conduct, which can be viewed by clicking on United Nations Supplier Code of Conduct.

IV. Content of the Quotations

Quotes should be sent in a single email, if size permits. Quotes should contain:

- The technical offer, in accordance with the requirements contained in the terms of reference.
- The signed declaration form, to be submitted in strict accordance with the document.
- The financial estimate to be sent in strict compliance with the financial estimate form.

Both parts of the quotation must be signed by the competent authority of the bidding company and sent in PDF format.

V. Submission Instructions

Offers should be prepared in accordance with the recommendations set out in Section IV above and sent by email with a duly completed and signed quotation to the contact indicated below no later than: **Wednesday, March 26, 2025 at 12:00 GMT.**

UNFPA Contact Name:	UNFPA MALI
Contact email address:	procurement.mli@unfpa.org

Please read the following guidelines for electronic submissions: • The following reference must be included in the subject line of the email — **RFQ No.**

UNFPA/MLI40/2025/001 – Recruitment of an architectural firm for the development of specifications for the rehabilitation of health centers for the LUA60 and ITA57 projects. Emails not containing the correct subject may not be considered by the responsible official. of supply and therefore ignored.

- The total size of the email should not exceed **20 MB (including the email body, attachments, and headers)**. If technical details are included in large electronic files, it is recommended to send them separately before the closing date.
- Any proposal submitted will be considered an offer by the Bidder and does not constitute or imply an acceptance by UNFPA. UNFPA is under no obligation to award a contract to any Bidder as a result of this RFQ.



VI. Overview of the evaluation process

Quotations will be evaluated based on the technical proposal and the total cost of services (price offer).

The evaluation will be carried out in two stages by an ad hoc evaluation committee. Technical proposals will be reviewed for technical compliance before comparing price offers.

- Scoring criteria: 40% technical, 30% experience, 30% cost
- The following documents will be mandatory for bidders: CVs of experts, certificates, references, methodology.

The following elements will be examined:

The provision of administrative documents

- The Tax Identity Number (TIN);
- A copy of the operating permit (Trade Register)
- An approval or equivalent
-

VII. Attribution

Upon satisfactory outcome of the evaluation process, UNFPA intends to award the Professional Services Contract on a fixed cost basis to the bidder submitting the lowest technically acceptable offer.

VIII. UNFPA's right to vary quantities at the time of contract award

UNFPA reserves the right, at the time of awarding the contract, to increase or decrease the quantities of the services specified in this Request for Quotation by up to 20%, without any change in the unit price or the general conditions.

IX. Payment conditions

UNFPA's payment terms are set at 30 days net upon receipt of shipping documents, invoice and any other documentation required by the contract.

X. Fraud and corruption

UNFPA is committed to preventing, identifying, and addressing any acts of fraud against itself and third parties involved in its activities. UNFPA's Fraud and Corruption Policy is available here: [Fraud Policy](#). Submission of any offer implies that the bidder has taken note of the said policy. _____

Suppliers, as well as their subsidiaries, representatives, intermediaries and principals, shall cooperate, when requested, with the UNFPA Office of Audit and Investigations, with any oversight entity mandated by the UNFPA Executive Director and with the UNFPA Ethics Advisor. This cooperation may take the following forms, but is not limited to: access to all employees, representatives, agents, assignees of the seller; provision of all necessary documents, including accounting. Any failure to cooperate in the investigations conducted constitutes a



sufficient reason for UNFPA to terminate the agreement and to remove the supplier from the list of approved suppliers with UNFPA.

Bidders may access a confidential fraud hotline to report fraudulent activities at the following address: [UNFPA Fraud Hotline](#).

XI. Zero tolerance policy

UNFPA has a zero-tolerance policy on gifts and hospitality. Vendors are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details regarding this policy are available at: [Zero Tolerance Policy](#).

XII. Response to the RFQ

Bidders who believe they have been treated unfairly or unfairly in this process, the evaluation, or the award of a contract may submit a complaint to the UNFPA Representative at the following address: **Mr. Mohamed Lemine Mohamed Beiba, ould@unfpa.org**. If the supplier is not satisfied with the response provided by Mr. Representative, they may contact the Chief of the Procurement Services Division (PSB) at procurement@unfpa.org.

XIII. Warning

If any of the links contained in this document are unavailable or inaccessible for any reason, bidders may contact the procurement officer to request these documents in PDF format.



PRICE SCHEDULE

Name of Bidder:	
Date of listing:	
Quotation request number:	RFQ No. UNFPA/MLI40/2025/001
Quote currency:	XOF
Validity period of the quotation: (the quotation must be valid for a period of at least three months after the submission closing date)	
Delivery time	

The rates offered must be exclusive of taxes, as UNFPA is exempt from all taxes.

Article	Description	Unit	Quantity	Price	Unitary (FCFA)	Total (FCFA)
Assessment of rehabilitation needs (19 maternity units)	Comprehensive assessment of infrastructures et identification des gaps	Package	1			
Assessment of development needs (8 maternity units)	Assessment to facilitate access to maternal health services	Package	1			
Assessment of needs for photovoltaic installation	Identification of needs for the installation of solar devices	Package	1			
Site visits and interviews with health authorities	Field analysis and interviews with health officials	package	1			
Monitoring of rehabilitation work	Regular monitoring of rehabilitation work	Month	2			
Production of evaluation and monitoring reports	Drafting and submission of requested reports	Package	1			
TOTAL						



United Nations Population Fund
Badalabougou East, Mangané Building
Former MINUSMA, 3rd Floor
<http://mali.unfpa.org>

Seller's Comment:

I hereby certify that the above-mentioned company, on whose behalf I am duly authorized to sign, has reviewed Request for Quotation RFQ No. UNFPA/MLI40/2024/011, including all annexes, amendments to the document (if any), and responses provided by UNFPA to clarifying questions from potential vendors. Furthermore, the company accepts UNFPA's General Conditions of Contract and will abide by this quotation until its expiration.

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



DECLARATION FORM

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;	ÿ	ÿ
2. Corruption;	ÿ	ÿ
3. conduct related to a criminal organization;	ÿ	ÿ
4. money laundering or terrorist financing;	ÿ	ÿ
5. terrorist offences or offences linked to terrorist activities;	ÿ	ÿ
6. sexual exploitation and abuse;	ÿ	ÿ
7. child labour, forced labour, human trafficking; or	ÿ	ÿ
8. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	ÿ	ÿ
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.	ÿ	ÿ

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.



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.	ÿ	ÿ
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.	ÿ	ÿ
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>).	ÿ	ÿ
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>).	ÿ	ÿ

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

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

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

Signature:

Date:



United Nations Population Fund
Badalabougou East, Mangané Building
Former MINUSMA, 3rd Floor
<http://mali.unfpa.org>

Name and Title:

Name of the Company:

UNGM No.:

Postal Address:

Email:



Annexe I :
General conditions applicable to contracts:
Contracts covered by the de minimis clause

This Request for Quotation is subject to the UNFPA General Conditions applicable to contracts covered by the de minimis clause, available [in English](#), [Spanish](#) and [French](#).