



Date: 6 September 2022.

REQUEST FOR QUOTATION RFQ N° UNFPA/SRB/RFQ/22/005

UNFPA hereby solicits a quotation for the following service:

“Implementation of the Body Right campaign in Serbia”

UNFPA is seeking a communications and PR agency to develop a creative concept as well as to assist in the implementation and localization of the Body Right¹ campaign in Serbia, securing both social and traditional media space. This campaign is being implemented by UNFPA and the Coordination Body for Gender Equality of the Government of the Republic of Serbia and will include participation and contribution from many national and international partners.

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

1. About UNFPA

The United Nations Population Fund (UNFPA) is the lead United Nations sexual and reproductive health agency for ensuring rights and choices of all. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).

BodyRight campaign in Serbia will be implemented as part of the Cooperation Agreement between the United Nations Population Fund and the Coordination Body for Gender Equality. The Coordination Body for Gender Equality of the Government of the Republic of Serbia was established on Oct 30, 2014 with the task to coordinate the work of government bodies and to consider all issues related to Gender Equality. The Coordination Body for gender equality acts compliant to Article 10 of the Council of Europe Convention on Preventing and combating violence against women and domestic violence (The Istanbul Convention).

2. Service Requirements/Terms of Reference (ToR)

Background information

In December 2020, the UNFPA HQ, initiated the body right campaign with the main goal to raise awareness about the widespread technology-facilitated gender based violence (TFGBV) and its consequences, and to urge decision makers and all relevant stakeholders to create protection mechanisms and support system.

¹ BodyRight is a new ‘copyright’ mark to assert and demand protection from digital violence. The core of this [online and social media campaign](#) from UNFPA, the United Nations sexual and reproductive health agency, is the BodyRight symbol.

Research showed TFGBV affects all countries in the world and that 85 percent of women have experienced or witnessed online violence being perpetrated against other women, while 57 per cent of women have had their videos or images online abused or misused.

Body right is a new 'copyright' mark to assert and demand protection from digital violence. The core of this online and social media campaign from UNFPA is the BodyRight symbol. This symbol can be added to any image of a human body directly on social media or any other digital content -sharing platform. The aim is to raise awareness of the general public that digital and TF gender based violence is not only a violation of human rights, but also violation of the law and as well as strongly encourage tech companies and policymakers to take the violation of human rights and protecting bodily autonomy online as seriously as they take copyright infringement.

Building on the global initiative UNFPA CO Serbia with other UNFPA COs in the Western Balkan Cluster and UNFPA EECARO has initiated regional joint BodyRight camping that has 4 main primary objectives:

1. Adapt narratives around GBV that include deep awareness of all the forms of online violence and its impact understandable to general public (conceptual aspect)
2. Examine common legislative positions that could update protections for women online (systemic/legislative aspect)
3. Rally tech companies to develop innovative solutions that prevent digital violence and improve online safety (technological aspect)
4. Mobilize media outlets, influencers and youth leaders in a broad fight against all forms of violence against women (societal aspect)

Four UNFPA CO (Serbia, Bosnia and Herzegovina, North Macedonia and Kosovo (UNSCR1244)) will jointly hold 4 successive events tackling each of the thematic pillars. Each event will bring together decision makers, opinion makers, experts and leaders to define joint advocacy messages and develop synergy across the region in order to develop adequate response to TFGBV. In Serbia, basic glossary terms related to technology-facilitated gender-based violence will be developed in local language, and promoted in order to make TFGBV recognizable to the general population, and especially to youth. UNFPA CO Serbia conduct an awareness raising campaign to promote it.

Body Right context in the Republic of Serbia

According to the available data, Serbia has high numbers of internet users which continuously increase, especially since the outbreak of Covid-19. The Statistical Office of the Republic of Serbia says that 81.2% of the population uses the internet on a daily basis and 74.3% of internet users have social media. This information indicates the importance of virtual space. However, although the Republic of Serbia has developed a broad framework in order to prevent and respond to various risks, misuses and crimes in digital space, (including hate speech, cyber-crime or any other form of violence), many forms of TFGBV are still not formally recognized by the law and the internet often can be a hateful, hostile place, particularly for women and girls, ethnic minorities, LGBTQ+ and other members of the society.

The latest research in Serbia showed that more than 78% of surveyed young girls in Serbia do not feel safe in online space even though they spend at least 3 hours per day online. Also, more than 74% of girls reported that they have never been a part of any awareness raising campaign about technology-facilitated gender-based violence. This information indicates that youth in Serbia does not have sufficient information about forms of TFGBV, ways they can protect themselves and who can support them if they are exposed to it. Specific Objectives of the Body Right Campaign in the Republic of Serbia:



UNFPA CO and Coordination Body for Gender Equality have identified the following initial activities to start addressing the technology facilitated gender-based violence in the Republic of Serbia in the period August-December 2022, in line with the Global Campaign (BodyRight - Own your body online) and taking into consideration the country specificities described in the section above.

These activities will be implemented as part of the Cooperation Agreement between the United Nations Population Fund and the Coordination Body for Gender Equality.

Activity 1. Development and promotion of the basic glossary terms related to technology-facilitated gender-based violence in Serbian language that will be youth-friendly and understandable to the general population

Timeframe: 15 September 2022 – 15 October 2022

Glossary in Serbian shall be developed by the local consultant, while support of the selected entity (agency) is needed to translate it into a format suitable for promotion among wider audiences (via social media, public posters etc.)

Basic glossary related to technology-facilitated gender-based violence in Serbian language will be developed based on the UNFPA global glossary on TFGBV. Link for the TFGBV glossary (from page 62 till 73 page) - <https://www.unfpa.org/publications/technology-facilitated-gender-based-violence-making-all-spaces-safe> It will provide translation, definition for TFGBV, and various forms of TFGBV and technology-related terms. The glossary in Serbian will resolve terminological inconsistencies, provide meaning to terminology and definitions that are gender-sensitive, youth-friendly and understandable to the general population.. Definitions will be translated to be short and understandable for the general population, but also comprehensive, so it unpacks the issues for better understanding the problems and risks related to TFGBV. The glossary will be developed by an expert in gender, sociology/psychology in a participatory manner in consultations with technology experts, youth and the general population. The final version of the glossary in Serbian should be designed for further publishing and prepared to feed the promotional campaign.

Activity 2. Awareness raising for making all spaces safe (online and offline) oriented towards decision makers, youth and general population (the activity will include two segments: i/ launching high level event and ii/ promotional campaign)

Timeframe: 11 October 2022 – 10 December 2022

Selected entity is expected to provide creative support for executing these activities in close collaboration with UNFPA.

The main goal of the awareness raising campaign is to inform and educate decision makers, the general population, and especially youth on various forms of technology-facilitated gender-based violence and the need to advance the protection and response system. Awareness raising campaign should promote developed glossary and contribute to better recognition and understanding of TFGBV by the general population, and especially youth. The campaign shall engage with decision makers who will advocate for creating adequate mechanisms for prevention and response to TFGBV. It will include two main components: launching event and media campaign. Campaign needs to ensure the visibility of the key actors - Coordination Body for Gender Equality of the Government of the Republic of Serbia, UNFPA EECARO; UNFPA Western Balkan Cluster and CO Serbia; UN RC; other development partners such as Embassy of Germany Embassy of Sweden, other representatives of the Government, and expert partner organizations from Academia and/or

Association of Literary Translators; professional associations, civil society organizations and other partners who will be defined at the beginning of campaign

The selected entity is expected to execute the following task/activity:

Deliverable 1. Campaign Strategy outline

Bidders are expected to prepare and develop Campaign Strategy outline (for the period October to December 2022) that shall include:

- Creative Concept: Campaign slogan, Visual identity based on UNFPA BodyRight available resources, Layout of the Key Visual, in case video production is envisaged please include video storyboard. Creative concept shall also include a visual proposal for promotion of the Glossary;
- Campaign and Implementation plan, indicating calendar of activities and plan of its execution;
- Launching event Synopsis: The launching event will be organized on 11th October, International day of the girl child. The launching event will be organized in a public and cultural space, such as the National Library, Kinoteka that will be made available free of charge by the Government counterpart (Coordination Body for Gender Equality). The main goal of the launching event is to promote the developed glossary, but also to send key messages on body rights, TFGBV to the general public, youth and decision makers. The Launch event will be creative and welcoming for the general public, especially youth. Young people should be given a chance to share their views at the event and have their voices heard;
- Traditional Media plan that should include at a minimum for the period September - December 2022:
 - ★ Two TV appearances on national frequency TV stations programs for UNFPA representative and Coordination Body for Gender Equality;
 - ★ Op-ed/written interview published in at least one daily/weekly magazine and one portal popular among young people;
 - ★ In case campaign video is being produced, please indicate if/how it will be placed on the traditional media.
- Social Media Synopsis with Social Media Calendar and list of proposed influencer(s) that can be engaged. Proposed influencer(s) should be well versed in topics of gender equality, GBV and similar. UNFPA does not provide financial compensation to influencers. Social media campaign will be executed from UNFPA Serbia Facebook, Instagram and Twitter accounts;
- Follow up proposal that includes list of activities that may be continued in 2023. Follow up proposal will not be binding for either party, and can be revisited in 2023.

The Campaign Strategy outline will be treated as the key document in the evaluation of the Technical Proposals. Financial Proposal should include two budget scenarios, starting with the most economic one.

Deliverable 2. Finalization of the Campaign Strategy – to include: defined tone, slogan and messages of the campaign, final traditional Media Plan and final Social and Traditional Media Plan.

Deliverable 3. Preparation and execution of the launching event on 11 October, Day of the Girl Child based on the agreed concept. The agency is expected to carry out all logistics arrangements for the event, including branding the venue, branding the invitation, providing PR support for the event, catering etc. UNFPA and Coordination Body for Gender Equality will provide support for securing the venue.

Deliverable 4. Design and production of visual tools including Glossary in Serbian (full Glossary publication and fragments that will be used as visual elements of the campaign), professional photographs that will be used for the campaign, finalization of video materials, if any.



Deliverable 5. Development of the Social and Online Biweekly Media Calendar

Deliverable 6. Adaptation of the material to be used in Social and Traditional Media for this purpose, if needed.

Deliverable 7. Monthly progress reports every month as of the contract signature, must be received by UNFPA and Coordination Body on the last working day of the ongoing month, with detailed specification of all deliverables that are completed and media clipping reports.

Deliverable 8. Final Report will be presented by the Contractor to UNFPA by 15 December 2022, annexing all of the deliverables, results of the campaign and final proposal for 2023 campaign activities.

Final products should be in line with the global BodyRight campaign, they should carry the UNFPA logo or be clearly specified that it was developed with UNFPA support. Work will be done under the overall guidance and supervision of the Head of Office and/or communication staff of UNFPA, who will check and approve all deliverables.



Timing / Schedule:

All deliverables are to be completed by 10 December 2022. This schedule could be altered only in case of *force majeure* that would prevent implementation of activities.

For all delays in the completion of the tasks, contractor should notify the communication unit and the UNFPA Serbia Head of Office stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables.

3. Questions

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

Name of contact person(s):	<i>Jovana Ubiparip Stevanovic</i>
Email address of contact person:	ubiparip@unfpa.org ;

The deadline for submission of questions is 14 September 2022, 12:00 CET. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

UNFPA Serbia CO will organize one pre-bid meeting on Friday, 9 September 2022 at 12:00 (1 hour) for all RFQ related questions and justifications. All parties are invited to express their interest for this meeting with email notification to Ms. Jovana Ubiparip Stevanovic at ubiparip@unfpa.org not later than Thursday, 8 September (end of day).

4. Content of quotations

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

a) Technical proposal, including the following technical requirements:

- **Draft Campaign Strategy Outline:**
Bidder must provide a Draft Campaign Strategy Outline (Deliverable 1) that gives an overview and vision of how the campaign will be implemented. The document should not be the final outline, rather a draft version which will be used for evaluation purposes. Please see above list of elements that the Outline should entail.
- **Legal requirements and experience:**
 - ❖ **Company Profile**, which should include a short description of the company and other relevant information concerning the requirements indicated in this document - it should not exceed three (3) pages. Company must have at least 3 years of experience in Marketing and PR business;
 - ❖ **Certificate of Registration** of the business, including Articles of Incorporation, or equivalent document if the Bidder is not a corporation (copy of Registration from APR);
 - ❖ **Demonstrable experience** in working with Government, Parliament and other relevant stakeholders on social issues;

- ❖ **Links** to at least **three** previously developed and implemented campaigns in Serbia in **the past five years** with the complexity and value similar to this contract. Outdated references shall not be taken into account.

- **Documents establishing qualifications of proposed team members:**

- ❖ The Company is requested to include in the proposal the team composition with recent CVs;
- ❖ At the minimum, the team should include a team leader with demonstrated experience in managing PR campaigns on social issues and one team member and a designer;
- ❖ The Company is requested to include in the proposal copies of University Diplomas and CVs for each proposed team member, specifying the exact number of years and nature of experience working in the relevant fields. CVs to be submitted in a consistent format that enables evaluation (no specific format is required). The team must have proven experience in similar projects. Team structure chart to be provided.

b) Price quotation, to be submitted strictly in accordance with the PRICE QUOTATION FORM (at the end of document).

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

The quotation shall be valid for a period of 3 months (90 days) after the submission deadline. In exceptional circumstances, UNFPA may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

5. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section 4 above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact indicated below no later than: *Monday, 19 September end of day, 24.00 Belgrade Time*².

Name of contact person(s):	<i>Serbia Country Office</i>
Email address :	procurement.serbia@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/SRB/RFQ/22/005 – [Implementing BodyRight Campaign in Serbia]**. 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.
- 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 or through adequate links 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.

² <http://www.timeanddate.com/worldclock/city.html?n=69>

6. Overview of Evaluation Process

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

The evaluation will be carried out in a two-step process by an evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

7. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements in Section 2 and in accordance with the evaluation criteria below.

Category	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Draft Campaign Strategy Outline	Methodology, Its appropriateness to the condition and timeliness of the ToR. Completeness of response, quality and creativity of the proposed methodology	100		50%	
Legal requirements and experience	Completeness of required documents and proof of company profiles	100		25%	
Documents establishing qualifications of proposed team members	Personnel CV's and team structure	100		25%	
Grand Total All Criteria		300		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



8. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points per category 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.

$$\text{Total score} = 60\% \text{ Technical score} + 40\% \text{ Financial score}$$

9. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-price with best technically provided offer.

10. 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.

11. 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. The payment will be made by UNFPA Serbia, per mutually agreed tasks/deliverables and certification by the UNFPA Country Offices appointed staff of satisfactory performance. The outputs are to be validated by UNFPA Programme Analyst and approved by the Head who will issue clearances for payment.

All payments will be made in local currency as per prevailing UN rate of exchange during the month of payments. The ownership of the outputs under this consultancy will remain with UNFPA Serbia Office.

ADVANCE PAYMENT:

Any request from the supplier for advance payment shall be justified in writing by the supplier in its offer. This justification shall explain the need for the advance payment, itemize the amount requested, and provide a time-schedule for utilization of the requested advance payment amount. In the event that a supplier requests an advance payment, UNFPA will request the supplier to submit documentation regarding its financial status (e.g., audited financial statements). Previous experience of UNFPA with the supplier must



also be investigated, if applicable, and the financial solvency and reliability of the supplier must be determined. To recover an advance payment, progress payments and the final payment shall be subject to a percentage deduction equal to the percentage that advance payment represents over the total price of the contract.

12. 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](#).

13. 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](#).

14. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract regarding UNFPA deliverables may submit a complaint to the UNFPA Head of the Business Unit, Ms. Borka Jeremic at jeremic@unfpa.org.

15. 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:	
Request for quotation N°:	UNFPA/SRB/RFQ/22/005
Currency of quotation:	RSD or USD
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.

Please provide detailed budget breakdown per each deliverable. Financial Proposal can include two budget scenarios, starting with the most economic one.

While preparing the price quotation form, please make budget breakdown as detail as possible. Budget lines given below are for orientation purposes only. Please revise below given budget lines OR add as many budget lines as you see relevant.

Activity	DELIVERABLES	Cost per item/unit <i>Estimated</i>	Number of items/units	USD/RSD Payment modality:
1	Campaign Strategy Outline	<i>It is strongly recommended to follow the guidelines as stated below, however the bidders may offer other solutions.</i>		
1.1.	<i>Please add the exact budget line (e.g. Fee for the copywriter, designer etc.)</i>			0
1.2.	<i>Please add the exact budget line</i>			
<u>TOTAL 1: CAMPAIGN STRATEGY OUTLINE</u>				
2	Finalization of the Campaign Strategy			
2.1.	<i>Please add the exact budget line (e.g. Fee for the copywriter, designer etc.)</i>			0
2.2.	<i>Please add the exact budget line</i>			
<u>TOTAL 2: FINALIZATION OF THE CAMPAIGN STRATEGY</u>				
3	Launching Event			
3.1.	<i>Fee for the designer</i>			
3.2.	<i>Design of the invitations</i>			
3.3.	<i>Printed materials</i>			
3.4.	<i>Catering</i>			
3.5.	<i>Sound and video services</i>			
3.6.	<i>Translators fee</i>			

3.7.	<i>Translation equipment</i>			
3.8.	<i>Professional photographer</i>			
3.9.	<i>Professional videographer</i>			
3.10.	<i>Post-event video editing</i>			
3.11.	<i>Social media promotion</i>			
3.12.	<i>PR support</i>			
3.13.	<i>Please add the exact budget line...</i>			
<u>TOTAL 3: LAUNCHING EVENT</u>				
4	Design and production of visual tools			
4.1	<i>Please add the exact budget line (e.g. Fee for the photographer, designer etc.)</i>			
4.2	<i>Please add the exact budget line</i>			
<u>TOTAL 4: VISUAL TOOLS</u>				
5	Social and Traditional Biweekly Media Calendar			
5.1.	<i>Please add the exact budget line (e.g. social media boosting budget, PR support etc .)</i>			
5.2.	<i>Please add the exact budget line</i>			
<u>TOTAL 5: SOCIAL AND ONLINE BIWEEKLY MEDIA CALENDAR</u>				
6	Adaptation of the material to be used in Social and Traditional Media for this purpose			
6.1.	<i>Please add the exact budget line (e.g. designer, copywriter, videography, production costs etc .)</i>			
6.2.	<i>Please add the exact budget line</i>			
<u>TOTAL 6: ADAPTATION OF THE MATERIAL TO BE USED IN SOCIAL AND ONLINE MEDIA</u>				
7	Monthly progress reports			
7.1.	<i>Please add the exact budget line (project manager etc.)</i>			
7.2.	<i>Please add the exact budget line</i>			
<u>TOTAL 7: MONTHLY PROGRESS REPORTS</u>				
8	Final Report			
8.1.	<i>Please add the exact budget line (project manager etc.)</i>			



8.2.	Please add the exact budget line			
	<u>TOTAL 8: FINAL REPORT</u>			
TOTAL COSTS : TOTAL 1 + TOTAL 2 + TOTAL 3 + TOTAL 4 + TOTAL 5 + TOTAL 6 + TOTAL 7 + TOTAL 8				USD / RSD

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SRB/RFQ/22/005 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.

Name, title, signature	Date and place



**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](#) or [French](#)