



United Nations Population Fund (UNFPA)
Türkiye Country Office
Oran Mah. Kudüs Caddesi 1/21 Blok Daire: 38
Çankaya /Ankara – TÜRKİYE
Website: <http://www.unfpa.org>

Date: 17/12/2024

REQUEST FOR QUOTATION
RFQ N° UNFPA/TUR/RFQ/24/003

Dear Sir/Madam,

UNFPA Türkiye Country Office hereby solicits a quotation for the following service:

“Provision of Cash and Voucher Assistance (CVA) in Türkiye”

UNFPA Türkiye Country Office requires the provision of Cash and Voucher Assistance Service requested as per the below Terms of Reference.

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](#)



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Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

Background:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA issued corporate commitments and guidelines on Cash and Voucher Assistance (CVA) in 2021 and started to scale-up the integration of CVA across its different programs. UNFPA is also uniquely positioned as both an operational UN agency, working closely with local and national partners, and as the coordination lead of the Gender-Based Violence Area of Responsibility (GBV AoR) and national GBV coordination groups to promote quality CVA.

UNFPA in Türkiye has integrated CVA into their programming on sexual and reproductive health (SRH), and prevention and response to GBV and protection for the needs of women and girls and other mandate groups, supporting their rights, safety and dignity.

To achieve these objectives effectively, collaboration with a Financial Service Provider (FSP) is essential. This partnership will ensure secure and efficient delivery systems for unrestricted and restricted cash assistance, enabling UNFPA Türkiye to optimize resource management while meeting the urgent needs of the target populations.

Purpose:

The purpose of this Terms of Reference (ToR) is to contract a **Financial Service Provider (FSP)** to support the integration and scaling up of Cash and Voucher Assistance (CVA) within UNFPA Türkiye's programs. The FSP will facilitate secure, reliable, and accessible solutions for both cash transfer and prepaid cards, which will either function as unrestricted cash or as electronic vouchers restricted to specific product categories.

For **cash assistance**, the FSP will open accounts, issue prepaid cards, and transfer the designated cash amounts to these accounts, allowing beneficiaries to withdraw funds or make unrestricted purchases.

For **voucher assistance**, the FSP will also open accounts and issue prepaid cards, but with restrictions on purchases to align with UNFPA's program requirements. These prepaid cards will act as vouchers, limiting spending to pre-defined products or services. The corresponding cash amount will be transferred to the accounts; however, the funds will only be usable for the specified product categories, ensuring compliance with the program's objectives.

In both cases, the FSP will manage the delivery of prepaid cards to the addresses provided and approved by UNFPA, ensuring timely and secure distribution. The overarching aim is to reduce risks



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related to financial exclusion, discrimination, and gender-based violence, while promoting inclusive, dignified, and secure mechanisms for cash and voucher assistance.

Scope of Services:

The FSP will be responsible for managing the full process of account setup, prepaid card issuance, cash transfers, and voucher restrictions. The services will be tailored according to the type of assistance (cash or voucher) as follows:

1. The FSP will open individual accounts for beneficiaries based on request and approval from UNFPA where applicable.
2. Prepaid cards will be issued based on the quantity requested by UNFPA and delivered to the addresses specified and approved by UNFPA. The FSP will ensure that prepaid cards are delivered securely and on time to the designated addresses provided by UNFPA.
3. Upon receiving formal requests and approval from UNFPA, the FSP will transfer the designated cash amounts to the beneficiaries' accounts within 1-3 working days or provide a control panel to UNFPA that enables cash transfers, real-time monitoring, and if applicable, the management of card activation and deactivation by UNFPA.
4. For voucher assistance, the FSP will issue prepaid cards that restrict cash withdrawal and purchases to specific product categories, in accordance with UNFPA's requirements and specifications provided to the service provider through email.
5. The FSP will implement a secure communication system to notify beneficiaries via SMS about account creation, transfer status, restrictions on purchases (if applicable), and the available balance.
6. The FSP will provide monthly reconciliation reports to UNFPA, detailing the cash transfers, card usage (including restricted purchases for vouchers), and any unredeemed funds. Monthly reconciliation reports expected to be delivered within 5 days after the last day of the month.
7. Financial reports will clearly outline the transferred amounts and associated fees for both cash and voucher assistance programs separately. Report formats can be tailored made in case of any need jointly with the FSP and UNFPA
8. The FSP will promptly inform UNFPA of any issues or incidents and manage complaints raised by beneficiaries, providing monthly updates on resolutions.
9. The FSP will work closely with UNFPA to address any complaints or issues reported by beneficiaries related to both cash and voucher assistance.
10. The FSP will sweep back any unredeemed value or unwithdrawn cash from the beneficiary's account to the UNFPA account upon request and approval of UNFPA.
11. Upon request of UNFPA, the FSP will either transfer the undisbursed funds to the designated bank account provided by UNFPA within 1 or 2 days or will allow UNFPA to initiate the transfer from the FSP account as per UNFPA's instructions.
12. The FSP will collaborate with UNFPA to develop or adjust the cash and voucher assistance delivery mechanism, as needed, to ensure smooth operations and program success.
13. The FSP is responsible for freezing and renewing the prepaid cards in case of a loss or damage upon receiving a formal authorization from UNFPA.

The following scenarios illustrate the potential scope and volume of services. However, the specific needs of the program may vary. The final scope of work will depend on the specific needs of the beneficiaries.



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Bidders should consider these scenarios as examples only and are expected to develop their proposals based on a thorough understanding of the CVA program's essentials.

Estimated transaction volumes for each type of assistance:

Scenario 1. Cash transfers redeemable at ATM and pos machines:

- **Example Volume (based on November 2024):**
 - **Expected number of beneficiaries:** between 0 to 50 beneficiaries in a month
 - **Average transfer amount:** 5300 TRY (subject to increase) + ATM fees) per beneficiary
 - **Total monthly transaction volume:** Each beneficiary is estimated to receive 15,900 TRY + ATM fees (in three installments, with each installment disbursed monthly. Given the number of beneficiaries identified for cash assistance in each month, the transaction volume will increase cumulatively. For instance, if 30 beneficiaries are identified in the first month, the transaction volume would be 159,000 TRY + ATM fees. In the second month, if 30 more beneficiaries are identified, both the second installment for the first group and the first installment for the new group will be disbursed, bringing the total transaction volume to an estimated 318,000 TRY + ATM fees for the second month. The cumulative total for the first and second months would be 477,000 TRY + ATM fees.
 - **Frequency of transfers:** Weekly, depends on beneficiary's needs

Scenario 2. Cash transfers to vouchers redeemable pos machines:


- **Example Volume (based on November 2024):**
 - Expected number of beneficiaries: 800 beneficiaries
 - Average transfer amount: 750 TRY per beneficiary
 - Total monthly transaction volume: Between 150.000 TRY to 300.000 TRY
 - Frequency of transfers: Monthly, or weekly

Deliverables:

- Monthly reconciliation and financial reports.
- Prepaid cards issued and delivered to designated addresses provided and formally approved by UNFPA.
- Secure cash transfer and voucher services that meet UNFPA program specifications.
- Availability and usage of effective complaint management and resolution processes, including accessible channels for beneficiaries to report issues, resolution within predefined timeframes, reporting to UNFPA on beneficiary complaints and outcomes.
- SMS notifications sent to all beneficiaries regarding transfer and account information.

Duration:


The contract duration will be from 15 January 2025 to 31 May 2025 (5 months) and no cost extension can be provisioned in case maximum threshold is not met based on fund availability and service satisfaction at the request of UNFPA.

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Requirements:

- Possession of the necessary licenses to operate as a financial service provider within Türkiye, in compliance with national and international financial regulations, including;
 - Membership of the Interbank Card Center (BKM),
 - Adherence to Law No. 6493 on electronic money and payment services,
 - Compliance with the Financial Crimes Investigation Board under Law No. 5549,
 - Fulfillment of obligations under Law No. 698 on the Protection of Personal Data,
 - Implementation of the TS ISO 10002 Customer Satisfaction Management System,
 - Maintenance of an Information Security Policy,
 - Established procedures to comply with Article 15 of Law No. 5549 on the Prevention of Laundering Proceeds of Crime.
- Proven experience in cash transfer services in Türkiye. Previous experience in working with Humanitarian organizations.
- Robust systems for account creation and management, including the ability to quickly open accounts for beneficiaries and generate prepaid cards.
- Providing a detailed working methodology and execution plan for cash transfers and vouchers including registration, verification, card delivery process, cash transfer process, risk management strategies.
- Capability to restrict purchases on prepaid cards to specific product categories, turning the cards into vouchers as per UNFPA's program requirements,
- Ability to process individual and bulk transfers.
- An effective SMS communication system to notify beneficiaries of account activity, transfer amounts, and other relevant information.
- A strong commitment to data security and confidentiality, in compliance with local and international data protection regulations
- Disclosing any intended use of subcontractors to UNFPA, clearly outlining their roles and responsibilities, and obtain UNFPA's written consent before engaging any subcontractors
- Demonstration of solid financial position by providing documentary evidence from the last 3 years from Banking Regulation and Supervision Agency (BDDK), Central Bank of the Republic of Türkiye (TCMB), independent audit firms (registered with Public Oversight Accounting and Auditing Standards Authority (KGK)), or recognized credit rating agencies (e.g., JCR Avrasya).
- Capacity to prevent fraud, mitigate risks of money laundering, and ensure compliance with financial and anti-corruption laws.
- Capability to manage potential risks related to gender-based violence, discrimination, and exclusion, with mechanisms in place to prevent such incidents.
- A dedicated customer service team to respond to beneficiary inquiries in bilingual or multiple languages, handle complaints, and resolve access issues, with a clear escalation process in place.
- Ability to provide reconciliation reports on executed, redeemed and unredeemed cash transfers on a monthly basis. Providing access to online transaction monitoring platforms is a plus.
- Good national geographical coverage of service provided
- Ability to respond to and adapt basic customization requests of UNFPA


Payment Terms:

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- Advance payment of the amount determined by UNFPA will be processed to the bank account of FSP.
- The FSP will issue a monthly invoice for the fees payable for the services provided during the previous month. The payment for the fees will be processed upon the receipt of the invoice. Estimated payment time will be 7 to 10 working days.

Contract Value:

Total maximum value of the contract will not exceed 49,900.00 USD including fees.

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II. Questions

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

Name of contact person at UNFPA:	<i>Yaprak Öncel</i>
Email address of contact person:	yoncel@unfpa.org

The deadline for submission of questions is **24 December 2024, 17:00 Istanbul time**. Questions will be answered in writing and shared with 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 for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- 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](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration separately 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.

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 contact person indicated below no later than : **6 January 2025, Monday at 17:00 Istanbul time**.]¹.

Name of contact person at UNFPA:	<i>Yaprak Öncel</i>
Email address of contact person:	procurement.turkiye@unfpa.org

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/TUR/RFQ/24/003 – [Company name], Technical Bid
 - UNFPA/TUR/RFQ/24/003 - [Company name], Financial Bid
 - 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.
- 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.

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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Proposed technical approach and cash transfers mechanism (1): A Standard Operating Procedure (SOP) specifying the procedure workflow, description of the cash transfer process, the proposed technology/tools along with the roles and responsibilities of both parties. Bidders should provide a Receipt template, lists format with requested data elements, map of branches/locations, modality of approvals and payments, etc.	15		15%	
Proposed technical approach and cash transfers mechanism (2):	15		15%	



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SOP specifying the card usage limitation process, proposed technology/tools, and responsibilities of both parties.				
Financial Viability: Demonstrate a solid financial position by providing documentary evidence from the last 3 years from Banking Regulation and Supervision Agency (BDDK), Central Bank of the Republic of Türkiye (TCMB), independent audit firms (registered with Public Oversight Accounting and Auditing Standards Authority), or recognized credit rating agencies (e.g., JCR Avrasya.				
Provision of Prepaid Cards without Know Your Customer (KYC) Requirement: Technical capacity to issue prepaid cards that do not require KYC information for UNFPA beneficiaries, ensuring ease of access to funds while maintaining compliance with national regulations. Provide details on card issuance and management process. Outline policies for ensuring privacy and security of non-KYC cards. Explain how these cards are monitored and tracked for program compliance.	5		5%	
Experience in working in similar approach including with humanitarian sector: Provide information about any previous experience with public, private sector, national and international organizations ((I)NGOs, UN etc) with similar approach, including information about Value, number of beneficiaries, project duration.	5		5%	
Effectiveness and timeline for the processing of cash transfer requests: Provide information about the timeline needed for the processing of cash transfers in days and the mitigation measures to avoid delays.	10		10%	
Reporting on Transaction Status and Monitoring: Demonstrated capacity to provide regular reports on the transaction status, including detailed information such as beneficiary IDs (anonymized if needed), transaction amounts, dates, statuses, statistics of purchased items/used sectors and remaining balances.	5		5%	
Control Panel or Platform for Transaction Monitoring: Capacity to provide a comprehensive control panel or platform that allows UNFPA to monitor and manage card transactions in real-time, including, transaction tracking and reporting	5		5%	



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tools, detailed dashboards displaying transaction history, card balances, and transfer status, user access management for authorized UNFPA staff, secure data exchange protocols ensuring data protection.				
Geographical coverage (proof of having these coverages): Proof of extensive service provision sites across Türkiye, specifying withdrawal or transaction points, branches or agents' outlets where UNFPA operates.	10		10%	
Data protection policies and information management security arrangements: Provide information about the data security, how it is maintained, what policies are in place and what are the mitigation measures taken to avoid personal data and privacy breach. Provide KYC details for UNFPA beneficiaries to access transfers.	15		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	5		5%	
<i>Grand Total All Criteria</i>	100		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

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 60 points in the technical evaluation.

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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 (points)	X 100 (Maximum score)
	Quote being scored (points)	

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 = 60% Technical score + 40% Financial score

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order and Professional Service Contract on a maximum-cost basis 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.

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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. 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 at mkhan@unfpa.org *Mariam A. Khan, Representative*. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at procurement@unfpa.org.

XIII. 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).




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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/TUR/RFQ/24/003
Currency of quotation :	TRY
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 6 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes. Bidders will fill the Price Schedule form either in TRY or provide a percentage. Pointage will be applied according to the offer provided by the bidder.

Item	Description	Service Fee	
Cash & Voucher Assistance:		% - TRY	
1	Money transfer service fee (as a percentage per transfer)	%	
2	Card fee (per card) if applicable	TRY	
3	Cargo/card delivery cost (per delivery)	TRY	
4	Withdrawal fee (if applicable) (as a percentage per withdrawal) (except ATM commission)	%	
5	ATM Commissions (as percentage per ATM use)	%	
6	Account activation/renewal fee (as a flat rate or as percentage per account)	% or TRY	
7	Monthly reconciliation reporting, monitoring	%	
8	Other (system customization, SMS, etc)	% or TRY	

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Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TUR/RFQ/24/003 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 ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

² "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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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 arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



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Name of the Company:

UNGM N°:

Postal Address:

Email:



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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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.