



UNFPA in Georgia
UN House, 9 Eristavi St. Tbilisi, 0179, Georgia

Date: January 19, 2026

REQUEST FOR QUOTATION RFQ № UNFPA/GEO/RFQ/2026/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Conducting Research on Menstrual Poverty in Georgia”

UNFPA requires the provision of research services to conduct an evidence-based analytical study on menstrual poverty in Georgia to quantify its scale and key structural drivers.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative as specified in the Terms of Reference, **Annex II**.

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](https://www.unfpa.org/georgia)

II. Questions

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

Name of contact person at UNFPA:	Nino Dzeladze, Procurement Focal Point
Tel №:	+995 577 720 620
Email address of contact person:	dzneladze@unfpa.org

The deadline for submission of questions is 27 January 2026, 18:00 Tbilisi, Georgia Standard Time (GMT+04:00). 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. 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](#).
- No "partial bidding" is accepted.

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **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 TOR (**Annex II**):
 - o Profile of the bidder and relevance to the Project.
 - o Portfolio of the bidder, demonstrating skills in research design and methods, including sampling and data collection via field surveys.
 - o Proposal of the research with overall description of the research (purpose and methodology),
 - o Schedule of the activities/timeline of the deliverables to be implemented under the project,
 - o CVs of the relevant personnel involved in the project, demonstrating the minimum requirements.
- 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.
- Relevant registration document(s) issued by a state authority.
- Relevant documentation/certification on the sound financial condition of the supplier (e.g. audit reports for the last two years)

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 **3 February 2026, 18:00 Tbilisi, Georgia Standard Time (GMT+04:00)**¹.

Email address of contact person:	georgia.tenders@unfpa.org
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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:
 - o **UNFPA/GEO/RFQ/2026/001– [Company name], Technical Bid**
 - o **UNFPA/GEO/RFQ/2026/001- [Company name], Financial Bid**
 - o 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.

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

- 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 TOR listed in Annex II and in accordance with the evaluation criteria below.

Criteria	[A] Max. Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
<p>1. Technical approach, methodology and level of understanding of the objectives of the project</p> <ul style="list-style-type: none"> • Demonstrated understanding of the project objectives, scope, and key evaluation/research questions as outlined in the ToR, including alignment with UNFPA priorities on Gender Equality and SRHR (25 pts); • Appropriateness and coherence of the proposed research/evaluation methodology, including study design, sampling approach, data collection tools, and analytical framework, with clear justification of methodological choices (25 pts); • Integration of gender-responsive, rights-based, and ethical research principles, including attention to vulnerable and marginalized populations, data protection, and do-no-harm considerations (25 pts); • Feasibility and practicality of the proposed approach in the Georgian context, including consideration of potential risks, limitations, and mitigation measures (25 pts). 	100		20%	
<p>2. Work plan/deliverables time scales given in the proposal and its adequacy to meet the project objectives</p> <ul style="list-style-type: none"> • Clarity, completeness, and logical sequencing of the proposed work plan, including well-defined phases, activities, milestones, and deliverables aligned with the ToR (40 pts); • Adequacy of quality assurance and review mechanisms embedded in the work plan, including internal validation, stakeholder feedback loops, and revision processes (30 pts); • Responsiveness and flexibility of the work plan to 	100		20%	

accommodate UNFPA feedback, potential adjustments, and unforeseen challenges during implementation (30 pts).				
3. Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.): <ul style="list-style-type: none"> • Team structure and roles are well defined and meet the requirements of the ToR, capacity, role division, and quality assurance process (20 pts); • Team Leader Expertise as defined in TOR. (min. 7 years– 15 pts, ≥8 yrs in complex social research/quant design – 20 pts); • Team Leader Relevance, assignments in Gender/SRHR/Analysis, as defined in TOR. (3 assignments – 15 pts, ≥4 relevant assignments – 20 pts); • Researcher(s) Expertise in Social Sciences/Gender/Health as defined in TOR. (5 years–10 pts, ≥6 – 20 pts); • Researcher(s) Relevance, as defined in TOR (Menstrual health/Desk reviews). (2 project – 10 pts; ≥3 projects - 20 pts); 	100		15%	
4. General Profile of the Company, <ul style="list-style-type: none"> • Organization's expertise and years of experience in research design and methods, including sampling and data collection.; (5 years – 50 pts; ≥ 6 years - 100 pts); 	100		30%	
5. Specific experience and expertise relevant to the assignment: <ul style="list-style-type: none"> • Minimum two (2) nationwide field surveys. (less than 2 surveys- 0 pts; 2 surveys – 30 pts; 3 surveys – 40 pts; ≥4 surveys- 50 pts; • Minimum five (5) years of experience in research design and methods (less than 2 years – 0 pts; ≥ 5 years of experience - 50pts);. 	100		15%	
Grand Total All Criteria	500		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 **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 price quotation form. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =

Lowest quote (\$)

Quote being scored (\$)

X 100 (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.

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

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-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, and shall be made in **Georgian Lari** per official **UN exchange rate at the date of transfer**. <https://treasury.un.org/operationalrates/OperationalRates.php>

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. 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 Nino Dzeladze, Head of Office at bandzeladze@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, 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).

XIV. Personal Data Protection

In addition to the publishing of the contract award in accordance with the UNFPA Procurement Procedures as from time to time updated or modified by UNFPA, available at:

<https://www.unfpa.org/resources/procurement-procedures> (or such other URL as UNFPA may from time to time decide) as reflected in this document, the proposer acknowledges and agrees that UNFPA may process, collect, use, store, transfer and publish ("process") the proposer's information and data relating to, or in connection with this solicitation exercise (the "Information") for purposes of evaluating all offers received in response to the solicitation exercise, including the subsequent contracting (the "Specified Purposes").

UNFPA will not process the proposer's Information in a form that could identify an individual ("Personal Data") except to the extent necessary to achieve the Specified Purposes. UNFPA will process Personal Data in accordance with the UN Personal Data Protection and Privacy Principles adopted by the United Nations on 11 October 2018, available at:

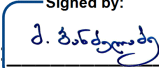
https://archives.un.org/sites/archives.un.org/files/_un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf (or such other URL as the United Nations may from time to time decide), the UNFPA Policy and Procedures on Personal Data Protection (the "UNFPA DP Policy") as from time to time updated or modified by UNFPA, available at

<https://www.unfpa.org/admin-resource/unfpa-policy-and-procedures-personal-data-protection> (or such other URL as UNFPA may from time to time decide) and any guidance notes, guidelines, procedures, directives or other documentation issued by UNFPA pursuant to or in connection with the UNFPA DP Policy. The proposer will comply with the applicable data protection laws to which the proposer is subject in the processing of personal data and will ensure an adequate level of personal data protection essentially equivalent to the standard reflected in the UNFPA DP Policy.

Thank you, and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Mariam Bandzeladze, Head of Office UNFPA Georgia

Signed by: 
Signature _____ Date: 20-Jan-2026
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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/GEO/RFQ/2026/001
Currency of quotation :	USD
Delivery charges based on the following 2020 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.

Cost Breakdown per Deliverables

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees as per the deliverables mentioned above in the ToR					
	e.g. Team Leader				
	Researcher				
Total Professional Fees					\$\$
2. Other expenses (if any)					
	e.g. Travel				
	Translation, etc.				
	Other related costs please specify				
Total Out of Pocket Expenses					\$\$
Total Contract Price (Professional Fees + Other Expenses)					\$\$

Breakdown of Price per Activity

Activity Description	Time (person days)	Professional Fees	Other Costs	Total USD

Format for CV of Proposed Key Personnel

Name of the bidder:	Date:
RFQ Reference: UNFPA/GEO/RFQ/2026/001	

Position	
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Personnel Information	Name:	
	Nationality:	Date of Birth:
	Language Proficiency:	
Present Employment	Name of employer:	
	Telephone:	Email:
	Job Title:	Years with present employer:
Education Certifications	<i>Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certifications.</i>	
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

Summarize professional experience over the last 20 years in reverse chronological order. Indicate particular technical, managerial and professional experience relevant to the TOR.

From	To	Company/Project/Position/Relevant technical and management experience

Summarize relevant assignments over the last 20 years in reverse chronological order. Indicate particular projects relevant to the TOR.

From	To	Company/Project/Position/Relevant technical and management experience

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GEO/RFQ/2026/001 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	

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"/>
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"/>

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.

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 (creating a shell company).	<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) (being a shell company).	<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: _____

Name of the Company: _____

UNGM N°: _____

Postal Address: _____

Email: _____

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.