

**WILPF INT - Women's International League for Peace and Freedom****Request for Quotation (RFQ)**

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|----------------------|-------------------|-------------|--|
| WILPF | | Street: | Rue de Varembe 1, 1202 |
| RQF No: | SWPM-GIZ-2025-005 | City: | Geneva |
| Supplies Request No: | #1 | Tel/Fax No: | 0041 22 919 70 80 |
| Date: | 26.March.2025 | E-mail: | procurement@wilpf.org |

Attention: **PLEASE QUOTE FOR THE SUPPLY/SERVICE OF THE FOLLOWING**

Note taker consultant

Delivery: Online

Delivery time: 14th of April.2025 - 31.December.2025

IN ACCORDANCE WITH THE DESCRIPTION LISTED HEREUNDER

| No | DESCRIPTION/SPECIFICATION المواصفات | UNIT الوحدة | QTY | UNIT PRICE سعر الوحدة EUR | TOTAL المجموع |
|----|--|-----------------|-----|---------------------------------|------------------|
| 1 | Comprehensive Note-taking: Attend nine scheduled meetings and capture detailed, accurate notes of the key discussions, decisions, action items, and responsible parties. Impartial and Concise Documentation: Ensure that notes are clear, concise, and unbiased. reflecting only factual information without subjective | Meeting Minutes | 9 | EUR | |

| | | |
|---|---|---|
| Guaranteed Delivery Time/Period <small>(Date on which the supplier guarantees that the goods will be ready for collection or delivered, if ordered)</small> | Sub Total: | |
| | Delivery: | |
| | Loading and unloading charge: | |
| Date: | VAT/Tax: | |
| Supplier Name: | Others: (Please specify) | |
| Supplier Signature: | Discount: | |
| | Grand Total: | |
| Supplier Official Stamp: | Signed Celine Rabbat WILPF INT MENA Project Associate | DEADLINE FOR RECEIPT OF OFFERS: 7.April.2025 at 23:59 CET |
| | Payment conditions: 30 Days after receiving the correct invoice and supporting documents | Offer valid for 30 Working Days |

For Supplier USE

| | |
|--------------------------|--|
| Date: | |
| Supplier Name: | |
| Supplier Signature: | |
| Supplier Official Stamp: | |
| Offer Total in EUR: | |

For WILPF INT

| | |
|----------------------------------|---------------------------|
| WILPF INT: Name & Signature | RABBAT Celine |
| Last date for receipt of offers: | 7.April.2025 at 23:59 CET |

Payment term

*Payment shall be exclusively made by cheque, or bank transfer within 30 days of goods received. and the correct vendor final invoice.
*If the Vendor doesn't hold a bank account, the no-bank authorization letter must be signed.

Transfer money owing to below account:

| | |
|------------------|--|
| Account name | |
| Bank Name | |
| Bank Address | |
| Account number | |
| SWIFT code | |
| Account currency | |
| Branch code | |
| IBAN | |

Offer Deadline and Protocol:

The deadline for quote submissions is [7.April.2025] local [23:59 CET Europe Time] by email to [procurement@wilpf.org] Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than [4.April.2025] by [12:00 PM] local [Europe Time] time by email to [procurement@wilpf.org]. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that WILPF staff believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Evaluation and Award:

The award will be made to a responsible offer or whose offer follows the RFQ instructions, meets the eligibility requirements, which are as follow

I. Specific Experience (Total: 50 Points)

- Previous experience in political work, especially in the Syrian context, with a deep understanding of Syrian political forces. (20 Points)
- Previous experience working as a note-taker on similar events and workshops in Syria. (20 Points)
- Experience in writing political papers, articles, and political reports. (10 Points)

II. Methodology and Work Plan (Total: 20 Points)

- In-depth knowledge of the Syrian political context. (10 Points)
- Ability to work closely with the political track team and receive guidance and feedback in a positive manner. (10 Points)

III. Financial Offer (Total: 30 Points)

The financial evaluation will be conducted based on a cost-effectiveness assessment, with the lowest valid financial offer receiving the highest score (30 points), and other offers scored proportionally.

Note:

All information used for evaluation will be obtained from the received **CV, Terms of Reference (TOR), certificates, and all related supporting documents** provided by the applicant.

Scoring System

- Total Maximum Score: 100 points.
- Minimum Passing Score: Suggested at 75 points for technical qualifications before financial considerations.

Conflict of Interest Disclosure:

Bidders must provide disclosure of any past, present relationships with any parties associated with issuance. Failure to provide open disclosure may result in having to re-evaluate the selection of a potential Bidder.

Right to Select/Reject

WILPF INT reserves the right to select and negotiate with those firms it determines, in its own discretion, to be qualified for competitive evaluation and to Cancel negotiations without incurring any liability. WILPF INT also reserves the right to reject any or all offers received without explanation, and it reserves the right to disqualify any offers based on vendor failure to follow solicitation instructions.

WILPF INT also has right to:

- Extend the time of RFQ responses to receive a better deal on their demand after notification from all bidders.
- Cancel or modify the RFQ process at any time that is appropriate to the needs of the Organization.
- Issuing an award or multiple awards based on the initial evaluation of receiving offers without notifications.

Terms of Quotations:

Quotations:

- Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs.
- Pricing must be presented in **EUR**
- Offers must remain valid for not less than [30 days] after the offer deadline.
- Offerors are encouraged to provide quotations for all or some of the requested items, according to their available resources. However, preference will be given to offerors that can address the full technical requirements of this RFQ.
- Offerors must provide a complete description of offered items.
- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card

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Reporting fraud

WILPF INT has zero tolerance for fraud and corruption

To make a report on the hotline, email the following email: **celine.rabbat@wilpf.org**

Conduct

Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or WILPF INT staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Vendor shall inform WILPF INT in writing of any violations relating to its obligations hereunder. Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.