# **REQUEST FOR QUOTATION (RFQ) VENUE & MEETING SERVICES**

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| **RFQ Reference**: UNFPA/FJI/RFQ/2024/029: Conference Package for Results Based Management (RBM) Training Workshop in Fiji | **Date**: 04 SEPTEMBER 2024 |

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Population Fund (UNFPA) kindly requests your quotation for the provision of goods and/or services as detailed in Annex 1 & 2 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Meeting Room Set-up & Equipment Arrangements

Annex 3: Accessibility Questionnaire

Annex 4: Quotation Submission Form

Annex 5: Technical and Financial Offer

Annex 6: General Conditions of Contract

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline.

Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

## SECTION 2: RFQ INSTRUCTIONS AND DATA

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| --- | --- |
| **Deadline for the Submission of Quotation** | **WEDNESDAY 11 SEPTEMBER 2024 - 5PM Fiji Time**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows:  ☐ E-tendering  ✓Email [psro.bidding@unfpa.org](mailto:psro.bidding@unfpa.org)  ☐ Courier / Hand delivery  ☐ Other Click or tap here to enter text.  Bid submission address:   * File Format: PDF. * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission: **20 MB (including email body, encoded attachments, and headers).** * Mandatory subject of email: **UNFPA/FJI/RFQ/2024/029: Conference Package for Results Based Management (RBM) Training Workshop in Fiji** * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y” and the final “email no. Y of Y”. * It is recommended that the entire Quotation be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging email receipt. |
| **Cost of preparation of quotation** | UNFPA shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be may be found at:  <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  Moreover, UNFPA implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNFPA, as well as third parties involved in UNFPA’s activities. |
| **Conflict of Interest** | UNFPA encourages every prospective Supplier toavoid and prevent conflicts of interest, by disclosing to UNFPA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract as indicated in Annex 6. |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with UNFPA and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in Fijian Dollar (FJD) |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNFPA as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices shall:  ☐ be inclusive of VAT and other applicable indirect taxes  ☐ be exclusive of VAT and other applicable indirect taxes  [according to project and applicable country agreement] |
| **Language of quotation and documentation including catalogues, instructions, and operating manuals** | Bid documents and all related correspondence will be written in English.  Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  ✓ Annex 3: Accessibility Questionnaire duly completed  ✓ Annex 4: Quotation Submission Form duly completed and signed  ✓ Annex 5: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1 and Annex 2  ✓ Other |
| **Quotation validity period** | Quotations shall remain valid for **60 days** from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | ✓ Not permitted  ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | ✓ Not permitted  ☐ Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNFPA reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | ✓ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  ☐ Other Click or tap here to enter text. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Ashika Mishra.  E-mail address: amishra@unfpa.org  Attention: *Quotations shall not be submitted to this address but to the address for quotation submission above.* |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 06 September 2024, (2) days before the submission deadline. Responses to request for clarification will be communicated to [amishra@unfpa.org](mailto:amishra@unfpa.org) by 06 September 2024. |
| **Evaluation method** | ✓The contract will be awarded to the lowest price substantially compliant offer  ☐ Other Click or tap here to enter text. |
| **Evaluation criteria** | ✓ Full compliance with all requirements as specified in Annex 1 & Annex 2  ✓ Full acceptance of the General Conditions of Contract  ☐ Earliest Delivery /shortest lead time  ☐ Others Click or tap here to enter text. |
| **Right not to accept any quotation** | UNFPA is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, UNFPA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 10% of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | Purchase Order |
| **Expected date for contract award.** | TBC |
| **Publication of Contract Award** | UNFPA will publish the contract award on United Nations Global Marketplace <http://www.ungm.org>, with the RFQ Reference number and information of the awarded Bidder company name, contract amount or LTA and the date of the contract. |
| **Policies and procedures** | This RFQ is conducted in accordance with Policies and Procedures of UNFPA which can be accessed at : [Regular Procurement procedures](https://www.unfpa.org/sites/default/files/resource-pdf/PROC_Regular_Procurement.pdf) |
| **UNGM registration** | UNFPA posts all Bids notices, clarifications, and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org).    The Bidder may still submit a quotation even if not registered with the UNGM. Bidders can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers. |

### ANNEX 1: TERMs of REFERENCE or STATEMENT OF WORK

**Background**

As part of its efforts to implement the UNFPA Results-Based Management (RBM) policy and approaches, UNFPA Pacific Sub Regional Office (PSRO) is planning to conduct an RBM training workshop. This training workshop aims at addressing the needs and requirements of successfully managing PSRO 7th Multi-Country Programme (MCP 7) (2023–2027) including the phase 2 of the Transformative Agenda (TA) Programme (2023–2027) as well as other programmes and interventions under other thematic areas such as Humanitarian and Supplies programmes.

In this regard, UNFPA PSRO plans to organize a practical 4-day training workshop on RBM strategies and techniques for its IPs as well as for its Programme and Operations teams to enhance monitoring, tracking, evaluation and results-based reporting skills.

**Objectives**

The training aims to achieve the following objectives:

1. Strengthen the national capacity of the IPs’ key staff who are working on project/programme management, M&E and reporting within the context of ToC, RBM and RBR to be able to assure sound programming and planning as well as the quality of the results reported and overall reporting.
2. Improve the understanding of evidence-based programming, evidence-based reporting and effective approaches to its implementation within the RBM policy. In addition to enhancing the use of correct concepts and phrases that reflect understanding of results-based programming.
3. Define the institutional mechanism for quality checks of the reporting function at both UNFPA and IPs levels.
4. Enhance the understanding of the transformative change results and how to capture intended results and targets.
5. Establish the RBM community of practice (CoP) at UNFPA PSRO as a platform of technical expertise and practice within the IPs, partners and UNFPA staff.

### ANNEX 2: MEETING ROOM SET-UP & EQUIPMENT ARRANGEMENT

*Bidders are requested to confirm that they can provide the below selected set-up for the venue; if such set-up is not the most recommended based on the dimensions of the group and the size of the room, please ensure to highlight this information in their technical offer.*

**Requirements**

* Round Table: 7 with 5 chairs on each table
* Facilitator Table: 1 with 2 chairs
* Please indicate the set-up that will be provided

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ☐ | U-Shape | ☐ | Single Square or Round | ☐ | | Conference |
|  | |  | |  | | |
|  | |  | |  | | |
| ☐ | Classroom | ☒ | Clusters | ☐ | | V-Shape / Herringbone |
|  | |  | |  | | |
|  | |  | |  | | |
| ☐ | Traditional Classroom | ☐ | Hollow Square | | ☐ | Theatre | |
|  | |  | | |  | | |
|  | |  | | |  | | |
| ☐ | Other: | Choose an item. | | | | | |

*Bidders are requested to include the below selected equipment(s) in their quote and which are expected to be provided during the meeting service as per Annex 1; if any of the selected options are not available directly or by a third party subcontracted by the bidder, such information shall be communicated in the technical proposal.*

**Requirements**

* Cordless Mic with Sound system: 3
* Flipchart with stand
* Projector
* Dedicated High speed Internet.
* Power Board with Extension cable for each round table and Facilitator table
* Please select all that will be available in the below list

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Wired Microphone(s) | ☐ | Audio Equipment |
| ☐ | Wireless Microphone(s) | ☐ | Wi-Fi / High Speed Internet |
| ☐ | Microphone stand: tabletop or floor | ☐ | Video Conferencing Equipment |
| ☐ | Podium with gooseneck for microphone | ☐ | Projection equipment |
| ☐ | Computer Desktop | ☐ | Large Wall Screen(s) |
| ☐ | Computer Laptop | ☐ | Portable Screen (s) |
| ☐ | Printer | ☐ | Flat panel TV and/or Monitor |
| ☐ | Remote clicker / Pointer | ☐ | Paperboard / Flipchart |
| ☐ | Desktop Magnifier | ☐ | Pad of paper and markers for flipchart |
| ☐ | Assistive tools and technologies for persons with visual, audio and mobility impairments | ☐ | Interactive boards |
| ☐ | Wheelchair charging stations | ☐ | NO single-use products, e.g., cutlery, napkins |

### ANNEX 3: ACCESSIBILITY QUESTIONNAIRE

*Bidders are requested to complete this form with the utmost honesty, not complying with any of the below questions does not make a venue ineligible it does though highlight the need to the organizing team to make alternative arrangements to mitigate the possible challenges/risk. Not providing an honest response can cause disqualification.*

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Yes | No | N/A |
| *Getting to the Venue* | | | |
| Is there public transport to the venue? | ☐ | ☐ | ☐ |
| Is the public transport accessible for people who use wheelchairs, mobility aids or are travelling with a pram? | ☐ | ☐ | ☐ |
| Is there an area near the front entrance of the venue for parking? | ☐ | ☐ | ☐ |
| Are there parking spots near the front entrance specially reserved with ample space, for mobility aids / prams, at either side of where a car would park? | ☐ | ☐ | ☐ |
| Is the path to the entrance clear and is the entrance accessible for people who use wheelchairs, mobility aids or are travelling with a pram? Meaning that ramps have gentle gradient (1:20) and are accessible where there are steps. | ☐ | ☐ | ☐ |
| *Getting in and moving around* | | | |
| Does the venue have an entry system which involves people having to talk and hear a reply, e.g., an intercom, to access? | ☐ | ☐ | ☐ |
| If yes, does the entry system have assistive tools for persons with audio impairments? | ☐ | ☐ | ☐ |
| Does the venue have an entry system which involves people having to locate buttons and press the correct ones? | ☐ | ☐ | ☐ |
| If yes, does the entry system have assistive tools for persons with visual impairments? | ☐ | ☐ | ☐ |
| Step free access, lifts can be accessed without having to ask for a key? | ☐ | ☐ | ☐ |
| Lift doors are wide enough to facilitate access for people who use wheelchairs, mobility aids or are travelling with a pram? | ☐ | ☐ | ☐ |
| Step free access within the venue, there are ramps of a gentle gradient (1:20) and have handrails at either side? | ☐ | ☐ | ☐ |
| Are the doors to venue, its corridors, and different public areas of ample space for people who use wheelchairs, walking aids or are travelling with prams to move around? | ☐ | ☐ | ☐ |
| Is the signage for the toilets, lifts, exits and the meeting rooms; large and high contract? | ☐ | ☐ | ☐ |
| Is the signage for toilets, exits, lifts and meeting rooms embossed or in braille? | ☐ | ☐ | ☐ |
| *Facilities at the Venue* | | | |
| Are there adapted toilets available at the venue? | ☐ | ☐ | ☐ |
| Are there gender-neutral toilets available at the venue? | ☐ | ☐ | ☐ |
| Are there visual (flashing) fire alarms in private spaces like toilets? | ☐ | ☐ | ☐ |
| Is there an induction loop system or any equivalent system available in the meeting room? | ☐ | ☐ | ☐ |

### ANNEX 4: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Accessibility Questionnaire and Annex 5: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | ☐ Yes ☐ No If yes, insert UNGM Vendor Number |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
| ☐ | ☐ | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Terms of References, Meeting room set-up and equipment arrangements, the Accessibility Questionnaire, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| ☐ | ☐ | I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| ☐ | ☐ | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| ☐ | ☐ | I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| ☐ | ☐ | **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
| ☐ | ☐ | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group. |
| ☐ | ☐ | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| ☐ | ☐ | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| ☐ | ☐ | I/We understand and recognize that you are not bound to accept any Quotation you receive and wecertify that the goods offered in our Quotation are new and unused. |
| ☐ | ☐ | By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 5: TECHNICAL AND FINANCIAL OFFER

*Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 3 – Accessibility Questionnaire and Annex 4 Quotation Submission Form in addition to any other document they consider relevant. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your companies’ qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *Menu options for the different meals.*

**Financial Offer**

Can consist of a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Fijian Dollars (FJD).

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Deliverables/Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Conference Room Hire Dates : 23 - 26 Sept, 2024 for 30 pax | Days | 4 |  |  |
| Catering (Morning Tea, Lunch and Afternoon tea) | Days | 4 |  |  |
| ICT Support ( Projector, Cordless mics with Sound system, Dedicated Internet, Flipchart with stand) | Days | 4 |  |  |
| **Total(VIP)** |  |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Delivery Lead Time | ☐ | ☐ |  |
| Validity of Quotation | ☐ | ☐ |  |
| Payment terms | ☐ | ☐ |  |
| Other requirements [pls. specify] | ☐ | ☐ |  |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

## ANNEX 6: GENERAL CONDITIONS OF CONTRACT

This Request for Quotation is subject to UNFPA’s General Conditions of Contract:

|  |  |
| --- | --- |
| Contracts for the Provision of Goods | <https://www.unfpa.org/resources/unfpa-general-conditions-goods> |
| Contracts for the Provision of Services | <https://www.unfpa.org/resources/unfpa-general-conditions-provision-services> |
| Contracts for the Provision of Goods and Services | <https://www.unfpa.org/resources/unfpa-general-conditions-mixed-goods-and-services> |
| De Minimis Contracts | <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts> |