United Nations Population Fund
Pacific Sub-Regional Office
414 Victoria Parade, Suva, Fiji Islands
Email:*klal@unfpa.org*
Website: www.unfpa.org

Date: *November 15, 2021*

REQUEST FOR QUOTATION
RFQ № UNFPA/FIJI/RFQ/2021/013

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

"Hosting UNFPA Staff Retreat"

UNFPA PSRO office requires accommodation, catering service and conference facility for hosting of UNFPA PSRO Vanuatu Staff Retreat from **06-10 December, 2021**. The retreat will facilitate an estimated 8 participants who will be engaged in virtual meetings with colleagues from across the Pacific Island countries.

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.

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 a healthy sexual and reproductive lives. To read more about UNFPA, please go to: http://pacific.unfpa.org

II. Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

- **Background information**

Under the Pacific Sub-Regional Office banner, 14 countries are covered in the Pacific region which includes Fiji, Vanuatu, Solomon Islands, Kiribati, Tonga, Samoa, Fiji, RMI, FSM, Cook Islands, Nauru, Niue, Palau, Tokelau and Tuvalu. The Pacific Sub-Regional Office in Fiji supplies Reproductive Health Commodities in support of the activities it undertakes in these 14 countries.

- **Development objective(s)**

The key objectives of the workshop are to:

- (a) to reflect on what we have achieved, lessons learned and challenges in SRP6, including COVID-19 context; (b) to analyze where we want to go we want to go in in the Pacific Multi-country Programme (2023-2027), (c) develop key inputs for thematic briefs and the theory of change for the Pacific Multi-country Programme document (2023-2027), (d) strengthen results based reporting and communication, (e) have fun, relax and appreciate staff contributions and resilience after a challenging year!

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- **Output/deliverable(s) and activities**

The accommodation, catering and conference facility should be able to provide;

- Superior/ Deluxe room (double bed) with breakfast and Wi-Fi included
- Conference room with capacity to host 8 guests
- Full Day Conference package inclusive of:
    - Venue, Morning tea, Buffet lunch and Afternoon tea, 2 Group dinners
    - White Board (s) with markers, Projector and a Wide Screen
    - Dedicated stable Internet access to host virtual online meetings and participants use on laptops.
    - Speakers and Mics
    - Refreshments on group tables (water)

III. Questions

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

Name of contact person at UNFPA:	*Finau Domonakibau*
Tel №:	*+679 3230732*
Fax №:	*+679 3312785*
Email address of contact person:	*Fdomonakibau@unfpa.org*

The deadline for submission of questions is **[Friday 19th November, 2021, 2pm Fiji Time].** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

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

a) Technical proposal, in response to the requirements outlined in the service requirements / ToRs.
b) 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.

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V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **Friday 19th November, 2021 at 2 pm**

Secure Email address :	psro.bidding@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA PSRO dedicated email address:

- **Do not submit your proposal to any other e-mail address than psro.bidding@unfpa.org, or your proposal will be disqualified.**
- The following reference must be included in the email subject line: **RFQ Nº UNFPA/FIJI/RFQ/2021/013– "Hosting UNFPA PSRO Vanuatu Staff Retreat".** 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 before the deadline.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Mr. Ram Dahal, Operations and Quality Assurance Analyst at: dahal@unfpa.org.
- 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

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 ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order for the Accommodation, Catering and Conference Facility to the bidder that obtain the lowest-priced technically acceptable offer.

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.

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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 Dr. Jennifer Butler, UNFPA PSRO Director and Representative at butler@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, Procurement Services Branch 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 Nº:	UNFPA/FIJI/RFQ/2021/013
Currency of quotation:	Vanuatu Vatu
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: *(The quotation shall 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.

Example Price Schedule below:

Accommodation, Catering and Conference Facility for Hosting UNFPA PSRO Vanuatu RBM Training					
a.	**Availability of Hotel Facility from date Monday 06 – Friday 10 December 2021**				
	Hotel Available for the Week 06 - 10 2021		Select One		
	Acceptance of UNFPA PO as booking confirmation with 100% payment to be done on invoice after retreat		Select One		
	Waiver of Participant check-in room deposit. (individual room cost to be paid by participant at check-out)		Select One		
Item	Description	Quantity	UOM	Cost per unit	Total
B(i)	**Accommodation with Breakfast**				
	Superior/ deluxe room (double bed) - Check in Monday, 6 November, - Check out Saturday 11 November - (5 nights)	8 PAX	EACH		
c.	**Conference Package, Catering & Team Building Resources**				
	Full Day Conference Package for: Monday 06th to Friday 10th November 2021 (5 Days). **Morning Tea** – Tuesday 7th to Friday 10th November 2021 (4 Days). **Afternoon Tea** – Tuesday 7th to Friday 10th November 2021 (4 Days). **Group Dinners** – Monday 6th & Friday 10th November 2021 (2 Nights) **Total cost to be inclusive of:** - Venue Hire, Morning Tea, Buffet Lunch, Afternoon Tea and 2 Group	8	PAX		

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	Dinners with Wi-Fi Coverage to engage with the Dinner Programme. - Dedicated Wi-Fi internet for training - Conference room with capacity to sit 8 participants - meeting room setup (tables, chairs, registration desk) - White Board and markers - Dedicated Internet Line capable of hosting virtual zoom meeting - Projector and Wide Screen				
				Total Price *(Total Cost of* Accommodation, Catering and Conference Facility for hosting of RBM Training Workshop*)*	$$ VUV

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FIJI/RFQ/2021/002 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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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