



**REQUEST FOR QUOTATION (RFQ)**  
**(Provision of Services for Coordinating the N- Peace Awards Gala 2019)**

NAME & ADDRESS OF FIRM	DATE: January 4, 2019
	REFERENCE: RFQ 01/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Coordinating and Arranging the N-Peace Awards Gala**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations must be submitted on or before 6:00 PM (Bangkok time), January 18, 2019 and via e-mail, to address below:

[procurement.th@undp.org](mailto:procurement.th@undp.org)

**Email Subject: Quotation for RFQ No: 01/2019 Coordinating and Arranging the N-Peace Awards Gala**

Focal Point: Pinyada Janthana

Email address: [procurement.th@undp.org](mailto:procurement.th@undp.org)

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP, UNDP Bangkok, Thailand
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Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Bangkok, Thailand	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A	
Distribution of shipping documents ( <i>if using freight forwarder</i> )	N/A	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 29 January 2019	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Not required	
Mode of Transport	N/A	
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> United States Dollars for the bidders outside Thailand <input checked="" type="checkbox"/> Local Currency : THB for the bidders based in Thailand	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	N/A	
Deadline for the Submission of Quotation	Friday, January 18, 2019 before 6:00 PM (Bangkok time)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if applicable; <input checked="" type="checkbox"/> Latest Business Registration Certificate ;	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

<sup>3</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>4</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Others Company profile
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>6</sup>	<ul style="list-style-type: none"> <li>• Deliverable 1 - Initial Plan (15%)</li> <li>• Deliverable 2 - Proposed venue for Gala with details on what will be on offer (30%)</li> <li>• Deliverable 3 - Final delivery of the Gala (55%)</li> </ul>
Liquidated Damages	Not applicable
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by the Contractor by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of deliverables and submission of invoice based on full compliance with TOR requirements.

<sup>6</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<sup>7</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Annexes to this RFQ <sup>8</sup>	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	Ms. Pinyada Janthana <b>procurement.th@undp.org</b>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum requirement described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order/Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>9</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**



**Tanya Janjarasskul**  
**OIC, Transactional Services Team**  
**4 January 2019**

## Terms of Reference

### Coordinating and Arranging the N-Peace Awards Gala 2019

#### a. Background Information and Rationale, Project Description

N-Peace (Engage for Peace, Equality, Access, Community and Empowerment) [www.n-peace.net](http://www.n-peace.net) is flagship UNDP initiative rolled out in 2010 on women peace and security (i) to promote the leadership of women as peace builders; and (ii) to provide a platform for engagement and dialogue between different stakeholders to promote the Women, Peace and Security (WPS) agenda and broader conflict prevention and peace building goals. N-Peace operates in Myanmar, Pakistan, the Philippines, Nepal, Afghanistan, Sri Lanka and Indonesia. At the core of the initiative is an awards component that honors and recognizes individuals for their work on Women, Peace and Security.

The awardees from the countries will be invited to Bangkok to participate in a weeklong series of events in March 2019 that are aimed at building their capacity, providing them platforms to share their messages and celebrate their work.

The week-long program includes, a Gala, that will include a 5 course dinner for approximately 60-75 people, stage set-up for the awardees, music and video screening for films of the awardees; and

#### b. Specific Objectives

Objective and Scope of Work: N-Peace is currently seeking services of a firm/organization to coordinate and execute the Awards Gala

#### c. Scope

Under the overall of the *Programme Specialist on Gender and Inclusion in Peacebuilding* at the UNDP Bangkok Regional Hub, the service provider is expected to:

##### 1. Awards Gala (4-7 March 2019):

- 1.1 Identifying a venue, one that best speaks to values of N-Peace and will be able to hold about 60-75 people for the Gala dinner
- 1.2 Arrange the Gala dinner which should include:
  - 5 course dinner, for 60-75 people with vegetarian options and inclusive soft drinks and coffee/tea options
  - Seating for 60-75 people with flower arrangements/decorations on each table
  - a stage backdrop
  - audio facilities for the award winners to receive the awards

- video facilities to screen films (minimum 2 screens from which all participants able to view the screens while seated)
- Entertainment provided by a band equipped with requisite audio facilities
- Photographer: all-event photoshoot

## **2. Design and Printing the Programme of the awards week**

- 2.1 Print 100 booklets in color, 35 pages high resolution, Half A4 (11:3 wide) or 210 × 297 mm on 250 gsm art paper (gloss finish)

### **d. Approach and Methodology**

The event should be conducted in such a way to ensure the winners of the awards is the highlights of the award, and they should remain central to the event. The themes and designs of the stage should be in line with this and is reflective of N-Peace and the women peace and security agenda. Given that winners are from different faiths and ethnic background the menu should provide for this. Entertainment selected for the evening should not overshadow the award ceremony and or the spotlight given to the awardees.

### **e. Deliverables and Schedules/Expected Outputs**

The consultant is expected to work towards the following work plan, and timelines to achieve the stated outputs.

Outputs	Target due dates	Review and approvals required
Initial plan including proposed venue,	1 February 2019	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Proposed menu and flow of the evening including entertainment identified with details on what will be on offer	16 February 2019	
Booklets delivered to UNDP	28 February 2019	
Gala event held	Week of 4 March 2019	
Total		

Any written outputs will be professionally edited separately according to UNDP formats and guidelines.

### **Intellectual Property:**

All information and production of video pertaining to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use without a time limit. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

**f. Key Performance Indicators and Service Level**

The Bidder is expected uphold rigorous professional standards in coordinating the event. The Bidder should include in their bid a description of their previous experience in conducting similar events, their expertise methods and approaches used.

**g. Governance and Accountability**

The method of payment is output-based lump-sum scheme. The payments shall be released within 30 days upon submitting the required deliverables with satisfactory by Programme Specialist on Gender and Inclusion in Peacebuilding, UNDP Bangkok Regional Hub as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

UNDP expects the service provider to make available a lead coordinator who will be the main focal point, and in addition will require weekly updates from the coordinator on the progress of the work that is in addition to further meetings that maybe required depending on the need.

The service provider will also be put in contact with the respective UNDP country offices to liaise on any specific issues during the applications or selection process.

**h. Facilities to be provided by UNDP**

UNDP will not be responsible for providing any facility, support personnel, support service, or logistics for the provision of these services.

**i. Expected duration of the contract/assignment**

The period of the assignment is estimated to be from 29 January 2019 to 7 March 2019 in then outlined above.

Progress reports will be provided on a weekly basis via emails/skype calls.

**j. Duty Station**

This assignment will be home-based with no travel required.

**k. Professional Qualifications of the Successful Contractor and its key personnel**

**The minimum requirement for the Company/Organisation/Institution:**

- Have valid legal registration certificate
- Demonstrated expertise and experience coordinating and conducting high profile events similar to Gala
- Demonstrable expertise and experience organizing Exhibitions

- Demonstrable expertise and experience designing and printing publishing materials
- Previous engagement with UNDP/major multilateral/ or bilateral programmes will be an asset

**The Company/Organisation/Institution has to propose on event coordinator to liaise with UNDP for provision of services.**

The event coordinator identified should have:

- Bachelor's degree or equivalent in relevant areas such as communication arts, marketing, graphic design or brand development
- Experience in conducting similar events
- Experience and skills in designing material to be used for campaigns
- Excellent communication skills in English
- Previous experience working with the UN and or other similar organizations

### **Price and Schedule of Payments**

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR.

The method of payment is output-based lump-sum scheme. The payments shall be released within 1 week upon submitting the required deliverables with satisfactory by the *Programme Specialist on Gender and Inclusion in Peacebuilding* at UNDP Bangkok Regional Hub as per agreement for each report in accordance with a set time schedule to be agreed in the contract

- Deliverable 1 - Initial Plan (15%)
- Deliverable 2 - Proposed venue for Gala with details on what will be on offer (30%)
- Deliverable 3 - Final delivery of the Gala (55%)

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>10</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>11</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per **RFQ Reference No. 01/2019**:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

1. Designing and Printing Services				
	Description	Unit of Measurement	Units	Proposed Price
	Designing of programme booklets and stage backdrop - Graphic designs should be done in consultation with Communications Consultant UNDP	Set	2	
	Designing and printing Booklets Specification: - print full colors, 35 pages high resolution including covers - size: Half A4 (11:3 wide) or 210 x 297 mm on 250 gsm art paper (gloss finish)	Each	100	
2. Arranging the Gala Dinner				
	Description	Unit of Measurement	Units	Proposed Price
	Sit down dinner, for 60-75 people seated with flower arrangements/decorations	People	60-75	
	A stage backdrop and audio facilities for the award winners. - Backdrop specifications: photo backdrop pull out frame (3.6m x 2.4 m) sticker inkjet - Lighting and sound system	Set	1	

<sup>10</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Video facilities to screen films (minimum 2 screens made visible to all attendees)	Set	1	
	Photographer: all-event photoshoot	People	1	
	Entertainment	Band	1	
	<b>Total Final and All-inclusive Price Quotation</b>			

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses	
	<i>Yes/No, we will comply</i>	<i>If yes, pls. provide the required documents and/or experiences</i>
Have valid legal registration certificate		
Demonstrated expertise and experience coordinating and conducting high profile events similar to Gala		
Demonstrable expertise and experience organizing Exhibitions		
Demonstrable expertise and experience designing and printing publishing materials		
Provisions of event coordinator/focal who meet the required qualification stated in the TOR. (Pls attached the CV of proposal personnel)		

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

## Annex 3



UNDP GTCs for Contracts.pdf