



REQUEST FOR QUOTATION (RFQ) (Goods)

To: All Interested Bidders	DATE: July 8, 2019
	REFERENCE: RFQ/UNDP/SUSTAIN - 58134/040/2019 – Provision of Event Organizer for SUSTAIN Closing Event in Medan and Jayapura

Dear Sir / Madam:

We kindly request you to submit your quotation for Provision of Event Organizer for SUSTAIN Closing Event in Medan and Jayapura, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **July 11, 2019 at 23.59 GMT+7** and via (choose appropriate box) ☒ *e-mail* to the address below:

United Nations Development Programme

7th floor Menara Thamrin Building, Jl. MH. Thamrin Kav 3, Jakarta 10250 - INDONESIA

Phone: (6221) 29802300 ext 944

Attn: Procurement Unit

Email address: *bids.id@undp.org*

Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than N/A 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. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	N/A
Delivery Schedule	N/A
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency : IDR
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	23.59, Thursday, July 11, 2019 and GMT+7
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<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"/> 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"/> Company Profile/Portfolio <input checked="" type="checkbox"/> CV of key person who have experience in conducting product launching, talk show, and exhibition.
	<input checked="" type="checkbox"/> 30 days

¹ 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.

² 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.

³ First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	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 ⁴	Report	Time Target	Payment
	1. Submission of the event plan 2. Submission of the event implementation report	15 July, 2019 24 July 2019	50% of total contract 50% total contract
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <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"/> Contract Face Sheet (Goods and-or Services) UNDP		
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html		
Conditions for Release of Payment			

⁴ 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.

⁵ 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.

	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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) ⁷	<i>Aulia Nandiani</i> <i>aulia.nandiani@undp.org</i> 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.

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

The quotation that complies with all of the specifications, 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.

Any Purchase Order 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 the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Martin Kurnia
Procurement Analyst
July 8, 2019

**TERMS OF REFERENCE
SUSTAIN PROJECT CLOSING CEREMONY
"5 YEARS OF SUPPORTING JUSTICE SECTOR REFORM"
Medan (17 July 2019) and Jayapura (19 July 2019)**

1. Background

Support to the Justice Sector Reform in Indonesia (SUSTAIN) is a five-year project funded by the European Union and implemented by UNDP Indonesia which aims to enhance public trust in the judicial system by supporting the Government of Indonesia to strengthen the rule of law.

Starting 2014, the 10 million Euro project seeks to increase the transparency, integrity and accountability of the judiciary and the quality of justice service delivery to the public. The project provides technical support to the Supreme Court of the Republic of Indonesia and its subordinate judicial institutions based on the 2010-2035 Blueprint for Judicial Reform designed by the Supreme Court.

SUSTAIN provides technical support to the Supreme Court in four sectors:

1. Internal and external oversight of the judiciary.
2. Knowledge and skills of judges and court staff.
3. Human resources management.
4. Case management system and procedures of the judiciary to improve transparency, quality of case data and decisions and timeliness of case handling.

Towards the end of the project in July 2019, the SUSTAIN Project will organize a closing ceremony which will be separated in two kind of event at national level in Jakarta (July 16) and two pilot courts in Medan (July 17) and Jayapura (July 19).

In Medan and Jayapura, the event consists of an executive summary of five-year work of the SUSTAIN Project, remarks from the European Union as the project donor, remarks from UNDP Indonesia as the project implementer and remarks from the Supreme Court of Indonesia as the project main partner.

The event will also feature a seminar, titled "Sustainability of Justice Reform in Indonesia". Participants of the discussion comprise mainly of high court and district court officials in the particular province.

2. Objectives

- Raise awareness on SUSTAIN activities in 5-years supporting judicial reform in collaboration with the Supreme Court.
- Publish the results of project activities in order to build sustainability of SUSTAIN's work in pilot courts.
- Officially close SUSTAIN Project in two pilot courts (Medan and Jayapura).

3. Participants

- Medan: around 70 participants, consisting representatives of the local high courts and 1st level of courts in four jurisdictions.
- Jayapura: around 70 participants, consisting representatives of the local high courts and 1st level of courts in four jurisdictions.

4. Time and Place

Medan

Date : Wednesday, 17 July 2019
Venue : Hotel in Medan (TBC)
Time : 09.00 - 13.00 WIB

Jayapura

Date : Friday, 19 July 2019
Venue : Hotel in Jayapura (TBC)
Time : 12.00 - 16.00 WIT

5. Qualifications of Event Organizer (EO)

a. Company Qualification

The company must have at least 5 years of experience in organizing similar event in Jakarta or big cities in Indonesia, especially event with international scope.

b. Personnel Qualification

The company must provide personnel who hold the roles as explained below and attach the Curriculum Vitae (CV) of the key person and experience portfolio in the bid proposal.

- Event Manager (1) Person in charge who will manage personnel, running and manage the event schedule, as well as assisting UNDP on managing other vendors

Qualification: Minimum bachelor degree with 7 years of experience in the area of programmer/ management for manager position; Experience in handling international and national event

The company must ensure that the nominated personnel cannot be changed without the approval from UNDP during the project.

6. Scope of work

The company that is assigned as the event organizer is needed to provide services during the event preparation, event implementation and after the event, directly coordinate with the team from UNDP, SUSTAIN Project, and media partner. The job description is as follow:

Event Preparation

- Provide Event Manager and team to support the event preparation run smoothly and meet all UNDP criteria. The team consist of but not limited to: event manager, stage manager, LO, operator, runner, usher, production crew, and registration crew.
- Propose and contacting MC for the day of event
- Contacting music performance for the day of event

- Design and print of event materials: backdrop, graphics for LED screen, photo exhibition and book display
- Provide stage decoration such as sofa arm chair for speakers, coffee table, podium and gavel, and mini garden
- Provide stage equipment such as wireless microphones and clicker or pointer for presentation
- Provide assistance in distributing and follow up invitation letter
- Produce and distribute souvenir to all participants
- Provide LED screen, switcher, and genset for LED screen **for event in Medan only**.
- Provide photo exhibition and book display equipment such as photo panel, desk, decoration and lighting.
- Provide computer demo equipment such as in all-in-one PC and internet connection
- Coordinate with the venue management for all forms of event permits, security, loading/unloading, as well as formulation of venue guides
- Coordinate with the souvenirs vendor for the production, delivery, and storage of merchandise materials
- Coordinate with UNDP in preparing secretariat room and facilities around the venue

Event implementation

- Implementing the event agenda smoothly and effectively
- Provide Event Manager who will become the PIC during event implementation including event management team to support the day of event
- Provide MC formal
- Provide music performance
- Coordinate with the venue management in preparing the supporting facilities so that they can be easily accessed by the participants during the event
- Coordinate with the documentation team during the event and assist guest flow especially during the photo op session
- Coordinate with SUSTAIN team on technical running order
- Ensure the smooth movement of people during the event, including VIP guest security and during the change of the event set
- Develop, prepare, and implement registration flow and its equipment including flow of merchandise distribution

After the event

- Responsible for organizing the logistic loading and unloading needs
- Ensure the completeness of the documents needed by UNDP from the participants and the invitees

7. Duration of Assignment

The duration of assignment is as follow: **15 July 2019 – 24 July 2019**

8. Report and Schedule of Payment

Report	Time Target	Payment
1. Submission of the event plan	15 July 5, 2019	50% of total contract
2. Submission of the event implementation report	24 July 2019	50% total contract

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)

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.: RFQ/UNDP/SUSTAIN - 58134/040/2019 – Provision of Event Organizer for SUSTAIN Closing Event in Medan and Jayapura.

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements for Event in Medan 17 July 2019

Item No.	Description/Specification of Goods	Quantity	UOM	Period of engagement	UOM	Unit Price	Total Price per Item
I.A	Performer for Event in Medan						
1	MC formal (will be act as moderator also)	1	Person	1	event		
2	Music performance (all in including riders, equipment, etc)	1	Team	1	event		
I.B	Performer for Event in Jayapura						
1	MC formal (will be act as moderator also)	1	Person	1	event		
2	Music performance (all in including riders, equipment, etc)	1	Team	1	event		
II	Professional Fee						
1	Event Manager	1	person	2	event		
2	Stage Manager	1	person	2	event		
3	Operator	2	person	2	event		
4	Runner	3	person	2	event		
5	LO	2	person	2	event		
6	Production Crew	1	person	2	event		
7	Registration Crew	2	person	2	event		
8	Usher	4	person	2	event		
9	Graphic designer	1	person	2	event		
10	Invitation handling	2	person	2	event		

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

III	Production and Equipment						
	Stage						
1	Backdrop printing for event in Medan including rigging or iron frame and spotlight Size: 8 x 3.25 meter	1	Set	1	event		
	Backdrop printing for event in Jayapura including rigging or iron frame and spotlight Size: 8 x 3.25 meter	1	Set	1	event		
2	Mini garden in Medan	8	Meter	1	event		
	Mini garden in Jayapura	8	Meter	1	event		
3	Podium and Gavel	1	Set	2	event		
4	Armchair sofa	4	Unit	2	event		
5	Coffee table	2	Unit	2	event		
6	Wireless Microphone	5	Unit	2	event		
7	Clicker and pointer for presentation	2	Unit	2	event		
	Photo Exhibition						
8	All In One PC with wide screen including high speed internet connection for system demo Inclusive with decoration	3	Set	2	event		
9	Desk for modul and book display	1	Unit	2	event		
10	Photo panel including lighting and photo printing, size panel: 9.6 m x 2.4 m	1	set	2	event		
IV	LED Screen for Medan Event only						
1	LED Screen	1	Set	1	event		
2	Switcher	1	Set	1	event		
3	Genset for LED Screen	1	Unit	1	event		
4	Stage or Level for LED Screen	1	Set	1	event		
V.A	Accommodation and Transportation – Event Medan						
1	EO Team	1	Pack	1	event		
2	MC	1	Pack	1	event		
3	Music Performers	1	Pack	1	event		

V.B	Accommodation and Transportation – Event Jayapura						
1	EO Team	1	Pack	1	event		
2	MC	1	Pack	1	event		
3	Music Performers	1	Pack	1	event		
VI	Others						
1	Communication tools	1	Pack	2	event		
2	Stationery	1	Pack	2	event		
3	Photo Wall with rigging and spotlight in Medan	1	Set	1	event		
4	Photo Wall with rigging and spotlight in Jayapura	1	Set	1	event		
	Total Prices of Goods¹⁰						
	Add : Management Fee						
	Total Final and All-Inclusive Price Quotation						

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation 30 days			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

¹⁰ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ