



REQUEST FOR QUOTATION (RFQ)
For Event Management Services to Manage Organization and Communication of Social Protection Conference

NAME & ADDRESS OF FIRM	DATE: August 15, 2019
	REFERENCE: UNDP/RFQ/22/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for ***Event Management Services to Manage Organization and Communication of Social Protection Conference***, 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 **5:00PM, August 25, 2019** in sealed envelope by ***courier mail or hand delivery*** to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/22/2019
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

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 above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> Other:
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> Supplier/Offeror

Exact Address/es of Delivery Location/s (identify all, if multiple)	Kathmandu, Nepal
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (if using freight forwarder)	Not applicable
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 18 th – 19 th September 2019
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	
Deadline for the Submission of Quotation	5:00PM, August 25, 2019
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar services; <input checked="" type="checkbox"/> Documents demonstrating 5 years of experience in events management and support, which includes co-ordination with media (including international media); <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;

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.

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	<ul style="list-style-type: none"> • 30% upon submitting and agreeing workplan with UNDP, UNICEF and ILO and Approval of the venue plan. • 30% upon finalization of the conference related services which includes conference kits, signages, banners, prints, as per the agenda requirements. • 40% upon successful completion of the conference and post-conference deliverables.
Liquidated Damages	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP's contract services
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements

² 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 ³	<input checked="" type="checkbox"/> Schedule of Requirement and Terms of References (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 checked="" type="checkbox"/> Terms of Reference (Annex 4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit UNDP Nepal Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/22/2019 (SA), on or before 12:00 Noon, 22 August 2019. UNDP shall post the responses of inquiries in the same website. Inquiries received after the above date and time shall not be entertained. 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

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ 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 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 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 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

August 15, 2019

Schedule of Requirements and Terms of References

Terms of Reference

Event Managing Company to Manage Organization and Communication of Social Protection Conference

UNDP Nepal

Duty Station: Kathmandu

1. BACKGROUND AND JUSTIFICATION

Social protection has emerged as a major new focus in efforts to reduce poverty around the world in recent years. Social protection is commonly understood as a set of public actions which address not only income poverty but also social vulnerability, thus taking into account the relationship between exclusion and poverty. Through income or in-kind support and programmes designed to increase access to services (such as health, education and nutrition), social protection helps realize human rights, enhancing human development and bolstering economies.

The 2030 Agenda for Sustainable Development aims to end poverty in all its forms by expanding social protection for all among others.⁵ The commitment towards universal social protection is reflected in the new Sustainable Development Goals (SDGs) with SDG Target 1.3 aiming to “implement nationally appropriate social protection systems for all, including floors” for eradicating poverty. Countries in South Asia have increasingly recognized social protection as a key priority to achieve inclusive and sustainable growth. At the same time, significant gaps still remain in terms of both coverage and investments.

Nepal is at a crucial juncture in its development trajectory, as it undergoes significant economic, demographic and social changes that will transform the country for years to come. Between 2006 and 2014, Nepal halved its multidimensional poverty index. Despite this, a significant proportion of the population still live below the poverty line more remain just above it and vulnerable to wide range of shocks and wider impacts of climate change.

The 2015 Constitution of Nepal guarantees the right to social security for the economically and socially vulnerable. Nepal counts with a large and diversified social protection portfolio. Over the last decade, Nepal has continued to invest in its social protection system by expanding flagship social assistance programmes, such as its Child Cash Grant towards a universal approach. At the same time, Nepal is moving towards a more comprehensive system and transitions into a fully-fledged federal state that includes new protections by introducing new social insurance and labour market schemes.

⁵ United Nations, Transforming our world: the 2030 Agenda for Sustainable Development, General Assembly Resolution A/RES/70/1, paragraph 4, United Nations, New York, 25 September 2015.

Nepal's Social Protection Task Team (SPTT) is a group of development partners who are committed to coordinating and cooperating in their support to improving social protection (SP) in Nepal. The SPTT was formed after the 2006 peace agreement and was formalized in 2010. It currently counts with the participation of a wide range of multilateral agencies and bi-lateral agencies. The SPTT aims to engage in policy dialogue with the government and support evidence-based approaches and learning. UNICEF currently act as Chair of the group with the World Bank acting as co-chair.

To better support the government, deliver an expanded and ambitious agenda on social protection, the SPTT and its individual members are organizing an International Conference on 'Resilient Social Protection for an Inclusive Future'. The International Conference aims to share experiences from Nepal and other countries (in the region) to promote informed policy debate and decision-making to support the Government of Nepal and the relevant ministries in its efforts to promote and advance its social protection agenda for a more inclusive future for all.

The Conference will take place in Kathmandu on September 18-19th and will aim to bring together 120 participants including government officials, policy makers, researchers and practitioners. The conference will include a high-level panels, presentation and interactive presentations by a wide range of participants. It aims to serve as a flexing point to elevate the national dialogue on how social protection can advance a more inclusive growth and bring forward the policy agenda.

2. OBJECTIVE/JUSTIFICATION

The International Conference is a high-level event that will engage policy makers, researchers and practitioners from Nepal, as well as from the South Asia region and globally. The Conference is jointly convened by UNICEF, UNDP, ILO alongside a range of government and development partners. As a result, an events management company is needed to assist the organizing organizations and its partners to ensure a well-planned and logistical support as well as develop key communication materials for the delivery of a two-day conference on September 18-19th, 2019. These activities will need to be carried in close consultation with UNICEF, UNDP and ILO Nepal country office and partners.

3. SCOPE OF WORK

The purpose of this contract is to obtain the services of an event management agency to support the organization and preparation of communication materials for the international conference.

The specific objectives of the contract are the following:

- Lead and facilitate the design and production of all conference materials (including conference programme, invitations, banners, etc) and conference stage (podium, screen and stage set-ups, hall decorations, maternal nutrition-related props, flex, banners, etc.).
- Coordinate and manage all administrative and logistical arrangements for the efficient and timely organization of the event, including all arrangements for the duration of the 2-day conference such as seating arrangement, audio-visual equipment, power back up, scheduling of food and beverage, registration desk, and press meeting during the conference;

- Provide quality photographer, sound and translation services including sign language, video screening and web stream services for the conference.

The below tables present the specifications for the services and tasks/deliverables being requested under this assignment. Budgeting needs to be made for 120 participants.

The timeline for implementation is the following:

Deliverables	Date
1. Conference concept design and action plan for the management of all venue-related administrative and logistical arrangements of the regional conference as per agenda.	August 26
3. Approval of the venue plan which will include scale floor conference venue sitting plan and stage dais set-up layouts as per the agenda.	September 1
4. Concept and branding design for communication materials (Conference Programme A4 booklet-A5 closed, roll ups, stage background image, outdoor communication banner)	September 5
5. Submission of complete design deck for conference related services and materials	September 10
6. Event management support during the week of the event (registration desk, ushers, translation, photographer, video screening, web stream)	September 20
7. Submission of conference deliverables, including closure report with log sheet of activities, photos and verification of event activities.	September 27

4. DURATION

The duration of the contract is 25 working days between August 26 and September 30, 2019.

5. WORKING LOCATIONS

The Events Management Agency needs to be based in Kathmandu, Nepal and will work from their own premises in close partnership with UNDP, UNICEF and ILO Nepal Country Office and contracted hotel for the conference. The agency may be requested to work with specific partners for specific deliverables as needed.

6. PROPOSED PAYMENT SCHEDULE

Payments to be based on the following outputs as delivered, certified upon review by UNDP and UNICEF.

No	Payment schedule	Percentage
1	Upon submitting and agreeing workplan with UNDP, UNICEF and ILO and Approval of the venue plan	30
2	Upon finalization of the conference related services which includes conference kits, signages, banners, prints, as per the agenda requirements	30
3	Upon successful completion of the conference and post-conference deliverables	40

7. CONTRACT SUPERVISION

The contracted institution/firm will be supervised by, Gender and Social Inclusion Advisor of UNDP; Social Policy, Evidence and Evaluation (SPEE) Section Chief of UNICEF; Nepal Country Office. The service provider is responsible for their own working conditions and to ensure continuity of service and quality support as needed for timely implementation.

8. QUALIFICATIONS AND EXPERIENCE REQUIRED

The Events Management Agency must have prior experience in the following listed skills

- At least 5 years of experience in events management and support, which includes co-ordination with media (including international media).
- Expertise in public relations with good communication skills - both written and verbal
- Proven expertise in graphic design and branding of high-profile events.
- Knowledge in the following areas for enhancement of successful event management: Logistics and transportation knowledge and scheduling lodging for event participants and guests.
- Demonstrable experience in managing high profile events for regional economic commissions and/or regional inter-governmental bodies an asset.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁶

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁷)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid on **Event Management Services to Manage Organization and Communication of Social Protection Conference** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/22/2019:

TABLE 1 : Offer for Event Management Services to Manage Organization and Communication of Social Protection Conference

Item No	Description	Quantity	Unit Price in NPR.	Total Amount in NPR.
A	Event Management Cost	1 lump-sum		
	Total			
	13% VAT			
	Total Price with VAT			

NOTE: Break-down of the cost in separate MS Excel is required in the format attached.

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
Not Applicable				

⁶ This serves as a guide to the Supplier in preparing the quotation and price schedule. Any equipment or service overlooked in this specification may be a subject to supplementary amendment and will be duly communicated to all concerned

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁸ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period of 1 year	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

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]

⁸ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

Annex 3

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Events Management Budgeting Template

Title: International Conference on Resilient Social Protection for an Inclusive Future

Date: 18-19 September 2019, Kathmandu, Nepal

Expected number of total participants: 120

S. No	Activities	Unit	Estimated Quantity	Cost Details	Cost Amount (NPR)	Budget Notes
1.1	Planning and Coordination					
1.1	Team Leader/ Event Coordinator (number of working days)	person				person time to oversee planning and coordination of event.
1.2	Pre conference support for registration, admin and logistic (number of working days)	person				Advisory support for AV set up by hotel. Coordinates decoration for conference
1.2	Onsite Staffing on Days of event					persons time for pre-conference duration
1.3	Ushers (2 days)	person				
1.4	Secretarial assistants (2 days)	person				person time for entire conference duration and for evening reception on day 1.
1.5	Hall Assistants - day 2 afternoon (number of working days)	person				person time (Onsite registration ; Registration desk support)
						person time
2	Event Branding, Concept and Design Work					
2.1	Concept and branding design for Conference materials (creative design)			96 hours		Concept and design for conference (art-work cost for all designs). Design conference logo and branding for all materials in consultation with Unicef
2.2	Backdrop Design - Main Conference Area		1.00	25sqmtr sized LED screen+ supporting platform for digital screen +3 days		Electronic(LED/LCD) - The design is the placement of the writings and logos given by UNDP/ILO/UNICEF. Installation during conference - day 1, 2 (Dimensions: 20.79 (w) x 9.4 (h) - 11:5 ratio . A 45.4515 sq mtr sized screen + supporting platform for digital screen)
2.3	Backdrop Design - entrance, registration area		2.00	including flex +supporting frame		Flex with Frame 16' x 8' - Price should be submitted as per m2. The design is the placement of the writings and logos given by UNICEF. It should be digital printing. Installation during conference - day 1, 2, 3(Dimensions: 2 Flex with Frame (4 X6) (753.47/sq.mt - includes flex + supporting frame) ; 3 Flex with Frame (4 X6) (753.47/sq.mt - includes flex + supporting frame)
2.4	Partners' Logo Banners		2.00	including flex +supporting frame		The design is the placement of the writings and logos given by UNDP/ILO/UNICEF. Digital printing. Installation during conference - day 1, 2 (Dimensions:753.47/sq mtr- includes flex + supporting frame)

2.5	Seating arrangements for up to 120 participants in main conference room (Day 1, 2) and during breakout sessions on day 2 (half day)			1.00		Person time. To provide overall artistic direction for set up and general decoration in coordination with hotel.
3	Conference Kit					
	Name badges and lanyard			120.00		The design is the placement of the writings and logos as agreed with UNDP/ILO/UNICEF.
	Conference bags			120.00		The design is the placement of the writings and logos as agreed with UNDP/ILO/UNICEF. Cotton Kora baas.
	Conference folders			120.00		Single pocketed folder of Nepali paper . The design is the placement of the writings and logos as agreed with
	Conference pens with branding			120.00		Navy blue and black ink options
	Conference writing pads with branding			120.00		The design is the placement of the writings and logos as agreed with UNDP/ILO/UNICEF. Matt paper writing pads.
	Invitation cards for evening reception			140.00		Concept and design. Color printing charges including custom envelopes. Matt paper invitation cards.
	Conference Programme (A4 open, A5 Closed) - 20. p double sided in color print			120.00		
	Security and Admin Note (6 pages) - double sided color print	3 sheets		120.00		A4 size papers with both side prints in color
4	Business Centre / Secretariat					
	Laptop	rent/day		1.00		
	Photocopier	rent/day		1.00		Good condition's normal capacity colour Photocopier
	Printer	rent/day		1.00		Good condition's normal capacity colour Printer
	Photocopy/Printing of documents	lumpsum				
5	Signages					
	Direction Boards and Hall Signages					6 x 3 Ft. Price should be submitted as per sq.ft. inclusive of flex + supporting frame "
	Podium/Lectern signs			1291.67 sq.mtr		Specification: " 1291.67/sq. mtr " .
6	Miscellaneous Costs					
6.1	Name plates			60.00		name plates for 120 participants and 8 table-top SAARC country flags

6.2	Pen drives loaded with soft copies of conference materials (ready by midday on Day 3)		120.00			8 Gb capacity. UNICEF will provide soft copies of conference materials.
6.4	Prepare poster presentation stalls		10.00			Poster presentation stalls for 8 countries. To be displayed inside conference venue. Costs to include printing of posters and set up of stalls (Specification: size- 3/4 feet flex posters)
6.5	Professional Photography	day	3.00			Professional demands use 16 mp DSLR cameras + external flash.
6.6	Professional Video Streaming	day	1/2 day			
6.7	PA system	day	3.00			Standard PA system which includes at a minimum 5 table mics + 8 cordless mics, 4 JBL speakers
6.8	Multimedia Projector and Screen	day	3.00		30sqmtr sized LED screen+supporting	2 Multimedia Projector and Screen required for the main conference hall (Specification: 10' 2" Height /13' 8" Length)
6.9	Soft board	day	3.00			8X4ft Soft board - 1 pc
7.10	Social Event					Traditional Nepalese music (artist + sound mixer + speakers) for the social reception on day 1 of conference
7.11	Candle lighting ceremony, and flowers for opening/closing	lumpsum				
7.12	Communication costs with conference organisers and pre-conference registration process for the participants	lumpsum				Communication costs for event preparation
7.13	Venue decoration	lumpsum				Standard decoration for high level conference
7.14	Stationery and miscellaneous	lumpsum				Regular standard stationary quote is required
	Sub- Total Event Cost					
8	Production Supervision, Logistics Management Fee	% of production			Agency service fees	
9	Total Cost of Event					