



REQUEST FOR QUOTATION (RFQ) (Services)

To: Interested Bidders	DATE: September 17, 2019
	REFERENCE: RFQ/UNDP/SDG-58134/040/2019 - Provision of Event Management for SDGs Conference 2019

Dear Madam/Sir:

We kindly request you to submit your quotation for Provision of Event Management for 2nd SDGs Conference 2019, 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 **September 23, 2019 @1000 hour (GMT+7)** and via ☒ *e-mail*, to the address below:

United Nations Development Programme

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

Phone: (6221) 29802300 ext 9447th floor Menara Thamrin Building, Jl. MH. Thamrin Kav 3, Jakarta
10250

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 10 MB per transmission, virus-free and no more than 5 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 PDF, and free from any virus or corrupted files.

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 type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> OTHER: Please refer to Annex 1	
Customs clearance ¹ , if needed, shall be done by:	N/A	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Fairmont Hotel Jl. Asia Afrika No. 8, Senayan, Jakarta Pusat - 10270	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Please refer to Annex 1	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER: N/A
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local currency: IDR for Local Bidders	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Others: Please refer to Annex 1 Please refer to Annex 1	
Deadline for the Submission of Quotation	23 rd September 2019 @1000 hour (GMT+7)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

¹ Must be linked to INCO Terms chosen.

² 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.

³ 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.

⁴ 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.

Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <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 ⁶	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Others (Please refer to Annex 1)
Liquidated Damages	N/A
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <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 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 3 working days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Others:

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ 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 check payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ 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 ⁸	<input checked="" type="checkbox"/> Specifications of the Service Required (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). 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) ⁹	Yusef Millah and Agus Margono <i>UNDP Procurement Associate</i> <i>yusef.millah@undp.org; agus.margono@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.

Services 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, and 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 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.

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

⁹ 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.

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
September 17, 2019

Annex 1
Terms of Reference
Provision of Event Management for SDGs Conference 2019
8-9 October 2019

I. Background

For the first time in the past decade, Indonesia's national poverty fell below ten percent. Earlier this year, BPS shared their findings on poor people in Indonesia, who made up to 9.82% of the total population. A third of poverty rate cut from 15.42% in 2008 was a remarkable achievement to the Goal 1 of the Sustainable Development Goals. Despite the success, reaching zero poverty and achieving 16 other SDGs by 2030 remained an ambitious task. Government of Indonesia translated her commitment in adopting the SDGs by launching Presidential Decree No. 59 Year 2017 on the Implementation of SDGs Achievement. The decree provided a legal framework for national and subnational governments in accelerating SDGs attainment in their respected region. It mandated the establishment of inclusive SDGs Coordination Team, mainstreaming of SDGs in planning document (RPJMN/RPJMD), preparation of National and Local Action Plan on SDGs, and annual reporting on SDGs Achievement.

President Joko Widodo led the steering committee of National SDGs Coordination Team. Using the inclusive team as platform, GoI led the development of National Action Plan on SDGs in consultation with more than 200 non-state actors. In June 2018, Vice President Jusuf Kalla launched the National Action Plan on SDGs in Jakarta, followed by launching of Local Action Plan on SDGs by Riau province in July 2018. Similar to the National Action Plan, Local Action Plan served as guideline for local government and non-state actors to translate targets into actions.

Translating targets into actions to achieve the goals required local government to execute implementation, to monitor, and to evaluate development programs. In Localizing the SDGs, UNDP had identified four key enablers to localize the SDGs, i.e. Policy Coherence, Data Analytics, Multi-stakeholders Partnerships, and SDGs Financing; with *Innovations* being the core of the enablers. In the context of accelerated process, innovation central to programming and policy. During a recent SDGs symposium in Siem Reap, Cambodia, Indonesia was appreciated for being ahead in terms of policy coherence, among other Southeast Asian countries. Moving forward, government will start the implementation phase to reach achievement of Agenda 2030. Successful implementation requires innovative-well planned-programming. SDGs platform provides opportunities for stakeholder to contribute for accelerated implementation and achievement of the SDGs. Contributions from stakeholders, not limited to funding, are aimed to the effective programming, innovative-convergent approach and business modalities that targeting the interlinked goals and targets. Inclusiveness of private sectors and philanthropy, academia and civil society as part of the programming is an important step for the achievement of the SDGs.

The Indonesia Annual Symposium on Localizing SDGs, starting in 2019, is proposed as an annual event and a cross-learning platform for national and subnational government, private sectors and philanthropies, civil society and academia, to come together sharing their best practices in successful innovative programs/ projects. Program/project can address specific SDG goal, or clusters of goals and targets. The symposium will also provide opportunity for SDGs stakeholders to discuss factors that hinder the progress of achievement, especially on some persistent and specific challenges facing local stakeholders, which requires an innovative solution on both policy and implementation approach.

Ministry of National Development Planning/Bappenas started an Annual SDG event since 2018, and as requested by the Minister, UNDP – Tanoto Foundation’s proposed annual symposium is to be held at the same time with Bappenas’ event for an increased impact. Therefore, Bappenas has renamed the event to become ‘Annual SDG Conference’. As such, UNDP and Tanoto Foundation are requested to be convener for the following thematic areas: Localizing of the SDGs and Financing for its Achievement.

II. Objective

The objective of the required service is to select an Event Organizer who will assist UNDP, and liaise with Bappenas, EO from Bappenas and Debate Organizer for the preparation, implementation and reporting after the event.

III. Venue and Date

Venue: Fairmont Hotel, Jl. Asia Afrika No. 8, Senayan, Jakarta Pusat

Date: October 8 and 9, 2019

IV. Target Audience

The Total of around 350 participants from various sectors and dignitaries:

- United Nations Development Programme Administrator
- Executive Secretary of United Nations Economic and Social Commissions for Asia and Pacific
- Minister of National Development Planning/Bappenas
- Minister of Home Affairs
- Minister of Foreign Affairs
- Minister of Education and Culture
- Tanoto Foundation and its partners
- High level officials of UN agencies, development partners and donor communities
- Sub-national governments
- Academic and policy researchers from Indonesian universities and think tank
- Private sectors and philanthropies
- Civil society organizations
- Media person(s)

2 nd SDGs Conference 2019 (highlighted are UNDP's-owned agenda)				
Day	Part	Time	Description	Remarks
		09.00-10.00	Opening Speeches	Plenary Hall
			Coffee Break	
	II	10.30-12.00	Presentation by Ministries	Plenary I
	III	13.00-15.00	Breakout Sessions	4 parallel rooms
	IV	15.45-17.45	SDGs Debate Competition – Final Round	Will be conducted in one of 4 parallel rooms, with capacity of 200 people, amphitheater style
	V	19.00-22.00	Gala Dinner	Plenary Hall, with total capacity of 350 people in round table, with 7-8 seats in each table
2	VI	09.00-11.30	Breakout Session 4	
			Breakout Session 5	
		12.01-13.59	Lunch Break	
	V	14.00-15.30	Breakout session	
	VI	17.00	Closing Ceremony	

NOTE: UNDP and the selected Event Organizer will only be responsible for the event of SDGs Debate Competition – Final Round and Gala Dinner as highlighted above.

V. Scope of Work, Activities and Deliverables

The Event Organizer will be responsible for the required administrative, logistic and financial support starting from event preparation to completion of the events (including reporting in the post-event). The Event Organizer will focus to the success of the event and will work mainly with UNDP's main focal point, i.e. UNDP's Consultant for SDGs Conference. EO will also work with UNDP's SDGs Team, Bappenas, EO from Bappenas and Debate Organizer. The summary of the scope of work is the following:

- 1) Provide financial support by coordinating with:
 - a. Debate Organizer, the EO will be responsible to pre-finance the SDGs Debate competition which will be organized by Debate Organizer and the cost will be around IDR 70,000,000
 - b. UNDP's consultant for SDGs Conference, to pre-finance Gala Dinner for 350 participants with the total value of IDR 207,550,000
- 2) Provide Traditional Dance Performance during the opening and closing of the Gala Dinner by Ikreasindo
- 3) Provide band and singers by ikreasindo or their caliber
- 4) Provide Sustainable Fashion Show by APRIL (Fashion Show Group)
- 5) Provide children/youth choir from Bina Nusantara or as caliber
- 6) Provide professional choir by Resonanz
- 7) Provide hand-scan hologram mechanism for SDGs Academy launching ceremony
- 8) Provide interactive angklung performance by Ms. Ika From Ikreasindo or as caliber
- 9) Provide accommodation in Fairmont hotel for the finalist with the total of 12 people (6 rooms with double occupancy and 2 rooms with single occupancy – check in on 8th October 2019 and Check out on 9 October 2019)
- 10) Provide Breakout rooms for UNDP Secretariat and Press Conference where each room should accommodate at least 20 people and a front desk for 4 (four) people
- 11) Hire MC (Ms. Tieke Priatnakusuma and Ronald) throughout the event of Gala Dinner
- 12) Provide personnel to support pre-event, event and post event with detail as follows:
 1. Project Manager (1 person)
 2. Show Director (6 personnel)
 3. Sound, LED, and Lighting Operator (4 personnel)
 4. Floor Crew (4 personnel)
 5. Protocol for VVIP guests (4 personnel)
 6. Registration Desk and Support (3 personnel)
 7. Logistical Support (incl. accommodation and travel arrangement for the guests – 4 personnel)
 8. Public Relations Support (for handling press conference – 2 Personnel)
 9. LO Speakers (1 person)
 10. Note takers (1 person)
 11. Usher (10 personnel including one coordinator which should wear traditional custom from Indonesia)

- 13) Contact and ensure agreed performer to perform well for the events
- 14) Assist the project team in organizing the event in the location by ensuring the facility for event and/or accommodation are well-prepared and providing administrative support during the event.
- 15) Hire an interpreter company in consultation with UNDP and provide one experienced interpreter, booths, and together with 75 (seventy-five) wireless receivers to be distributed to foreign guests during the event

In details, the selected Event Organizer (EO) Scope of Work will be as followed:

I. Gala Dinner:

1. Layout Design

- The selected EO is expected to draw and ensure the room layout of the two-days event, such as sitting arrangement, lighting, photo booth, press conference to support the event;
- Ensure the wi-fi connection runs smoothly in coordination with the hotel during the period of event

a) Ballroom and Stage

The main layout is round table style that accommodate 7-8 people for each table. The selected EO is expected to provide podium for opening remark, address by honorable guest and keynote speech; also decoration and lighting in the stage.

- i. Stage Module: selected EO is expected to produce 18 m x 7 m x 60 cm (length x width x height) stage. For the Sustainable Fashion runway, EO is expected to provide 12 m x 2 m x 60 cm (length x width x height) stage integrated to the main stage.

NOTE: Adjustment to the dimension of stages is allowed following the consultation with the venue/hotel and UNDP. The stage material is melamine/melaminto

- ii. Stage Backdrop: selected EO is expected to provide LED Backdrop with the size of 14 x 3,6 meter. The interested EO should visit the hotel to determine the specification)
- iii. Podium: selected EO is expected to provide speaker podium to be integrated with stage layout/module in consultation with the venue/hotel and UNDP
- iv. Provide 1 (one) podium

b) Multimedia

- (1) LED Screen: selected EO is expected to provide 1 LED Screen minimum length 2.4 meter and height 7 meter. Adjustment to the dimension of the screen is allowed following the consultation with both the venue/hotel and UNDP
- (2) Switcher/Dataton display: selected EO is expected to provide video switcher/dataton display include laptop for presentation materials
- (3) Presentation Pointer: selected EO is expected to provide 1 presentation pointer
- (4) Video Bumper: selected EO is expected to provide 15 second bumper HD video

c) Sound System

- (1) Public Audio: selected EO is expected to provide sound system minimum 10,000 watts.
Adjustment to the audio wattage is allowed following the consultation with both

the venue/hotel and UNDP

- (2) Monitor Audio: selected EO is expected to provide stage speakers for the speaker during the plenary sessions

- (3) Microphone: selected EO is expected to provide 6 headset microphones, 10 wireless-microphone, and 1 podium microphone.

Adjustments within the requirement may occur on the D-day according to speakers' availability

d) Lighting System

- (1) Lighting: selected EO is expected to provide the style of the lighting with minimum 10 pieces par-led

- (2) Lighting Mixer: selected EO is expected to provide lighting mixer

e) Foyer Layout

(1) Lounge

The selected EO expected to provide suggested layout and production of lounge. The purpose of the lounge area is to provide space for participant before entering the Gala Dinner venue which should accommodate up to 8 (eight) people comfortably. The set up could include grouping of up to 1 (one) coffee table and sofa that accommodate 4 people (for standing party) and has ambience of Maritime.

(2) Registration Desk

The selected EO expected to design and for the production of the layout of participants' activity flow during registration.

(3) Photo Wall

The selected EO expected to provide design, layout and production of photo wall that conveys the message 'Innovate – Elevate – Replicate: Towards Accelerated Achievement of the SDGs in Indonesia'. The photo will be provided by UNDP while the size of the Photo wall will be 3,5 m x 3,6 m

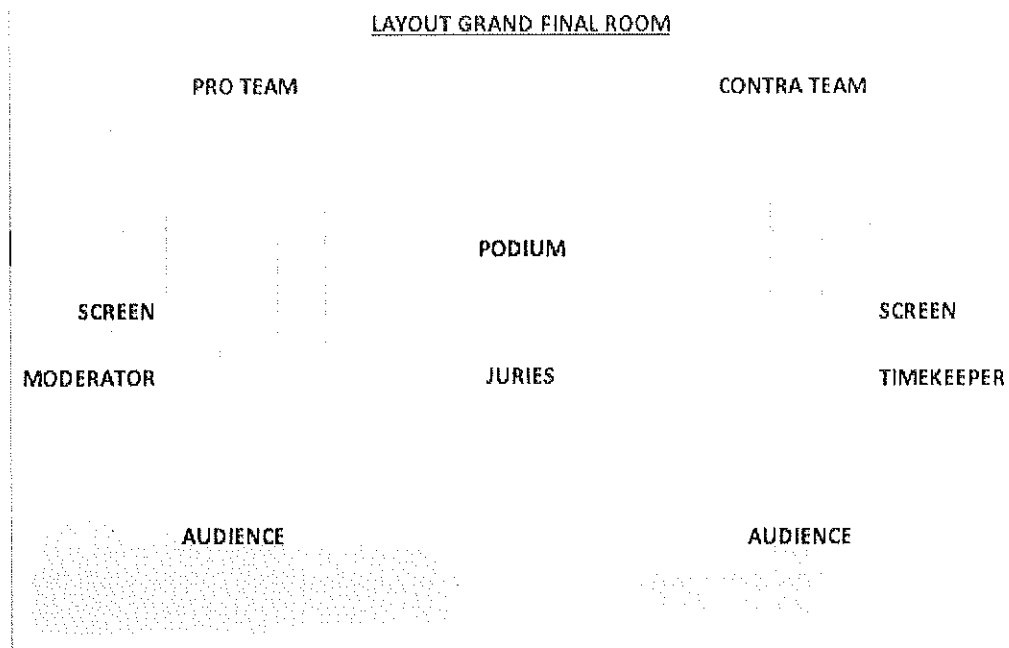
(4) Photo Booth

The selected EO expected to provide design, layout and production of one photo booth with the size of 4 x 2 meter and has theme of Maritime

II. SDGs Debate Final Round

a) Layout Design

The selected EO is expected to prepare a design layout in one of parallel room with a rough layout as the following:



b) Stage

- Stage is expected to be 7.2 m x 2.4 m x 60 cm (length x width x height).
NOTE: Adjustment to the dimension of stages is allowed following the consultation with the venue/hotel and UNDP
- Stage Backdrop: selected EO is expected to provide LED Backdrop that's suitable with the size of the stage
- Podium: selected EO is expected to provide 1 (one) podium

c) Sound System

- Public Audio: selected EO is expected to provide sound system minimum 5,000 watts.
Adjustment to the audio wattage is allowed following the consultation with both the venue/hotel and UNDP
- Microphone: selected EO is expected to provide 1 podium microphone, 9 wireless microphone, 3 headset microphones

d) Registration: selected EO needs to prepare all registration needs for the whole events, e.g. absence form, registration desk and stationaries.

III. **Overall Requirement**

a. Registration

Prepare all registration needs for the whole events e.g. absence form, registration desk, and stationaries.

b. Communication Materials

Produce, Manage and distribute all banners and invitation with the detail below:

12. Produce Standing roller banner with event info for the feasibility of the event with the size of 80 x 200 cm – Design and Photo will be provided by UNDP
13. Send out invitation to the following targeted invitees:
 - a. Embassies located in Jakarta

- b. All Governors of Each Province in Indonesia
- c. All Head of Bappeda of Each Province in Indonesia
- d. Ministries office in Jakarta
- e. UN Agencies in Indonesia
- f. Twenty (20) Development Partners in Jakarta and greater area
- g. Twenty (20) Rectors of all Universities in Indonesia
- h. Fifteen (15) Medias in Jakarta
- i. Seventy (70) Bappenas Officials
- j. Twenty (20) NGOs in Jakarta and Greater Area

c) Pre-Event

Assist speakers, VIP guests and participant during pre-event, in particular for the 350 participants registration and communication with speakers and VIP guests regarding the arrival management and accommodation.

d) Main Event

Assist speakers, VIP guests and participant during the event. Selected EO expected to allocate adequate number of personnel during the event

e) Documentation

The selected EO expected to produce content and documented all event sessions. Content: produce event bumper to be played prior to the event at the Ballroom (Full HD resolution)

(1) Documentation:

- Photo and video shooting for the sessions (opening remarks, address by honorable guest, keynote speeches, etc.)
- Coordinate and collect all transcripts of all speeches and of all seminar sessions (opening remarks, address by honorable guest, keynote speeches, panel discussions)
- Collection of media (printed and online) coverage after the event
- Prepare report for the SDGs Team with attachments:
 - (i) List of attendees
 - (ii) Edited video (highlight of the event) in 1 minute and 3 minutes formats in consultation with UNDP SDGs Team and Communication.
 - (iii) 8 up to 10-megapixel curated photos in jpg format as many as 130 pieces of photos.
(30 in the report with 4R size and 100 pieces in soft copy/thumb drive)
 - (iv) Proof of invoices for the pre financing
 - (v) Proof of logo placements

f) Supporting Tools

- 2 Electricity Generator (each should have minimum 80 KVA) to accommodate the electricity needed during Gala Dinner Event (6 hours)
- Any communication tools that will easily communicate among crews/members with fast respond

g) Security

Coordinate with security (UNDSS and the hotel) on entry access and security during the event. Coordinate with the venue management for all forms of event permits, security, loading/unloading, as well as formulation of venue guides/logistical notes

h) Others

- Any additional work beyond the TOR should have written confirmation from UNDP
- The selected EO must work within the contracted budget
- The selected EO must provide the accommodation (including meals) for the EO staffs
- All bidders must attach their portfolios and reference letters from two previous clients

In the case that some urgent/immediate new/changed arrangement or production or any problems that possibly arise, the selected EO must consult with UNDP's SDGs Team via UNDP's Consultant for SDGs Conference.

Deliverables/Output	Delivery Date	Review and Approvals Required
Output 1: Event Design & SDGs Debate <ul style="list-style-type: none">- Financial support for SDGs Debate competition- Room, lounge and stage layout- Foyer layout (incl. Booth and Photo Wall)- Event bumper video- Sending the manpower structure- Invoice from the Debate Organizer- Proof of invitation distribution and acceptance- Confirmation on the required equipment, interpreters, etc. as required in the scope of work mentioned above	27 September 2019	20% of the total payment will be made upon approval of deliverable by SDGs Technical Advisor
Output 2: submission of reporting on the event consist of: Agenda, photos, edited video, attendance record, compiled transcript, invoice for Gala Dinner, collected media coverage, etc. as required above	31 October 2019	Final payment (80%) will be made upon approval of deliverable by SDGs Technical Advisor

VI. Requirements for Experience and Qualifications

- Has proven experiences in arranging/handling at least 2 (two) international seminars/workshop/summit/conference with minimum 300 participants within 3 (three) years. Justified with recommendation letters from the past clients.
- Has required qualified personnel specified above

- Experience working with government, medias, International Agencies and any other relevant parties as specified in this tender.
- Qualification of the personnel:
 - (1) Any type of educational background for the managers of the event organizer with supporting of 2 (two) projects international seminar experience with 400 participants. Justified with company and management profile of the event organizer.
 - (2) Show Director must have at least experience in arranging/handling/managing 2 (two) projects of international seminar with minimum 400 participants within 3 (three) years. Justified with the CV of Show Director.
 - (3) Supporting staffs must have experienced in admin and event management
 - (4) Experiences in working with UN agencies/international organization and Government is highly preferred.
 - (5) The interpreter should have minimum 10 years of experience in providing interpretation service to Local Government and/or International Organization

List of Requirements

No.	Description of Activity/Item	Quantity	Unit Type
A.	EVENT MANPOWER – not to exceed 45 people		
	Please list all the required personnel as per Section Scope of Work, Activities and Deliverables mentioned above	40	Personnel
B.	Venue for Gala Dinner	1	set
C.	Debate Organizer	1	set
D.	LAYOUT AND DECORATION		
D.1.	Gala Dinner and Debate Session		
D.1.1	Stage and Module		
D.1.1.1	Stage Module	2	Set
D.1.1.2	Stage backdrop	2	Set
D.1.1.3	Sofas and Tables <ul style="list-style-type: none"> - Debate Session Finalists - Debate Session (for judges) - Debate session (moderator and time keeper) 	6 9 4	Set Set Set
D.1.1.3	Podium	2	Unit
D.1.2.	Multimedia		
D.1.2.1	LED Screen (2.4x7 meter)	1	Set
D.1.2.2	Datatone/switcher	1	Unit
D.1.2.3	Laptop	2	Units

D.1.2.4	Pointer	1	Unit
D.1.3.	Sound System		
D.1.3.1	Public Audio (10,000 watt)	1	Set
	Public Audio (5,000 watt)	1	Set
D.1.3.2	Audio Monitor	1	Set
D.1.3.3	Microphone <ul style="list-style-type: none"> - Debate Final Round <ul style="list-style-type: none"> • Podium microphone • Wireless microphone • Headset microphone - Gala Dinner <ul style="list-style-type: none"> • Podium microphone • Wireless microphone • Headset microphone 	1 9 3 1 10 6	Unit Unit Unit Unit Unit unit
D.1.3.4	Sound Mixer	2	Unit
D.1.4.	Lighting		
D.1.4.1	Lighting System	10	Par-led
D.1.4.2	Lighting Mixer	1	Set
D.2	Foyer		
D.2.1	Lounge Module	1	set
D.2.1.1	Table for standing party	3	Unit
D.2.1.2	Table to be integrated with sofa	1	Unit
D.2.1.3	Sofa	4	Unit
D.2.1.4	Maritime-themed decoration	1	set
D.2.2	Registration Desk		
D.2.2.1	SDG Debate <ul style="list-style-type: none"> • Chairs • Tables Gala Dinner <ul style="list-style-type: none"> • Chairs • Tables 	2 1 6 2	unit unit unit unit
D.2.3.	Photo Wall		
D.2.3.1	Bracket	1	Set
D.2.3.2	Display	1	Set
E	MEDIA AND DOCUMENTATION		
E.1	Content		
E.1.1	Event Video Bumper	15	Second
E.2	Multimedia		
E.2.1	Videographers (include tools)	2	people
E.2.2	Photographer (include tools)	2	people
F	SEMINAR KIT		
F.4	Standing Banner	3	Units

G	SUPPORTING TOOLS		
G.1	Electricity Generator (min. 80 KVA)	2	Sets
G.2	Handy Talkie	7	Sets
H	PERFORMERS		
	Traditional Dance Performance by ikreasindo		
	Band and Singers by Ikreasindo		
	Sustainable Fashion Show by APRIL		
	Children/youth Choir by Bina Nusantara		
	Professional choir by Resonanz		
	Hand-scan hologram for SDGs Academy Launching ceremony		
	Interactive angklung performance by Ms. Ika from ikreasindo or as calibre		
	MC (Tieke and Ronal)		
I	ACCOMMODATION		
	Accommodation for Debate Finalists		
	UNDP Secretariate Room		
	Press Conference Room		

NOTE: Should you need any reference on the general idea of the event, please use the following link:
http://bit.ly/SDGsConference2018_Bappenas

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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/SDG-58134/040/2019 - Provision of Event Management for 2nd SDGs Conference 2019:

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

No.	Description of Activity/Item	Quantity	Unit Type	Unit Price (IDR/USD)	Total Price (IDR/USD)
A.	EVENT MANPOWER – not to exceed 45 people				
	Please list all the required personnel as per Section Scope of Work, Activities and Deliverables mentioned above	40	Personnel		
B.	Venue for Gala Dinner	1	set	IDR 207,550,000	
C.	Debate Organizer	1	set	IDR 70,000,000	
D.	LAYOUT AND DECORATION				
D.1.	Gala Dinner and Debate Session				
D.1.1	Stage and Module				
D.1.1.1	Stage Module	2	Set		
D.1.1.2	Stage backdrop	2	Set		
D.1.1.3	Sofas and Tables <ul style="list-style-type: none"> - Debate Session Finalists - Debate Session (for judges) - Debate session (moderator and time keeper) 	6 9 4	Set Set Set		
D.1.1.3	Podium	2	Unit		

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

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

D.1.2.	Multimedia				
D.1.2.1	LED Screen (2.4x7 meter)	1	Set		
D.1.2.2	Datatone/switcher	1	Unit		
D.1.2.3	Laptop	2	Units		
D.1.2.4	Pointer	1	Unit		
D.1.3.	Sound System				
D.1.3.1	Public Audio (10,000 watt)	1	Set		
	Public Audio (5,000 watt)	1	Set		
D.1.3.2	Audio Monitor	1	Set		
D.1.3.3	Microphone				
	- Debate Final Round				
	• Podium microphone	1	Unit		
	• Wireless microphone	9	Unit		
	• Headset microphone	3	Unit		
	- Gala Dinner				
	• Podium microphone	1	Unit		
	• Wireless microphone	10	Unit		
	• Headset microphone	6	Unit		
D.1.3.4	Sound Mixer	2	Unit		
D.1.4.	Lighting				
D.1.4.1	Lighting System	10	Par-led		
D.1.4.2	Lighting Mixer	1	Set		
D.2	Foyer				
D.2.1	Lounge Module	1	set		
D.2.1.1	Table for standing party	3	Unit		
D.2.1.2	Table to be integrated with sofa	1	Unit		
D.2.1.3	Sofa	4	Unit		
D.2.1.4	Maritime-themed decoration	1	set		
D.2.2	Registration Desk				
D.2.2.1	SDG Debate				
	• Chairs	2	unit		
	• Tables	1	unit		
	Gala Dinner				
	• Chairs	6	unit		
	• Tables	2	unit		
D.2.3.	Photo Wall				
D.2.3.1	Bracket	1	Set		

D.2.3.2	Display	1	Set		
SUBTOTAL D					
E	MEDIA AND DOCUMENTATION				
E.1	Content				
E.1.1	Event Video Bumper	15	Second		
E.2	Multimedia				
E.2.1	Videographers (include tools)	2	people		
E.2.2	Photographer (include tools)	2	people		
SUBTOTAL E					
F	SEMINAR KIT				
F.1	Standing Banner	3	Units		
SUBTOTAL F					
G	SUPPORTING TOOLS				
G.1	Electricity Generator (min. 80 KVA)	2	Sets		
G.2	Handy Talkie	7	Sets		
SUBTOTAL G					
H	PERFORMERS				
	Traditional Dance Performance by ikreasindo	1	Ls		
	Band and Singers by Ikreasindo	1	Ls		
	Sustainable Fashion Show by APRIL	1	Ls		
	Children/youth Choir by Bina Nusantara	1	Ls		
	Professional choir by Resonanz	1	Ls		
	Hand-scan hologram for SDGs Academy Launching ceremony	1	Ls		
	Interactive angklung performance by Ms. Ika from ikreasindo or as calibre	1	Ls		
	MC (Tieke and Ronal)	1	Ls		
SUB TOTAL H					
I	ACCOMODATION				
	Accommodation for Debate Finalists 8 rooms x 1 night	8	rooms		
	UNDP Secretariate Room	1	Ls		
	Press Conference Room	1	Ls		
SUBTOTAL I					

H	OTHER				
	Any other cost, please specify in detail				
SUBTOTAL J					
SUBTOTAL A+B+C+D+E+F+G+H+I+J					
GRAND TOTAL					

TABLE 2: 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>
Compliance with all requirements stated in Annex 1 Terms of Reference			
Validity of Quotation for 90 days			
All Provisions of the General Terms and Conditions			

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

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.