

REQUEST FOR QUOTATION (RFQ)

Logistics arrangement for a workshop on advocacy, 3-5 August 2015, Beijing

DATE: 30 June, 2015

REFERENCE: RFQ-CHN-2015-004

Dear Sir / Madam:

We are seeking the services to be provided for a workshop on advocacy 3-5 August 2015 in Beijing, for the 7th batch CGF projects and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1, 2 and 3 of this RFQ.

Quotations may be submitted on or before **10 July, 2015** and via ☒ *e-mail*, ☒
courier mail or ☐ *facsimile* to the address below:

UN WOMEN China Office

2-8-2, Yayuan Diplomatic Office Building, 14 Liangmahe Nanlu, Beijing 100600, China
Gao Tao

E-mail: procurement.bangkok@unwomen.org;
gao.tao@unwomen.org; leijun.ma@unwomen.org

Fax: 010-85325195

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, 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 UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	90 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids not permitted
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries	Gao Tao, CGF Program Associate (Email: gao.tao@unwomen.org)

(Written inquiries only)	
General Conditions of Contract	- For Services

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 UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN 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 Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** 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.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

China Gender Fund Program Team

Annex I Terms of Reference/Specifications

Background

Despite the great progress China has made in achieving Millennium Development Goals (MDGs) in the past few years, some challenges remain for China to achieve the MDGs by 2015. Gender is one of those challenges. While China faces universal gender issues such as promoting women's political participation, stopping violence against women, and enhancing women's economic empowerment, China also faces the challenge of addressing some particular gender issues, such as reducing the sex ratio at birth, promoting rural women's development, and upholding the rights of migrant women and other vulnerable women's groups.

Recognizing that gender is an important cross-cutting issue that has strong implications for the achievement of the Millennium Development Goals (MDGs), the UNTGG (UN Theme Group on Gender) set up the China Gender Fund (CGF) in September 2004 with the objective of advancing gender equality and women's empowerment in China. The CGF operates within the context of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), an international framework for protecting women's rights. The overall goal of the Fund is to contribute to the achievement of the UN Millennium Development Goals and the reduction of gender inequalities in China, in line with relevant international conventions and agreements.

The CGF awards grants through an open and competitive process. The Fund provides grants of up to 50,000 USD to government institutions, civil society organizations, and academic institutions in mainland China to fund innovative and catalytic proposals that support research on contemporary gender issues, and/or advocacy and dialogue leading to the integration of gender into Chinese development plans, policies and programmes.

Since its inception, the CGF has provided support for strategic actions, as well as generating models of "best practices" on gender equality and women's empowerment. The CGF has contributed to broadening awareness and understanding of gender equality issues and concerns, advocating for gender responsive policies and laws, promoting women's access to services, and developing sustainable capacities for continued progress on gender equality. Grantees, comprising government and non-governmental organizations, have engaged diverse actors, such as policy makers, academia, women's rights based organizations, indigenous communities, and the media. So far, seven Calls for Proposals have been announced, and 59 projects have been granted.

Purpose

As the executing agency of the CGF, UN Women provides technical assistance to grantees. In addition, based on their needs, UN Women provides competency and capability building workshops so that grantees are equipped with knowledge to conduct effective research and draw

on their findings to advocate the public, government and media so as to promote women's empowerment and gender equality in China.

Experience in executing the previous six batches of projects demonstrates that training on Advocacy and Cross-Learning will improve remarkably the quality of implementation, especially the quality of advocate the project findings and policy recommendations to government, media and public, which is an essential part of every project under the CGF. For the reasons mentioned above, it's crucial to arrange a capacity building workshop on Advocacy for the 7th batch grantees with the experience shoring from some of the former partners to allow them cross learning.

Herewith, a **workshop** on Advocacy has been planned for **3-5 August 2015** in Beijing for the 7th CGF projects. Some of the 6th batch projects and even 5th batch projects will also be invited to share their experience with the 7th batch partners.

Tasks

From previous experience in holding training workshops and advocacy events under the CGF, it is very important to contract a logistical service provider to ensure the quality and timeliness of the logistical arrangements for the event. It also helps to free UN Women staff to focus more on the substantive part of the event.

It will be a 3-day workshop for approximately **30** participants. For this workshop, a service provider needs to provide the following logistical services:

- Select an appropriate hotel at minimum of 4-star standard in down of Beijing, preferably in Jingtai Plaza hotel.
- Arranging 1 hotel conference room with AV equipment, which is large enough to accommodate at least 30 participants.
- Arranging 2 tea breaks and 1 meal (lunch) per day for approximately 30 people for **3** days in the selected hotel.
- Arranging hotel rooms in the selected hotel for all participants and expert. The 21 participants from the 7th batch will bear their own accommodation.
- Providing round-trip tickets, accommodation, taxi/terminal and daily sustenance allowance for the other 6 participants from the 6th and 5th batch.
- Printing name badges, banners, backboard and other training materials for approximately 30 participants.
- Other relevant logistical services upon the request of UN Women, executing agency of CGF.

Personnel/Qualifications

- Any legally registered organization, Business Company, non-governmental organization located in China with requisite experience and background in logistics arrangement for a meeting/workshop.
- Minimum 2 years of experience in providing logistics/administrative support for a workshop/meeting, hotel arrangement.
- Past track record in coordinating with the hotels, logistics/administrative support for a workshop/meeting. Proof of experiences shall be submitted with quotation.
- Team members with at least 2 years of proven experience undertaking the tasks within the organization.
- Experience with multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage
- An excellent command of the spoken and written English language is essential

Roles and responsibilities of the parties

Service Provider:

- Select the hotel;
- Printing the materials needed for the workshop;
- Produce a banner for the workshop and name badges for all the participants;
- Book the hotel including rooms, meals conference room equipped with projector;
- Arrange two coffee breaks per day for the workshop;
- Registration of the participants for the workshop;

UN Women:

- Prepare laptop;
- Provide participants' name list and banner content;
- Provide electronic versions of materials to be printed;
- Check on meeting room's situation;

Timeframe and location

- Completion of the printing by 30 July 2015;
- Hotel selected by 28 July 2015;
- Provide service to all the participants including hotel room arrangement, meals, coffee break, conference room etc. from 2 -6 August;
- Submission of the exact expenditure to UN Women by 15 August 2015;

Communication and reporting obligations

- Email to confirm hotel selection;
- Phone call to update the arrangement to UN Women;
- Report the exact expenditure to UN Women Country Program Manager for certification;

Evaluation Method

Quotations will be evaluated based on UN Women Lowest-Price Technically Compliant methodology. The contract will be awarded to the supplier who meet the requirements and provide the lowest price.

Evaluation Criteria

The quotation is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria mentioned below.

1.1	Compliance with pricing conditions set in the RFQ
1.2	Compliance with requirements relating to technical specifications -explained in Terms of Reference
1.3	Compliance with the Special and General Conditions specified in this Solicitation Documents
1.4	Compliance with timelines specified in Terms of Reference
1.5	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this RFQ (warranties, or insurance coverage, etc)
1.6	Total Aggregate Price

Submission of quotation:

Interested firms should submit a quotation in response to the TOR, which should include the following:

- Quotation (Annex II Price Schedule Sheet)
- Three reference (clients) with full contact details (Name of Company, Contact Email & Telephone No., Year)
- Company Profile
- A copy of company's business license

Annex II Price Schedule Sheet

Please use the template below for each of the listed items in the TOR to prepare financial proposal.
UN Women China can provide this template of the spreadsheet.

Workshop Budget						
Workshop Time: 3-5 August 2015 (3 days).						
Travel Time: 2-6 August 2015, participants arriving on 2 August 2015 and leaving in the morning of 6 August 2015.						
Workshop Address:						
Company Name:						
	ITEMS	TYPE	DAYS	UNIT PRICE	Number /Set	ITEM TOTAL
Hotel Fees 酒店费用	Accommodation rooms 住宿					
	Single 单人间	Suite				
	Conference Room with AV equipment minimum for 30 people 会议室	Standard				
	Tea Break 茶歇	Standard				
	Meals 伙食	Lunch				
	<i>Sum all above items</i>					
	<i>Subtotal</i>					
Printing 打印	Name Badge 胸卡	Standard				
	Banners 横幅	Standard				
	Stationary & Printing materials (Estimate) 文具和材料打印	Standard				
	<i>Subtotal</i>					
Total expenses of the workshop 交通	Travel expenses (Round-trip tickets, daily substance allowance and taxi/terminal) of 6 participants from 5 th and 6 th batch of projects CGF 第 5、6 批项目 6 名代表交通和补助	Standard				
Total cost 总费用						
Management and Service fee 管理费						
TOTAL						

Note : Since the 21 participants from the 7th batch will bear their own accommodation from their project, the service provider is only responsible for book rooms for them and make lodging arrangements.

Annex III Qualification/Eligibility Criteria

1. A qualification of 2-3 years logistical service provider in China to ensure the quality and timeliness of the logistical arrangements for the workshop event. This qualification will be satisfied by listing at least 3 clients to whom similar requirements have been provided, in the table below: Failure to provide this information will result in your offer being non-responsive.

Name of Company	Contact e-mail & telephone No.	Year

2. Provide the profile of your company
3. Provide a photocopy of your company's business license