



REQUEST FOR QUOTATION (RFQ)
For Event Management-Bangladesh Development Forum (BDF) 2015

NAME & ADDRESS OF FIRM	DATE: October 1, 2015
	REFERENCE: RFQ-15-020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Event management of Bangladesh Development Forum 2015**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

A pre-bid meeting will be held on **06 October 2015 at 10:00 a.m.** in the UNDP Procurement Conference Room, 12th Floor, UNDP Bangladesh, IDB Baban, Agargaon, Dhaka.

Quotations must be submitted on or before **12 October 2015 by 12:30 PM** through online e-Tendering system in the following link:

<https://etendering.partneragencies.org>

using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest
Password: why2change

and follow the registration steps as specified in the system user guide.

Your Quotation must be expressed in the English, and valid for a minimum period of 90 days. You are kindly requested to indicate whether your company intends to submit a Quotation by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Quotation, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. No manual submission will be accepted.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

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 : The delivery place will be BICC or instructed by UNDP nominated focal person	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Click here to enter text. BICC,A gargaon, Dhaka or instructed by UNDP nominated focal person	
UNDP Preferred Freight Forwarder, if any ²	Click here to enter text.	
Distribution of shipping documents (if using freight forwarder)	Click here to enter text.	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input type="checkbox"/> [indicate number] days from the issuance of the Purchase Order (PO) <input checked="" type="checkbox"/> As per Delivery Schedule attached Time : 15-16 November 2015 Time Zone of Reference : BST	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ³	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : BDT	

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.

Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others : After completion of the programme the contractor shall return all of the stuffs to UNDP allocated place within Dhaka
Deadline for the Submission of Quotation	COB, <i>Monday, October 12, 2015 and 12:30 PM Bangladesh Local Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>
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 type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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 <ul style="list-style-type: none"> • Profile (which should not exceed fifteen (15) A4 pages including any printed brochure relevant to the services

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.

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

	<p>being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.</p> <ul style="list-style-type: none"> Experienced in conducting big events in which at least 01 (one) event containing more than 1000 participants has been accomplished successfully in last 3 years with any International Organization/UN agency/Donor Agency. (Documents to be provided as Purchase order, Contract or any other form of Agreement) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; <p>Note: All Proposers must submit necessary documentations to substantiate above qualifications/criteria. Proposals that will not meet above qualifications/criteria shall not be considered for the next step of the procurement process"</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days</p> <p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i></p>
Payment Terms ⁶	<p><input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i></p>
Liquidated Damages	<p>As this assignment is time specified, no way to accommodate delay.</p>
Evaluation Criteria <i>[check as many as applicable]</i>	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time⁸ <input type="checkbox"/> Others</p>

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 cheque 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"

UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement ⁹ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> Other Type/s of Contract Institutional/Professional Service Contract
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] <input type="checkbox"/> Others: UNDP reserves the right to cancel the PO/contract if any potential risk is foreseen due to Contractor's failure before the event.
Conditions for Release of Payment	Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others Satisfactory Receiving of all services as per Annex-1
Annexes to this RFQ ¹⁰	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Others : Template-Written Declaration not being in the Sanction List (annex-4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ¹¹	<p><i>Md. Ziaur Rahman</i> <i>Procurement Unit</i> <i>bd.procurement@undp.org</i></p> <p>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.</p>
Others	<ul style="list-style-type: none"> • The quotation must be submitted through e-tendering • Bidders are requested to follow the instructions given in FAQ and e-tendering manual uploaded with this RFQ. • Bidders are requested to put the total price in Line item of e-tendering and upload the breakdown costs as a file named 'Financial'

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

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

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

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

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

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.

¹¹ 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,



Thokozani Murape
Head of Procurement

Technical Specifications

1. Promotional Materials

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Print and design Participants Badge	supplied with high quality conference neck lanyard (neck strap) and in plastic cover Samples to be provided at pre-bid meeting	300pcs	1 Nov'15
b.	Design and print Conference Folders .	300 gram art paper with Pockets Samples to be provided at pre-bid meeting	2000 pcs	1 Nov'15
c.	Conference pens (Gel) branded with title of the conference embossed and Conference pad (10 pages).	Samples to be provided at pre-bid meeting	2000 pcs	1 Nov'15
d.	Conference Bags (side bag, comfortable shoulder strap, zipper, chamber for stationary, personal items and documents)	Samples to be provided at pre-bid meeting	650 pcs	1 Nov'15
e.	Memory Stick	8 GB Memory Stick with print BDF 2015 (Samples to be provided at pre-bid meeting)	650	1 Nov'15

2. Venue Branding

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service
a.	Installation of Registration Desk providing onsite registration facilities	<ul style="list-style-type: none"> Ensure online registration at 3 laptops and printing of the registration English speaking registration, ushers and conference staff 	6 staff for a period of 2 days	14 Nov'15
b.	Installation of Information Desk with creating a Wifi Zone around the Information Desk			14 Nov'15
c.	Set up one media room (Media Bazar)	Press Conference Backdrop (size: W18ft x H 10ft)	2 days	14 Nov'15
d.	Secretariat set-up	Standard	02 days	14 Nov'15
e.	Square festoon Outside decoration of the venue (outside the conference premise)	Digital print with wooden frame at fence 4' x 4'	01 nos.	14 Nov'15
f.	Welcome Banner design, Print and Installation	Design and supply high quality welcome banner for the conference	2 pcs (Each- 38' x 6')	14 Nov'15
g.	Long Banner at the right side of the venue	Outside decoration of the venue (inside the conference premise)	4 pcs (Each- 25' x 6')	14 Nov'15
h.	Mega Banner	(Size 40ft X 8ft)	01 nos.	14 Nov'15

3. Outdoor Venue Decoration

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service
a.	Entry Structure	Entry of the Conference Venue , kind of a gate type welcoming participants (Made of wood, Ply board, and Inject Print)	One for two days	14 Nov'15
b.	Entry Gate including LED (Milky Way)		One for two days	14 Nov'15
c.	Walk Way with Red Carpet	120ft x 4ft	One for Two days	14 Nov'15
d.	Mega Banner	(Size 40ft X 8ft)	320sft,6	14 Nov'15
e.	BICC Outside Billboard (made with wood and PVC Print)	(Size 40ft X 20ft)	800sft, 1	13 Nov'15
f.	Event design charge (Supplement, Press Ad, Banner, Festoon, Roman Banner, Folder, note Pad, Stage Podium)	Samples to be provided at pre-bid meeting	2	14 Nov'15

4. Indoor Venue Decoration

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Date of Required service
a.	Welcome Banner (PVC Print)	(Size 38ft X 6ft)	228sft, 1	14 Nov'15
b.	Indoor Banner (PVC Print)	(Size 30ft X 6ft)	180sft, 5	14 Nov'15
c.	X- Stand with Print Size	(Size 5ft X 2ft)	10sft, 20	14 Nov'15
d.	Registration Counter Size (Pre-fabricated booth)	(Size 16ft X 8ft)	1	14 Nov'15
e.	Information Counter Size (Pre-fabricated booth)	(Size 16ft X 8ft)	1	14 Nov'15
f.	Indication Board (Made with Partex & wood Sticker Print)	(Size 4ft X 2ft)	1	14 Nov'15
g.	Daily Programme Schedule Board. Made with Partex Board Curve shape (Inside & outside)	(Size Height- 8ft X Width-12ft)	2	14 Nov'15

5. Inaugural Ceremony

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Hall of Fame LED Backdrop & Projection System	Hall of Fame, BICC	01	14 Nov'15
b.	Sound systems for the main conference	Hall of Fame, BICC	01	14 Nov'15
c.	Seating arrangement	Flower and stage decoration of the 'Hall of Fame' during inauguration	01	14 Nov'15
d.	Projectors and screening of the inaugural session	4 projectors with telecasting the inaugural event inside the Hall of Fame	1Set	14 Nov'15

e.	Provide professional simultaneous interpretation service and device for each room	2 interpreters/ room/Each Session and 50 Devices for 2 days (tbc)		14 Nov'15
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6. Development Fair, installation, overall implementation, support & maintenance

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Propose design of exhibition in Milky Way (BICC) comprising different display Total Forty (40) exhibition units' design and setup as per requirement. Samples to be provided at pre-bid meeting.	Vision Panels for 40 display units (for presentation of 3D Models, graphics etc.)	40	14 Nov'15
b.	Set up all exhibition display units' 24 hours prior to inauguration and dismantle exhibition panels and repack those for future use at the completion of the event.		2 days	14 Nov'15
c.	Provide 24 hours security of the booths and their contents from the time they are set up until the point where they have been completely dismantle.		2 days	14 Nov'15
d.	Provide waste disposal facilities for stall holders.		2 days	14 Nov'15

7. Day-1 sessions:

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Backdrop banners fit with the stages	30X15 size approximately	1 Days	14 Nov'15
b.	Projectors and screening of the inaugural session	As per venue requirement.	1 Days	14 Nov'15
c.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> • Dais with stationary microphone • Two roaming microphones • Format to be confirmed. Bidders are welcome to provide ideas.	1 Days	14 Nov'15
d.	Seating arrangements with flowering decoration on the table	Based on the no. of participants	1 Day	14 Nov'15

8. Day-2 sessions:

#	Description of Items/Materials Required	Measurement	Quantity	Date of Required service
a.	Backdrop banners fit with the stages	30X15 size approximately	1 Day	14 Nov'15
b.	Projectors and screening of the inaugural session	As per venue requirement	1 Day	14 Nov'15
c.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> • Dais with stationary microphone • Two roaming microphones • Format to be confirmed. Bidders are welcome to provide ideas.	1 Day	14 Nov'15

d.	Seating arrangements with flowering decoration on the table	Based on the no. of participants	1 Day	14 Nov'15
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9. Documentation

#	Description of Items/Materials Required	Supporting Information	Quantity	Date of Required service
a.	Audio transcripts of proceedings in all programme sessions	In DVDs	Master Copy:2 Copy: 10	19 Nov'15
b.	Audio recordings transferred and composed in Bangla	in to Word file for all sessions using SutonnyMJ 14 Font	Master Copy:2 Copy: 10	19 Nov'15
c.	Photography album (DVD)	with the edited and sorted at least 200 best quality photographs covering all aspects of sessions and happenings, including inaugural and closing ceremony	10 DVDs	19 Nov'15
d.	Produce a high quality video documentary on the conference. <i>Script and flow of the documentary should be approved by the UNDP before final production. Timeframe of the documentary will be 8 to 10 minutes.</i>	1 professionally edited.	Master Copy:2 Copy: 10	19 Nov'15

10. Cleaning Services

#	Description of Items/Materials Required	Supporting Information	Quantity	Date of Required service
a.	Provide venue cleaning services with cleaning materials with toiletries item if required. Includes cleaning floors/carpets and walls as per Secretariat instructions.		2 days	14 Nov'15
b.	Ensure venue toilets are clean and sufficiently supplied with cleaning materials to the cleaners		2 days	14 Nov'15
c.	Provide waste disposal facilities for stall holders and the conference venue area		2 days	14 Nov'15

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*



Thokozani Murape
Head of Procurement

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

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. _____:

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

1. Promotional Materials

#	Description of Items/Materials Required	Measurement	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
	Print and design Participants Badge	supplied with high quality conference neck lanyard (neck strap) and in plastic cover Samples to be provided at pre-bid meeting	300pcs	1 Nov'15		
b.	Design and print Conference Folders.	300 gram art paper with Pockets Samples to be provided at pre-bid meeting	2000 pcs	1 Nov'15		
c.	Conference pens (Gel) branded with title of the conference embossed and Conference pad (10 pages).	Samples to be provided at pre-bid meeting	2000 pcs	1 Nov'15		
d.	Conference Bags (side bag, comfortable shoulder strap, zipper, chamber for stationary, personal items and documents)	Samples to be provided at pre-bid meeting	650 pcs	1 Nov'15		
e.	Memory Stick	8 GB Memory Stick with print BDF 2015 (Samples to be provided at pre-bid meeting)	650	1 Nov'15		
Sub-total in BDT						

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2. Venue Branding

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
b.	Installation of Registration Desk providing onsite registration facilities	<ul style="list-style-type: none"> Ensure online registration at 3 laptops and printing of the registration English speaking registration, ushers and conference staff 	6 staff for a period of 2 days	14 Nov'15		
	Installation of Information Desk with creating a Wifi Zone around the Information Desk			14 Nov'15		
c.	Set up one media room (Media Bazar)	Press Conference Backdrop (size: W18ft x H 10ft)	2 days	14 Nov'15		
d.	Secretariat set-up	Standard	02 days	14 Nov'15		
e.	Square festoon Outside decoration of the venue (outside the conference premise)	Digital print with wooden frame at fence 4' x 4'	01 Nos.	14 Nov'15		
f.	Welcome Banner design, Print and Installation	Design and supply high quality welcome banner for the conference	2 pcs (Each-38' x 6')	14 Nov'15		
g.	Long Banner at the right side of the venue	Outside decoration of the venue (inside the conference premise)	4 pcs (Each-25' x 6')	14 Nov'15		
h.	Mega Banner	(Size 40ft X 8ft)	01 Nos.	14 Nov'15		
Sub-total in BDT						

3. Outdoor Venue Decoration

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
a.	Entry Structure	Entry of the Conference Venue , kind of a gate type welcoming participants (Made of wood, Ply board, and Inject Print)	One for two days	14 Nov'15		
b.	Entry Gate including LED (Milky Way)		One for two days	14 Nov'15		
c.	Walk Way with Red Carpet	120ft x 4ft	One for Two days	14 Nov'15		
d.	Mega Banner	(Size 40ft X 8ft)	320sft,6	14 Nov'15		
e.	BICC Outside Billboard (made with wood and PVC Print)	(Size 40ft X 20ft)	800sft, 1	13 Nov'15		

f.	Event design charge (Supplement, Press Ad, Banner, Festoon, Roman Banner, Folder, note Pad, Stage Podium)	Samples to be provided at pre-bid meeting	2	14 Nov'15		
Sub-total in BDT						

4. Indoor Venue Decoration

#	Description of Items/Materials Required	Measurement/Supporting information	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
a.	Welcome Banner (PVC Print)	(Size 38ft X 6ft)	228sft, 1	14 Nov'15		
b.	Indoor Banner (PVC Print)	(Size 30ft X 6ft)	180sft, 5	14 Nov'15		
c.	X- Stand with Print Size	(Size 5ft X 2ft)	10sft, 20	14 Nov'15		
d.	Registration Counter Size (Pre-fabricated booth)	(Size 16ft X 8ft)	1	14 Nov'15		
e.	Information Counter Size (Pre-fabricated booth)	(Size 16ft X 8ft)	1	14 Nov'15		
f.	Indication Board (Made with Partex & wood Sticker Print)	(Size 4ft X 2ft)	1	14 Nov'15		
g.	Daily Programme Schedule Board. Made with Partex Board Curve shape (Inside & outside)	(Size Height- 8ft X Width- 12ft)	2	14 Nov'15		
Sub-total in BDT						

5. Inaugural Ceremony

#	Description of Items/Materials Required	Measurement	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
	Hall of Fame LED Backdrop & Projection System	Hall of Fame, BICC	01	14 Nov'15		
b.	Sound systems for the main conference	Hall of Fame, BICC	01	14 Nov'15		
c.	Seating arrangement	Flower and stage decoration of the 'Hall of Fame' during inauguration	01	14 Nov'15		
d.	Projectors and screening of the inaugural session	4 projectors with telecasting the inaugural event inside the Hall of Fame		14 Nov'15		
Sub-total in BDT						

6. Development Fair, installation, overall implementation, support & maintenance

#	Description of Items/Materials Required	Measurement	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
a.	Propose design of exhibition in Milky Way (BICC) comprising different display units' design and setup as per requirement. Samples to be provided at pre-bid meeting.	Vision Panels for 40 display units (for presentation of 3D Models, graphics etc.)	40	14 Nov'15		
b.	Set up all exhibition display units' 24 hours prior to inauguration and dismantle exhibition panels and repack those for future use at the completion of the event.		2 days	14 Nov'15		
c.	Provide 24 hours security of the booths and their contents from the time they are set up until the point where they have been completely dismantle.		2 days	14 Nov'15		
d.	Provide waste disposal facilities for stall holders.		2 days	14 Nov'15		
Sub-total in BDT						

7. Day-1 sessions:

#	Description of Items/Materials Required	Measurement	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
	Backdrop banners fit with the stages	30X15 size approximately	1 Days	14 Nov'15		
b.	Projectors and screening of the inaugural session	As per venue requirement.	1 Days	14 Nov'15		
c.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> • Dais with stationary microphone • Two roaming microphones • Format to be confirmed. Bidders are welcome to provide ideas.	1 Days	14 Nov'15		
d.	Seating arrangements with flowering decoration on the table	Based on the no. of participants	1 Day	14 Nov'15		
Sub-total in BDT						

8. Day-2 sessions:

#	Description of Items/Materials Required	Measurement	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
	Backdrop banners fit with the stages	30X15 size approximately	2 Days	14 Nov'15		
b.	Projectors and screening of the inaugural session	As per venue requirement	1 Day	14 Nov'15		
c.	Sound System, Decoration of the Dias	<ul style="list-style-type: none"> • Dais with stationary microphone • Two roaming microphones • Format to be confirmed. Bidders are welcome to provide ideas.	1 Day	14 Nov'15		
d.	Seating arrangements with flowering decoration on the table	Based on the no. of participants	1 Day	14 Nov'15		
Sub-total in BDT						

9. Documentation

#	Description of Items/Materials Required	Supporting Information	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
	Audio transcripts of proceedings in all programme sessions	In DVDs	Master Copy:2 Copy: 10	19 Nov'15		
b.	Audio recordings transferred and composed in Bangla	in to Word file for all sessions using SutonnyMJ 14 Font	Master Copy:2 Copy: 10	19 Nov'15		

c.	Photography album (DVD)	with the edited and sorted at least 200 best quality photographs covering all aspects of sessions and happenings, including inaugural and closing ceremony	10 DVDs	19 Nov'15		
d.	Produce a high quality video documentary on the conference. <i>Script and flow of the documentary should be approved by the UNDP before final production. Timeframe of the documentary will be 8 to 10 minutes.</i>	1 professionally edited.	Master Copy:2 Copy: 10	19 Nov'15		
Sub-total in BDT						

10. Cleaning Services

#	Description of Items/Materials Required	Supporting Information	Quantity	Latest Delivery Date	Unit Price (BDT)	Total price (BDT)
	Provide venue cleaning services with cleaning materials with toiletries item if required. Includes cleaning floors/carpets and walls as per Secretariat instructions.		2 days	14 Nov'15		
b.	Ensure venue toilets are clean and sufficiently supplied with cleaning materials to the cleaners		2 days	14 Nov'15		
c.	Provide waste disposal facilities for stall holders and the conference venue area		2 days	14 Nov'15		
Sub-total in BDT						
Total Final and All-Inclusive Price Quotation						

Note: The unit price must be inclusive of VAT and other related cost.

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

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>
Quotation validity time-60days			
Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1			
All Provisions of the UNDP 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]

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 effect 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.

19.0 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.