



REQUEST FOR QUOTATION (RFQ)
For Event Management Service for Organization and Communication of the
Launch of Human Development Report (HDR)

NAME & ADDRESS OF FIRM	DATE: November 28, 2019
	REFERENCE: UNDP/RFQ/45/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for *Event Management Services for Organization and Communication of the Launch of Human Development Report (HDR)*, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **5:00PM, December 4, 2019** in sealed envelope by *courier mail or hand delivery* to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/45/2019
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the above mentioned services:

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

Exact Address/es of Delivery Location/s (identify all, if multiple)	Kathmandu, Nepal
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (if using freight forwarder)	Not applicable
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 10 th December 2019
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	
Deadline for the Submission of Quotation	5:00PM, <u>December 4, 2019</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar services; <input checked="" type="checkbox"/> Documents demonstrating 5 years of experience in events management and support, which includes co-ordination with media (including international media);

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> • 30% upon submitting and agreeing workplan with UNDP and Approval of the venue plan. • 30% upon finalization of the conference related services which includes conference kits, signages, banners, prints, as per the agenda requirements. • 40% upon successful completion of the conference and post-conference deliverables.
Liquidated Damages	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP's contract services
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Annexes to this RFQ ³	<input checked="" type="checkbox"/> Schedule of Requirement and Terms of References (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Terms of Reference (Annex 4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/45/2019 (SA), on or before 12:00 Noon, 1 st December 2019. UNDP shall post the responses of inquiries in the same website. Inquiries received after the above date and time shall not be entertained. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

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

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

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received

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

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

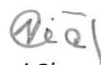
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

November 28, 2019

Schedule of Requirements and Terms of References

Event Managing Company to Manage Organization and Communication of the Launch of Human Development Report (HDR)

Service Required:

**Province 1, Province 2,
Province 3, Gandaki Province,
Province 5, Karnali Province,
Sudurpashchim Province and Kathmandu**

1. BACKGROUND AND JUSTIFICATION

The life and prospects faced by a newborn in a poor country or in a poor household are radically different from those of wealthier children. In all societies, long-standing forms of inequality persist while gaps are opening in new aspects of life. The 2019 Human Development Report will focus on understanding the dimensions of inequality most important to people's wellbeing, and what is behind them. The report will go beyond the dominant discourse focused on income disparities to also consider inequalities in other dimensions such as health, education, access to technologies, and exposure to economic and climate-related shocks. It will use new data and methods to highlight how inequality affects people's lives in a way that measures based on averages cannot; and it will take a long-term view towards 2030 and the achievement of the Sustainable Development Goals and beyond. The Report will look to provide the broadest analysis of inequality in human development to date.

The 2030 Agenda for Sustainable Development aims to end poverty in all its forms by expanding social protection for all among others.⁵ The commitment towards universal social protection is reflected in the new Sustainable Development Goals (SDGs) with SDG Target 1.3 aiming to "implement nationally appropriate social protection systems for all, including floors" for eradicating poverty.

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

The 2015 Constitution of Nepal guarantees the right to social security for the economically and socially vulnerable. Nepal counts with a large and diversified social protection portfolio. At the same time, Nepal is moving towards a more comprehensive system and transitions into a fully-fledged federal state that includes new protections by introducing new social insurance and labour market schemes.

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

To better support the government and launch the HDR with the broadest analysis of inequality in human development to date. UNDP Nepal is organizing an event in all seven provinces and in Kathmandu to launch 'Human Development Report 2019 "Beyond income, beyond averages, beyond today: Inequalities in human development in the 21st century.'

The launch event will take place in Province 1, Province 2, Province 3, Gandaki Province, Province 5, Karnali Province, Sudurpashchim Province and Kathmandu on 10 December 2019 simultaneously and will aim to bring together 120 participants including government officials, policy makers, students, researchers and practitioners. The launch will include a high-level panels, presentation and interactive presentations by panels.

2. OBJECTIVE/JUSTIFICATION

The launch event that will engage government officials, policy makers, students, researchers and practitioners in provincial and federal level. The launch is going to be held simultaneously in all seven provinces in the same day and time by UNDP Nepal. As a result, an events management company is needed to assist the organizing UNDP Nepal to ensure a well-planned and logistical support as well as develop key communication materials for the delivery of a 1-day launch event on 10 December 2019. These activities will need to be carried in close consultation with UNDP Country Office and UNDP Field Offices.

3. SCOPE OF WORK

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

- Manage the pre-conference registration process for conference delegates and take the lead in coordinating the provincial launch from 7 provinces and Kathmandu, and for other secretarial assistance to the participants.
- Lead and facilitate the design and production of all conference materials (including conference programme, invitations, banners, etc.) and conference stage (podium, 1 LED screen (for Kathmandu launch) and stage set-ups, hall decorations, HDR launch props, flex, banners, etc.).
- Coordinate and manage all administrative and logistical arrangements for the efficient and timely organization of the event, including all arrangements for the duration of the 1-day launch such as seating arrangement, audio-visual equipment, scheduling of food and beverage, and onsite registration desk during the conference;
- Provide quality photographer and videographer, sound and translation services, sign language services and a consolidated report of the launch.

The below tables present the specifications for the services and tasks/deliverables being requested under this assignment. Budgeting needs to be made for 50-60 participants per province including Kathmandu.

The timeline for implementation is the following:

Deliverables	Date
1. Conference concept design and action plan for the management of all venue-related administrative and logistical arrangements of the regional conference as per agenda.	5 December 2019
3. Approval of the venue plan which will include scale floor conference venue sitting plan and stage dais set-up layouts as per the agenda.	5 December 2019
4. Concept and branding design for communication materials (Conference Programme A4, roll ups, stage background image, outdoor communication banner)	6 December 2019
5. Submission of complete design deck for conference related services and materials	6 December 2019
6. Event management support during the week of the event (registration desk, ushers, translation, photographer, video screening, LIVE web stream)	10 December 2019
7. Submission of conference deliverables, including closure report with log sheet of activities, photos, videos and verification of event activities.	13 December 2019

4. DURATION

The duration of the contract is 10 working days in December 2019.

5. WORKING LOCATIONS

The Local Representative of Events Management Agency needs to be based in Nepal and will work from their own premises in close partnership with UNDP Country Office and UNDP Field Offices and contracted venue or hotel for the conference. The agency may be requested to work with specific partners for specific deliverables as needed.

6. PROPOSED PAYMENT SCHEDULE

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

No	Payment schedule	Percentage
1	Upon submitting and agreeing workplan with UNDP and Approval of the venue plan	30

2	Upon finalization of the conference related services which includes conference kits, signages, banners, prints, as per the agenda requirements	30
3	Upon successful completion of the conference and post-conference deliverables	40

7. CONTRACT SUPERVISION

The contracted institution/firm will be supervised by, Inclusive Economic Growth Policy Advisor, Portfolio Manager (Governance and Inclusive Economic Growth), Head of Solutions Mapping (Accelerator Lab) and Communications Analyst from UNDP Nepal. The service provider is responsible for their own working conditions and to ensure continuity of service and quality support as needed for timely implementation.

8. QUALIFICATIONS AND EXPERIENCE REQUIRED

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

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

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁶*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁷)*

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

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

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

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

TABLE 2 : Estimated Operating Costs (if applicable)

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

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

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

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁸ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period of 1 year	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

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

Annex 3

General Terms and Conditions for Services

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