



REQUEST FOR QUOTATION (RFQ)
(from Vietnam-based Event Organizing firms/organizations)

NAME of service Organization of a High-level Global Event at JW Marriott Hotel Hanoi between 7th - 9th December 2020	DATE: November 25, 2020
	REFERENCE: 1-201101

Dear Sir / Madam:

We kindly request you to submit your quotation for the **organization of a High-level Global Event at JW Marriott Hotel Hanoi between 7th - 9th December 2020**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached.

Quotations may be submitted on or before **December 1, 2020 (Hanoi time)** and via email to the address below:

United Nations Development Programme
Bidding.vn@undp.org

Quotations submitted by email must be limited to a maximum of **30MB** and virus-free. 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 the .pdf format, and free from any virus or corrupted files.

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

Exact Address/es of Delivery Location/s (identify all, if multiple)	JW Marriott Hotel Hanoi
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Between 7th – 9th December 2020
Preferred Currency of Quotation ¹	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Quotation ²	<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
Deadline for the Submission of Quotation	Tuesday, December 01, 2020 and Ha Noi time
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
Documents to be submitted³	<input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> List of similar services for the video recording and livestream service with details on event names, event dates, International or local event, contract value, clients; <input checked="" type="checkbox"/> CV of the Video and Livestream Director; <input checked="" type="checkbox"/> CVs of 5 technicians for the video recording and livestream service; <input checked="" type="checkbox"/> Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List; <input checked="" type="checkbox"/> Duly Accomplished submission form as provided in Annex 3 in both excel and pdf formats, and in accordance with the list of requirements in Annex 1;

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.

² This must be reconciled with the [INCO Terms 2020](#) 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.

³ First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon complete and satisfactory delivery of the service <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : _____ Max. no. of days of delay : _____ After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> Please refer to the Evaluation Criteria for further details.
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 checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at

⁴ 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.

⁵ 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.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <i>[indicate number of days]</i> <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the service; and b) Receipt of invoice from the Service Provider.
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> General Information (Annex 1) <input checked="" type="checkbox"/> Evaluation Criteria (Annex 2) <input checked="" type="checkbox"/> Details on Required Goods/Services (Annex 3) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 4) <input checked="" type="checkbox"/> Submission checklist (Annex 5) Non-acceptance of the UNDP General Terms and Conditions (GTCs) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Luu Ngoc Diep</i> <i>Procurement Associate</i> <i>Luu.ngoc.diep@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.

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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.

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

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,
Tran Thi Hong
Head of Procurement Unit
November 27, 2020

High-level Global Event in Viet Nam on “Strengthening Women’s Role in Building and Sustaining Peace: from Commitments to Results” in Ha Noi, 7th- 9th December 2020

I. BACKGROUND AND CONTEXT

In 2020, the international community will celebrate the 20th anniversary of the adoption of UN Security Council resolution 1325(2000) and the establishment of the Women, Peace and Security (WPS) agenda. 2020 will also mark the 75th anniversary of the Charter of the United Nations, 25th anniversary of the Beijing Declaration and Platform for Action, 5th anniversary of the Sustainable Development Goals and the 2020 review of the United Nations Peacebuilding Architecture.

In 2020, Viet Nam will also commence its latest term as a non-permanent member of the UN Security Council. Noting its long-standing leadership on the UN Security Council’s WPS agenda, including adoption of resolution 1889 (2009) under its Presidency, the Government of Viet Nam proposes to host a high-level event to accelerate the role of women in building sustaining peace. The event will be supported by the UN and include a specific focus on:

- (i) Women’s meaningful participation in building and sustaining peace; and,
- (ii) Conditions and the resources necessary for gender-responsive peacebuilding and women’s empowerment as an integral part of peacebuilding.

Viet Nam’s leadership in securing resolution 1889 (2009) highlighted the need to strengthen the implementation and monitoring of resolution 1325 (2000) and the overall WPS agenda, calling for a better response to the needs of women in post-conflict/war situations and mainstreaming gender perspectives in all decision-making processes, especially in the early stages of recovery and peacebuilding. The resolution further addresses the lack of adequate funding for gender equality in conflict-affected and peacebuilding settings and calls for the tracking of funds allocated to address women’s needs during peacebuilding.

The General Assembly and Security Council’s twin resolutions on sustaining peace, as well as the Secretary-General’s Seven-Point Action Plan on Gender Responsive Peacebuilding (being reviewed in 2020) are also critical to the WPS agenda. In these resolutions, the Secretary-General commits the UN system to allocating at least 15 per cent of UN-managed funds to support peacebuilding through projects which “address women’s specific needs, advance gender equality or empower women” as their principle objective.

The 2019 Secretary-General’s Report on Women, Peace and Security (S/2019/800) highlights the participation of women in planning and decision making on post-conflict reconstruction and recovery financing, management and monitoring as an ongoing priority in the lead up to the 20th anniversary of the WPS agenda in 2020.

Given the critical gaps that remain in advancing gender-responsive peacebuilding, realizing women's full and equal participation in peacebuilding, and the limited progress in the mobilization of resources for gender-responsive peacebuilding, it is proposed that:

- An event be held to discuss the implementation of the WPS agenda and reflect on opportunities, gaps and challenges for women's leadership and participation in peacebuilding on the ground. The event will also identify good practices and collaborative approaches, as well as discuss policy-level action and the dedicated expertise and resources needed to accelerate women's participation in peacebuilding.
- The outcome is envisaged to be a Chair's Summary, to be sent to the Presidents of the General Assembly, Security Council and Peacebuilding Commission as an input into the 2020 Review of the UN Peacebuilding Architecture.

II. PURPOSE OF THE EVENT

The aim of this global event is to advance gender-responsive peacebuilding as well as to accelerate women's meaningful participation in and financing for gender-inclusive peacebuilding. It will provide a unique opportunity for senior officials from the UN, Member States, international and regional organizations, international financial institutions, women's organizations, peacebuilding practitioners and other stakeholders to reflect on the experiences of women involved in peacebuilding, as well as to identify the current gaps and make commitments to accelerate action beyond 2020.

The event will also provide an opportunity for Member States and the international community to highlight their commitment to women-led and gender-responsive peacebuilding and reconstruction – through dedicated resourcing, demonstrated political support, and socio-economic empowerment as part of peacebuilding.

III. PARTICIPATION

The event is envisaged to host 350 participants combining physical and virtual participation, including high-level United Nations officials, representatives of UN Member States, representatives of Regional Organizations, NGOs, academia, women's organizations, peacebuilding practitioners and other stakeholders.

***Physical participants: Total estimated: 150-200, including** Representatives of Vietnamese MOFA and other Government Agencies, Provinces, Academia and other organizations; Representatives of UN Agencies in Viet Nam; Representatives of Embassies and other Development Partners in Viet Nam; the U.S and Indonesian Delegations

***Virtual participants: at least 500 ends from UN Member States,** representatives of Regional Organizations, NGOs, academia, women's organizations, peacebuilding practitioners and other stakeholders.

IV. VENUE AND TENTATIVE AGENDA FOR MTG VENUE, CATERING & ICT ARRANGEMENT

The workshop will be organized at **J.W Marriot Hotel in Ha Noi – Viet Nam**, combining physical and virtual participation on **7-8-9 December 2020**. All Distinguish Guest registration and escort to the reserved SEATs and TABLEs would be provided by the selected Event Organizer Company, as follows:

Time	Activities	Responsibility	Quantity
WORKSHOP Day 1 - 7 December 2020			
18.00 – 18.30	INAUGURATION OF EXHIBITION	EVENT ORGANIZER COMPANY	200
	COCKTAIL	EVENT ORGANIZER COMPANY	200
18.30 – 20.00	HIGH-LEVEL OPENING	Indicated in a separate Content Agenda	200
20.00 – 20.30	LIGHT DINNER /REFERESHMENTS	EVENT ORGANIZER COMPANY	200
20:30 – 22:30	PLENARY SESSION 1	Indicated in a separate Content Agenda	200
WORKSHOP Day 2 - 8 December 2020			
15:45 – 16:15	Light refreshments	EVENT ORGANIZER COMPANY	100
16:15 – 18:15	4 BREAKOUT SESSIONS	Indicated in a separate Content Agenda	100
18.15 – 18.30	Coffee break	EVENT ORGANIZER COMPANY	150
18.30 – 20:00	PLENARY SESSION 2	Indicated in a separate Content Agenda	150
20.00 – 20:30	LIGHT DINNER /REFERESHMENTS	EVENT ORGANIZER COMPANY	150
20:30 - 22:30	PLENARY SESSION 3	Indicated in a separate Content Agenda	150
WORKSHOP Day 3 - 9 December 2020			
16:00 – 17:00	Light refreshments	EVENT ORGANIZER COMPANY	150
17:00 - 19:00	PLENARY SESSION 4	Indicated in a separate Content Agenda	150
19:00 - 20:00	PLENARY SESSION 5 AND CLOSING OF THE EVENT	Indicated in a separate Content Agenda	150
20.00 - 21.30	GALA DINNER (buffet) – with Music Performance	EVENT ORGANIZER COMPANY	150

V. MATERIALS

All the materials will be distributed to participants 5 days before the workshop, including:

- Opening remarks
- Presentations
- Documents for breakout sessions

VI. DETAILED REQUIREMENTS ON ALL GOODS/SERVICES:

The details of each required item (including the video recording and livestream services) requested to be provided by event organizing firm are listed in Annex 3 attached (excel file).

EVALUATION CRITERIA

1. TECHNICAL EVALUATION:

The evaluation of technical proposal shall be conducted for the two below-mentioned parts:

a) Technical evaluation for the event organization service:

- No item is missing in the quotation;
- All items quotes are technically accepted. Detailed information for each quoted item is provided as per required;

b) Technical evaluation for the video recording and livestream service:

Summary of Technical Proposal Evaluation			Points obtainable
1.	Similar services on video recording & Livestream for international/local events provided by event organizer		300
2.	Relevant qualification of the technical team (5-7 technicians) with working experience for the big events, good at filming softwares like VMIX, AE		300
3.	Qualifications of the video and livestream Director		400
	- Graduated from Movie and Stage University	100	
	- 10 years experience for Television Station and production of video clips for a big/major/significant events	150	
	- 3 years experience working on similar International Events in Viet Nam	100	
	- Proven good English skill	50	
Total			1000

2. FINANCIAL EVALUATION:

Bidder(s) meeting all evaluation criteria for (a) and passing the minimum technical score of 700 for (b) will be qualified for financial evaluation. Lowest offer will be selected.

Contract Templates and General Terms and Conditions

1. Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

2. Please find below link to the General Terms and Conditions:

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below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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below US\$ 50,000 (Goods or Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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equal to or above US\$ 50,000 (Goods and/or Services):

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Email and proposal should indicate clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal with copies/scan of appropriate supporting documents:			
	a) Business Licenses – Registration Papers, Tax Payment Certification, etc.			
	b) List of similar services for the video recording and livestream service <u>provided by the event organizing firm</u> with details on event names, event dates, International or local event, contract value, clients			
	c) CV of the Video and Livestream Director			
	d) CVs of 5 technicians for the video recording and livestream service			
2	Duly signed and stamped <u>Price Schedule</u> as provided in Annex 3 in both excel and pdf formats.			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 60 days from the date of proposal submission deadline.			
4	This duly filled, checked, certified submission checklist to be attached to the submission			
5	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*