



REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: RFQ-015-PHL-2021 | Date: 29 January 2021 |
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Deadline of eTender submission is on **14 February 2021**.

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Alka Aneja

Title: Procurement Specialist

Date: 29 Jan 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

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| Introduction | <p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> |
| Deadline for the Submission of Quotation | <p>16 February 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> |
| Method of Submission | <p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: bids.ph@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF only. Convert all images to PDF. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 7MB if through email ▪ Mandatory subject of email: RFQ-015 EVENTS ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources</p> |
| Cost of preparation of quotation | <p>UNDP shall not 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.</p> |
| Supplier Code of Conduct, Fraud, Corruption, | <p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p> |
| Gifts and Hospitality | <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p> |

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| | indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| Conflict of Interest | <p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> |
| General Conditions of Contract | <p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p> |
| Special Conditions of Contract | Not applicable |
| Eligibility | <p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p> |
| Currency of Quotation | Quotations shall be quoted in Philippine Peso (for local)/USD (for international) |
| Joint Venture, Consortium or Association | <p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> |
| Only one Bid | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. |

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| | <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p> |
| Duties and taxes | <p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> |
| Language of quotation | <p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p> |
| Documents to be submitted | <p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. Financial proposal should be separated from Technical and should be password protected.</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate and Business Permit;</p> <p><input checked="" type="checkbox"/> List and value of similar projects performed for the last three (3) years;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the two clients;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Level of Effort (include in the technical proposal)Click or tap here to enter text.</p> |
| Quotation validity period | <p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p> |
| Price variation | <p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p> |
| Partial Quotes | <p><input checked="" type="checkbox"/> Not permitted</p> |
| Alternative Quotes | <p><input checked="" type="checkbox"/> Not permitted</p> |
| Payment Terms | <p><input checked="" type="checkbox"/> Please see Terms of Reference (TOR) for the tranche breakdown</p> |
| Conditions for Release of Payment | <p><input checked="" type="checkbox"/> Upon submission and UNODC's acceptance of deliverables specified in the TOR.</p> |

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| Contact Person for correspondence, notifications and clarifications | E-mail address: procurement.ph@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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. |
| Clarifications | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email by 11 February 2021 |
| Evaluation method | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) |
| Evaluation criteria | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Technical Proposal (70%) and Financial Proposal (30%) <ul style="list-style-type: none"> • Technical Expertise of the Firm (30%) • Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%) • Management Structure and Qualification of Key Personnel (40%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. |
| Right not to accept any quotation | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| Right to vary requirement at time of award | 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. |
| Type of Contract to be awarded | <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) |
| Expected date for contract award. | 01 March 2021 |
| Publication of Contract Award | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| Policies and procedures | This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures |
| UNGM registration | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature. |

ANNEX 1: TERMS OF REFERENCE

Project Title: ACDP Research Conference Event Planning and Management

Background Information and Rationale, Project Description

The UNODC POPHL is providing technical assistance to the Asian Center for Drug Policy (ACDP), the National Academy of Science and Technology (NAST) and other partners for a Research Conference on the Drug Recovery in the Philippines: Strengthening Evidence-Based Policies and Practice (tentative title), to be held in April 2021. The Conference, which is structured as a series of five weekly webinar-forums, aims to recognize that drug use and drug use disorders are a significant public health problem in the Philippines, and at generating solutions, measures, policies to better manage it.

The Conference will have five themes: 1) Magnitude of the Problem (international and local); 2) Public health consequences of drug/substance use; 3) Drug Recovery in the Philippines; 4) The Science of Drug/Substance Use (biomedical/clinical and socio-cultural); and 5) Public health policies and interventions. A summary of recommendations and resolutions will be presented in the last session of the series.

The methodology includes lead discussion groups for each major theme, which groups shall: 1) perform exhaustive literature review on the theme/topic; 2) review local research paper submissions; 3) recommend speakers/panelists for the webinar/forums, 4) formulate an executive summary based on literature review and worthwhile local papers; and 5) organize the specific webinar to present executive summary followed by research presentations.

The Asian Center for Drug Policy is a fledgling consortium that envisions itself to be “a regional coalition of academic institutions, civil society organizations, government agencies and private organizations that promotes objective and open dialogues on the effectiveness, direction and content of drug policies at the national and regional level. It shall co-create, deploy and disseminate evidence-based, comprehensive and integrated solutions to the problem of drug / substance abuse.” (2018, ACDP MOU). Until August 2019, Development Academy of the Philippines housed the Secretariat and subsidized the technical and administrative secretariat services but has since ceased to do so.

UNODC POPHL aims to provide technical support as Technical and Administrative Secretariat Services to the Asian Center for Drug Policy for the Research Conference and complementing activities. This activity comes under the RenewHealth/USAID project through its Year 2 funding and contributes to the achievement of Output 3.1.2 CBDR Policy Research and Development.

Specific Objectives

The objective of this project is to provide events management services for five (5) research forums schedule every week from April 7 to May 5, 2021.

Scope

For the period 15 February 2021 to 14 June 2021, the firm shall provide event planning and management services to the ACDP for its pre-conference activities, including five (5) research and policy forums. In particular, it will

- ✓ Plan for and manage five (5) mixed-platform research forums-cum-webinars organized by the ACDP;
- ✓ Coordinate with the UNODC-engaged conference visual design consultant to know and provide inputs to the concept and thematic design of the weekly research forums as well as the main conference, as well as the design of event-related materials;
- ✓ The firm shall develop the public information and PR materials, provide copywriting and scriptwriting services for event-related materials, as well as event template and logomotion videos;
- ✓ Crop/edit and prepare for broadcast the 5- to 7-minute videos of selected research papers that will be presented to the forums/conferences

Contractor may be able to refer to the following infographics/materials. Please refer to Annex A

1. Concept Note – ACDP Research Conference
2. Presentation Deck on Orientation on ACDP Research Conference

Approach and Methodology

The contractor is expected to submit a proposal with detailed activities, deliverables, time line and budgetary requirements, and ensure to include in their approach consultation with UNODC team in the Philippines as well as the ACDP representatives, to make sure that the events are rolled out in accordance with the requirements of the ACDP.

Deliverables and Schedules/Expected Outputs

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required | Designated Officer who will review and accept the output |
|--|--------------------------------|----------------------|---|--|
| Initial meeting with UNODC and ACDP, Submission of Inception Report, with the following: Concept and thematic design; Draft Design of event-related materials | 4 days | Week 1 | Senior National Programme Officer (UNODC) National Program Officer for Drugs and Health (UNODC) With concurrence of : Co-Convenor, ACDP And Vice-Chancellor, UP Manila | Senior Policy Advisor, UNODC PHL |
| Overall Creatives and Public Relations Coordinate with visual designer on design of event-related materials; Copywriting and scriptwriting for event-related materials; Event template and logomotion video materials Social media communications | 10 intermittent days | Duration of Contract | | |
| Manage five (5) Webinars in Online and Broadcast Platforms | 5 intermittent days | Duration of Contract | | |
| Live Broadcast, AVP Production Hosting and Streaming system; programming/editing; Virtual camera, high powered streaming computer, mixer, switcher rental (for six runs); Live streaming (youtube or FB Live) AVP Production (pre-event videos, speakers' presentations, recording and enhancement of 30 paper presentations of 7 mins each) | 10 intermittent days | Duration of Contract | | |
| Staging: Satellite studio set-up for video shoots, live hosting or panel discussions | 10 intermittent days | Duration of contract | | |
| Submission of Final Drafts (approved by ACDP and UNODC) and End of Activity Report | 3 days | Final Week | | |

Governance and Accountability

The Firm shall be directly supervised by Senior National Programme Officer, with the guidance of the Resident Policy Advisor of UNODC Programme Office in the Philippines.

The Firm will have to work with UNODC all through-out the process for this project collaboratively. All outputs shall be submitted to the Senior National Programme Officer and the Resident Policy Advisor of UNODC. All payments are subject to approval by the Senior Policy Advisor of UNODC. The Firm will have to coordinate with, the National Programme Officer of UNODC Philippines, for the project implementation details.

Expected duration of the contract/assignment

The Firm will be hired for a maximum of four (4) months. The target start of work date is March 2021 and the target end date by the June 2021. No-cost extension is possible if the schedules sessions for the conference were moved or delayed.

Duty Station

The contractor may schedule consultation meetings and demonstrations through an online platform given the current COVID-19 situation but may have to schedule a face to face meeting before the end of the project.

This work shall be performed in person to the extent permitted by community quarantine restrictions. The Firm is expected to have its own working premises, equipment, internet connectivity, cloud hosting, among others. UNDP and the Firm shall assess the feasibility and safety of conducting on-the-ground activities if needed and undertake measures to ensure safety of its personnel. It is understood that the Firm shall provide medical insurance coverage and other safeguards for its personnel.

Professional Qualifications of the Successful Firm and its Key Personnel

1) The successful Firm must have demonstrable capability and track record to undertake methodologies and tools. The Firm must meet the following qualifications:

- a) At least 5 years of experience in end-to-end Event and Conference planning, management and coordination, especially in online and blended/mixed-platform forums, trainings and conferences for local and international organizations, including government agencies;
- b) Expertise in online events management, digital and social media marketing, copywriting and copy editing, and theming;
- c) Has received positive ratings and reviews for the quality of their work relevant to events management, from clients and audiences;
- d) Is able to field a team of experienced event organizers.

2) The Firm shall assign its in-house personnel or source these from its partners. The below are the minimum required personnel:

a) **Project/Team Lead** – shall be the primary point of contact with UNODC and ensure that the delivery of outputs and advice are done in a timely and high-quality manner. He/she will be the main Conference Manager. The Lead will ensure that coordination with speakers, management of presentation materials, and management of the webinars/ research forum sessions are properly carried out.

- Has strong background in communications, project / team leadership and management, with at least 3 years of experience in managing online and broadcast events, especially forums and conferences within the academic field.
- At least a Master In Business Administration, Information, Education and Communications, or similar educational background, or the equivalent in practical experience.

b) Web Developer– who will create and manage the Conference and Forums landing pages, and will be in charge of the security of the landing pages and its database, in coordination with ACDP’s Conference Visual Design Consultant; will also be in charge of developing the digital collaterals.

- 3-5 years of experience in web development
- At least a Bachelors degree in any field.

c) Copywriter/editor – will produce the copy for all landing pages and collaterals for the Forums and Conference, and help edit technical papers to final form

- 3-5 years of experience in copywriting and launching direct email campaigns
- At least a Bachelors degree in English, Literature, or Marketing Communications

d) Public and Media Relations Manager (including social media) – in charge of researching appropriate media outfits, inviting targeted media and public communities, writing the press releases and producing media kits, and seeding media articles to a select number of media outfits, and managing the social media platforms and running online ad campaigns for the event

- 3-5 years of experience in public and media relations and launching and optimizing digital ad campaigns for forums and conferences
- At least a Bachelors degree in Business Administration, Public Relations, Marketing or Communications

Price and Schedule of Payments

The contract is on a fixed output-based price regardless of the extension in duration of work, in the event that the contractor is unable to deliver on time. The contractor shall include in their proposal all-in costs, including staffing; professional fee, administrative support et al.

Schedule of payment be applied:

| Tranche | Tentative Due Dates | Percentage | Schedule |
|----------------|---------------------|------------|--|
| First Payment | Feb. 2021 | 20% | After submission and acceptance of Inception Report and Draft Design of event-related materials |
| Second payment | April 2021 | 30% | After completion of two research forum and submission of reports for first and second research forums. |
| Third Payment | May 2021 | 30% | After completion of another 3 research forum and submission of reports for third to fifth research forums. |
| Fourth Payment | June 2021 | 20% | After submission and acceptance of End of Activity Report. |

Criteria for Evaluation

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%.

The evaluation of Technical Proposal should at minimum comprise the 3 major criteria as shown in the table below.

| Technical Proposal Evaluation Forms | | Points Obtainable |
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| 1. | Bidder's qualification, capacity and experience / Expertise of the Firm Relevance of specialized knowledge and experience on similar engagements done in the region/country | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 300 |
| 3. | Management Structure and Key Personnel | 400 |
| | Total | 1000 |

| Section 3. Management Structure and Key Personnel | | | Points obtainable |
|---|---|----|-------------------|
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? | | 60 |
| 3.2 | Qualifications of key personnel proposed | | |
| 3.2 a | Project/Team Lead | | 130 |
| | Has strong background in communications, project / team leadership and management, with at least 3 years of experience in managing online and broadcast events, especially forums and conferences within the academic field | 80 | |
| | At least a Masteral In Business Administration, Information, Education and Communications, or similar educational background. , or the equivalent in practical experience. | 50 | |
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| 3.2 b | Web Developer | | 70 |
| | Experience in web development demonstrated through the submitted sample | 70 | |
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| 3.2 c | Copywriter/editor | | 70 |

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| | 3-5 years of experience in copywriting and launching direct email campaigns, demonstrated through the submitted sample work | 70 | |
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| 3.2.d | Public and Media Relations Manager (including social media) | | 70 |
| | 3-5 years of experience in public and media relations and launching and optimizing digital ad campaigns for forums and conferences demonstrated through the sample work | 70 | |
| Total Section 3 | | | 400 |

Sub-annexes to the TOR (attached separately)

1. Memorandum of Understanding of the Asian Center for Drug Policy
2. Powerpoint Presentation of UP Manila on the Conference Design

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ-015-PHL-2021 | Date: Click or tap to enter a date. |

Company Profile

| Item Description | Detail |
|--|---|
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Certificate of Registration, Business Permit, Tax payment certifications | Please provide |
| JV/Consortium documents (if applicable) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Is your company a member of the UN Global Compact (if yes provide a Copy) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Certificates of Satisfactory Performance (at least 3) | Please provide | | | |
| Bank Information | Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. | | | |
| Previous relevant experience: 3 contracts | | | | |
| Name of previous contracts | Client & Reference Contact Details including e-mail | Contract Value | Period of activity | Types of activities undertaken |
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Bidder's Declaration

| Yes | No | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. |

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact. |
| <input type="checkbox"/> | <input type="checkbox"/> | Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

Technical Offer

Provide the following:

- Profile - a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel
- Latest Audited Financial Statement (last 3 years)– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation

Financial Offer (should be exclusive of tax)

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Philippine Peso (local firms)/USD (international firms)

| Ref | Description of Deliverables | Price |
|-------------|-----------------------------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| | | |
| Total Price | | |

Breakdown of Fees

| Personnel / other elements | UOM | Qty | Unit Price | Total Price |
|----------------------------------|-----|-----|------------|-------------|
| Personnel | | | | |
| e.g. Project Manager/Team Leader | day | | | |
| | | | | |
| | | | | |

| | | | | |
|-------------------------------|--|--|--|--|
| Other expenses | | | | |
| International flights | | | | |
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communication | | | | |
| Other Costs: (please specify) | | | | |
| Total | | | | |

Compliance with Requirements

| | You Responses | | |
|-----------------------------------|--------------------------|--------------------------|---|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Validity of Quotation | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Payment terms | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Other requirements [pls. specify] | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |

| | |
|---|--|
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| <i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text. |