



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/GUYUB/148321/015/2021 - Event Organization and Management Agencies for a Virtual National Research Conference of the GUYUB project	Date: 12 July 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: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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: Martin Kurnia

Title: Procurement Analyst

Date: 12 July 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

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>Please refer to the event ID mentioned below IDN10 - 0000009781 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID: IDN10-- 0000009781</p> <ul style="list-style-type: none"> ▪ File Format: 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: N/A <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-notices/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 indefinitely or for a stated period, to be awarded a contract if at any time it determines that the</p>

	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>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p> <p><input checked="" type="checkbox"/> N/A</p>
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 IDR for Local Bidder or USD
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	<p>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.</p> <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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</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</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other 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 top most qualified, highly experienced and cost efficient 3 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Other – sample written self declaration of impartiality</p>
Quotation validity period	<p>Quotations shall remain valid for 60 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> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other - Please refer to Payment Schedule in ToR</p>

Conditions for Release of Payment	<input type="checkbox"/> 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 checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others - Upon received original invoice
Contact Person for correspondence, notifications and clarifications	E-mail address: intan.faradila@undp.org, Cc: yusef.millah@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 4 days before the submission deadline. Responses to request for clarification will be communicated by email and relevant event ID in the eTendering system.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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 type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
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 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.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	9 August 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.
Other	Bid Conference through zoom meeting Day/Date: Friday, 16 July 2021

	<p>Zoom Link: https://undp.zoom.us/meeting/register/tZ0ud-isrjoiGdKejlLeLvuYKkNk7LVxbuKc</p> <p>Meeting ID: 893 0140 1836</p> <p>Detailed Terms of Reference as well as other requirements are listed in the RFQ available on UNDP ATLAS e-Tendering system” (https://etendering.partneragencies.org) as written in the method of submission. If you have not registered in the system before, you can register by logging in using:</p> <p>Username: event.guest Password: why2change</p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to yusef.millah@undp.org and intan.faradila@undp.org .</p> <p>Please note that ATLAS has following minimum requirements for password:</p> <ol style="list-style-type: none"> 1. Minimum length of 8 characters; 2. At least one capital letter; and 3. At least one number. <p>New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.</p> <p>For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.</p> <p>The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-forbidders.html</p> <p>You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

Event Organization and Management Agencies for a Virtual National Research Conference of the GUYUB project

POST TITLE:	Event Organization and Management Agencies for a Virtual National Research Conference of the GUYUB project
AGENCY/PROJECT NAME:	UNDP
COUNTRY OF ASSIGNMENT:	Indonesia
DURATION:	July 2021 – August 2021

A. Project Title

GUYUB project: Tackling the threat of violent extremism and its impact on human securities in East Java - A comprehensive, prevention-focused programme that is people-centred, driven by community stakeholders and reinforced at the national level.

B. Background

The project

The GUYUB Project is a partnership between the United Nations Office of Drugs and Crime (UNODC), the UN Development Programme (UNDP), and UN Women through Peace-Hub. GUYUB project is supporting the Government of Indonesia to tackle the threat of violent extremism in East Java and throughout Indonesia. In doing so, GUYUB project is working at the community level to deliver prevention-focused, people-centred activities that build peaceful communities, while strengthening the capacity of government to promote inclusiveness and engender resilience against violent extremist narratives.

Given the importance of knowledge building and information sharing on local best practices for effective prevention and response to violent extremism, the United Nations Development Programme (UNDP) in partnership with the UN Entity for Gender Equality and the Empowerment of Women (UN Women) Indonesia under the Guyub project, will host a Virtual National Research Conference in Indonesia, entitled "Promoting the Human Security Approach in Leveraging Research, Best Practices and Lessons Learned for PVE and Gender Equality in Indonesia" on August 24th and 25th, 2021.

Modality, Method and Structure

The National research Conference consists of several thematic panels and utilizes workshop modality to ensure that it is interactive and engaging. The participants in the working panels will discuss new approaches and methods to preventing and combating violent extremism, including Private Sector Engagement following thematic presentations from resource persons across different plenary sessions. The parallel sessions will take a group discussion format, led by facilitators, where participants are encouraged to provide inputs on several pertinent issues and formulate recommendations.

Structure

The National Research Conference will be held as a two-day event with proposed structure as follows:

1. Keynote speeches and introduction

I. Plenary sessions

II. Parallel session: group discussions

III. Recommendation formulation

Parallel session will be organized as round table discussion with the participation of a broad range of stakeholders – from policymakers, to practitioners, gender stakeholders, academics, NGOs and relevant UN agencies and development partners- to incorporate diverse perspectives and facilitate an interactive debate.

Participants

The national conference expects to have a maximum of 150 participants from various stakeholders in Indonesia as follows:

Online

- UNDP personnel and Project Management Unit: 15
- United Nations Agencies personnel: 20
- Education/ Research Institutions: 30
- Government Agencies: 20
- Civil Society Organizations: 33
- Development Agencies: 32

Total: 150

Time and Place

The event will be held for two days, from August 24 to August 25 2021.

Online venue: Zoom

Financial Resources

This National Research Conference will be fully supported by the Guyub project, a joint initiative between UNDP, UN Women and UNODC, funded by the United Nations Trust Fund for Human Security (UNTFHS).

AGENDA**DAY 1 - August 24, 2021 – 09.30 AM - 15.35 PM**

09.30 – 10.30 AM Opening Remarks & Keynote Speech

Children's Choir

10.20 - 10.30 - Roadmap of the national conference facilitated by UNDP

1ST PLENARY SESSION - 10.30 - 12. 10 PM

Human Security Approach in P/CVE Efforts to Promote Peace, Tolerance and Gender Equality: Case Study in East Java

- A Brief preface and 3 presentations
- Playing of the Guyub Project motion-graphic

10 Min Break

- A Brief preface and 4 presentations
- 12.10- 12.30 AM - Q&A session

This session will explain on gender responsive best practices, lessons learned and research on PVE from the Guyub project that promote the human security approach as scalable solution initiatives at national and international levels

LUNCH BREAK 12:30 – 13:30

3RD PLENARY SESSION - 13.30 - 15.00

- Advancing P/CVE Agenda in Indonesia: Linking Local Best Practices to National Level – 4 presentations
- 15.00 - 15.20 - Q&A

This session will explain on the development and implementation of Indonesia's NAP on P/CVE and the extent to which the locally rooted initiatives and research inform PVE policy and practice for advancing PVE agenda in Indonesia and beyond.

WRAP UP DAY 1 - 15.20- 15.35 PM

DAY2 - August 25, 2021 - 8 AM - 14.45 PM

1ST SESSION - 09.30 - 10.00

- The Need for Strengthening Multi-stakeholder Coordination and Collaboration for P/CVE (2 online presentations)
- Children Choir

2ND PLENARY SESSION - 10.00 - 11.40 PM

- Emerging Trends of Online Violent Extremism: Challenges and Solutions – 5 presentations
- 11.40- 12.00 PM- Q&A

This session will explain on the evolution of violent extremist activism and the important role the private sector and youth can play in P/CVE efforts to advance P/CVE agenda in Indonesia in support of Indonesia's NAP on P/CVE

LUNCH BREAK 12:00 – 13:00

PARALLEL SESSION: GROUP DISCUSSION - 13.00- 14.15 PM

- A Way Forward: Recommendations and Steps for the Next Collaboration
- Parallel sessions 13:15- 13:45: working group discussions for recommendation formulation
- Presentation from each working group on next collaborations – 13:45- 13.15

14.15- 14.35 PM - Q&A

14:35 - 14:45 - Closing remarks

C. SCOPE OF SERVICES

Scope of work

UNDP-GUYUB is looking to engage a reputable and qualified event organization/ management agency, with a track record of success in high quality events in planning, coordinating, and ensuring professional and efficient organization of a hybrid national research conference of the Guyub project. The services of an event management company is crucial to ensure successful outreach to Preventing Violent Extremism (PVE) actors.

The selected event organization/ management company will have responsibility for preparation and management of all logistical issues and arrangements related to hosting a successful and professional online national research conference. Working closely with the UNDP-Guyub Project Management Unit (PMU), the event management company will provide all-inclusive services as needed, including arranging for online platform, interpretation, sign language, IT equipment and support and other related arrangements. The online national research conference will fully utilize online modality through Zoom platform, while also being streamed live in UNDP YouTube channel.

Please refer to Annex 3 for detailed specifications for the services and tasks/deliverables being requested under this assignment, which include:

1. Preparatory Work

1.1 National Research Conference Action Plan and Virtual Event Management

- a. Formulating a work plan for all tasks related to the Guyub Project National Research Conference and creating a production schedule for the event
- b. In consultation with UNDP GUYUB, design the creative graphics that will enhance the look of the event, including audio-visual material (inter alia animations, transitions, background music) that will be used during the event.
- c. Design and create the layout and other production requirements
- d. Producing a maximum 3 pre-recorded videos by Children Choir for online broadcast (5 minute maximum per video).
- e. Prepare event hosting with PGM Zoom for 150 online participants (with a maximum of 200 online participants).
- f. Prepare Interactive pooling system (Mentimeter/ Mural-paid account) for online platform and liaise with GUYUB UNDP-PMU to insert all questions into the pooling system.
- g. Record, edit, and finalize pre-recorded portions for virtual event hosting. The contractor should provide sign-language equipment and sign language personnel, who are experienced in international development and /or government policy sectors.
- h. Ensure that all arrangements are made, including setting up for virtual event hosting, full range of audio-visual live streaming and virtual meeting solutions as required, high speed internet, and an IT personnel in charge of general troubleshooting, including broadcasting videos, screen share, arising in real-time.
- i. Oversee and execute the launching event;
- j. Liaise with UNDP officer to coordinate in live-streaming the event on UNDP Youtube channel and other partner agencies' social media channel (UN Women Youtube).

1.2 Communications, Graphic Design and Conference Branding

- a. Produce a high-quality communication material for branding and promotion of the event for online platform (teaser, online flyer)
- b. Coordinate with the online event platform to ensure smooth transitions between programme elements and between live and/or pre-recorded elements
- c. Producing show-ready pre-recorded elements including videos, graphics and animations.

1.3 Logistics, Online platform arrangement

- a. Identification, contracting and management of a qualified bi-lingual (English and Indonesian) Master of Ceremony (MC) who has experience in International Development and/or Government Policy sectors as experienced news anchor working in broadcasting or journalism- in consultation with GUYUB- UNDP
- b. Identification, contracting and management of a team of experienced simultaneous interpreters in International Development and /or Government Policy sectors: English/Indonesian -for 2 full (7-hour) days
- c. Identification, contracting and management of 5 teams of experience simultaneous interpreters in international development and /or government policy sectors

English/Indonesian -for 1 session (1-hour) on the second day (to be divided into 5 working groups)

- d. Identification, contracting and management of a team of professional notetaker: English/Indonesian -for 2 (7-hour) day
- e. Incorporate the services of external Sign Language Vendor/personal experienced in international development and /or government policy sectors for online platform, in consultation with UNDP.
- f. Incorporate the services of an external expert experienced in the area of international development sector and/or government policy sector and/or (experience in the area of preventing violent extremism is highly desirable) for producing a summary report of the national conference with requested content/ template by UNDP.

1.4 Participants Management

- a. Administer registration and compile confirmed registration list of participants
- b. Send out invitations to all participants
- c. Follow up on invitations-via telephone/ e-mail, compile confirmed registration list-all participants
- d. Administer survey to online participants during event

2. During Event

2.1 Oversee Hosting Systems and Managing Live Streaming

- a. In coordination with the online event platform, oversee the flow and management of the Guyub National Research Conference including transitions between programme elements in the agenda
- b. Ensure that all arrangements are made for virtual event/meeting hosting, including setting up for virtual event/meeting hosting, an IT personnel in charge of overall troubleshooting and managing the event, including broadcasting videos, screen share.
- c. Operate interactive engagement tools and **monitor live chats and discussions**
- d. Answer all questions pertaining to technical issue to participants and control audio of participants during sessions (mute/ unmute audio)
- e. Provide backdrop panel for host, all speakers and panel;
- f. Provide streaming link
- g. Manage the broadcast of the online event platform and support the livestream to UNDP YouTube platform

2.2. Live Creative Production and Design

- Support live creative production of the event including short video
- Support the creation of graphic designs and high-quality production as needed.

3. Post Event

- a. Submission of a summary report of the national conference by expert with requested content/template by UNDP consisting: 1) summary of event impact; 2) lessons learned; 3) summary of the note-taking of all sessions, including presentations and Q&A; 4) summary of the attendance list; 5) summary of survey and poll result; 6) summary of media coverage (if feasible) and; 7) the list of partners engaged
- b. Post-show recordings made available for UNDP, including: separate files for video presentations, panel discussions, Q&A, each plenary session and parallel session.

The Contractor will work under the guidance and supervision of UNDP-GUYUB project management team.

IMPORTANT NOTE: Bidders that do not comply with the minimum requirements listed below may be directly disqualified.

Important note: The vendor is expected to submit a brief description of relevant past assignments with contacts for reference check and a duly signed written self-declaration of impartiality.

- The offeror 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;
- The offeror has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or any other international Organization.
- The offeror has no conflict of interest in undertaking this assignment; it does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the firm in his/her capacity as UN staff member within the last three years of service with the UN
- The offeror has 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; and undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

Personnel

1. List of recommended personnel are as follow:

- Event Manager
- Registration and Speaker Coordinator
- IT Supervisor
- Liaison Officer
- Technical Support Virtual Meeting Platform:
 - Operator VMix
 - Operator Platform

- Opearator Youtube

2. Minimum qualifications:

Educational requirements for team members: Team members in supervisory or managerial position are in possession of least Bachelor's degree or above in a related field, **required**. Team members may include: Event manager (focal point to UNDP), personnel for managing pre-event (invitation, pre-event deliverable and registration), during event (show management and IT) as well as post event (submission of deliverables after event).

Professional experience requirements for team members: At least 5 years' experience of virtual event development, facilitation, and management for Intergovernmental organization, like the UN, and the rest of what we have under the company requirements. **CV of the proposed team members must be submitted.**

Qualification of Required Event Organization

- Experience in managing online event
- Registered Company with valid certificate
- Experience in managing event for Government and International Organization
- At least 5 years of experience in virtual event development, facilitation, and management for intergovernmental organizations and Government, with at least 2 similar projects **required**.
- Latest permit to operate business in the location
- Submit duly signed financial statement

Evaluation

Technical responsiveness/Full compliance to requirements as described in Annex 1 & 2, 3. Full acceptance of the Contract General Terms and Conditions (Annex 3).

Intellectual Property

All information and production of report to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

D. DURATION OF THE WORK

Duration of the Work

The assignment is estimated to commence on July 2021. The assignment will need to be completed by 30 August 2021 at the latest. Up to maximum of 30 working days.

Duty Station

The consultancy will be based in Jakarta-Indonesia and shall set-up a schedule to engage with the project team through video conference or other remote communication tools.

Institutional Arrangement

The Contractor will work under the overall guidance of GUYUB project management team, UNDP Indonesia. The Contractor shall be in regular contact with the UNDP focal point, who will provide feedback and approve the services at every stage. Regular reporting will be required, and each deliverable shall be presented to the GUYUB project management team of UNDP Indonesia for review and approval.

E. REPORT AND SCHEDULE OF PAYMENT

Report	Time target	Payment
1. One day prior to event	23 August 2021	30% of total contract
2. Submission of Summary report of National Research Conference	30 August 2021	70% of total contract

Prepared by



Nihandini Santi
Technical Officer PVE

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/UNDP/GUYUB/148321/015/2021 - Event Organization and Management Agencies for a Virtual National Research Conference of the GUYUB project	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.
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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women	<input type="checkbox"/> Yes <input type="checkbox"/> No

empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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

Bidder's Declaration

Yes	No	
<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.
<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.

Yes	No	
<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 - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid 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:	RFQ/UNDP/GUYUB/148321/015/2021 - Event Organization and Management Agencies for a Virtual National Research Conference of the GUYUB project	Date: Click or tap to enter a date.

Currency of the Quotation: IDR INCOTERMS:							
Item No	Description	Qty	UOM	Period of engagement	UOM	Unit price	Total price per item
I	GRAPHIC DESIGN - Production of Key visual template for visibility:						
1	Background image, on screen layout, third layer title, bumper, flyer, pre-teaser	1	package	1	time		
III	VIRTUAL EVENT						
1	PUBLISHER Streaming System (1 day Rehearsal 2 days Show)						
	Main Publisher - Zoom	1	package	2	days		
	Publisher PGM Zoom	1	package	2	days		
	PC / Laptop publisher	1	package	2	days		
	PC & decklink video capture device 4 input	1	set	2	days		
	VMIX license	1	set	2	days		
	Interactive pooling system (Mentimeter / Mural - paid account)	1	package	2	days		
	Laptop Resolume	1	package	2	days		
	Speaker monitor DB Technology	1	package	2	days		
2	5 Zoom Breakout Rooms - All inclusive	1	package	2	days	1	
	5 (five) Monitors 1 package Audio recording for each channel						
IV	TALENT, STAFFING & OTHERS						
1	EVENT MANAGEMENT						
	Event Manager	1	package		lumpsum		
	Registration and Speaker Coordinator	1	package		lumpsum		
	IT Supervisor	1	package		lumpsum		

	Liaison Officer	1	package		lumpsum		
	Technical Support Virtual Meeting Platform	1	package		lumpsum		
	Operator Vmix Tim	1	team	2	day		
	Operator Platform	1	team	2	day		
	Opearator Youtube	1	team	2	day		
2	Master of Ceremony Virtual Main Stage bi-lingual: English and Bahasa (News Anchor)	1	person	2	days		
	Kids Choir (recorded) (3 videos/ songs max)	1	group	3	videos		
3	Interpreter, Sign Language & Note taker						
	Interpreter bilingual (English and Bahasa)	1	package	2	days		
	Interpreter bilingual (English and Bahasa) for 5 breakout rooms	5	room	2	hour		
	'Experienced Sign Language in International Development sector	1	person	2	days		
	Note Taker Bi-lingual (English and Indonesian)	1	person	2	days		
	'Note Taker English and Indonesian (experienced in international development sector)	2	persons	2	days		
5	COMMUNICATION AND INFORMATION						
	Written summary report of National Research Conference using UNDP content template (please refer to ToR for further details)	1	report	1	report		
	'Edited Video documentation (Summary of event) and raw files (please refer to ToR for further details)	1	package	1	unit		
	Total Price						
	Transportation Price						
	Insurance Price						
	Installation Price						
	Training Price						
	Transportation Price						
	Total Final and All-inclusive Price						

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum required Scope of work	<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 <i>[pls. specify]</i>	<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 NameClick 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.

Certificate Of Completion

Envelope Id: 3D658D40CFC1479DAD75CF47F45913DC

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Martin Stephanus Kurnia

martin.kurnia@undp.org

Head of Procurement

UNDP Indonesia

Security Level: Email, Account Authentication
(None)Signature Adoption: Drawn on Device
Using IP Address: 139.193.58.115

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

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Signing Complete

Security Checked

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Completed

Security Checked

7/12/2021 7:12:14 AM

Payment Events**Status****Timestamps**