



REQUEST FOR QUOTATION (RFQ)

**RFQ Reference: RFQ/UNDP/SP4N-LAPOR!/
173547/011/2022 – Event Organizer for the 2nd and 3rd
Annual Workshop**

Date: 23 May 2022

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:

For

A blue ink handwritten signature, appearing to be 'Martin Kurnia', is written over a blue DocuSign signature line.

DocuSigned by:

Signature: 49A078773C904EA...

Name: Martin Kurnia

Title: Procurement Analyst

Date: **23 May 2022**

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>For eTendering submission – as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</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/ EDT (New York) time zone.</p> |
| Method of Submission | <p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</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. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <p>The Event ID for etendering system: IDN10 – 0000012566</p> <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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</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> |

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| Gifts and Hospitality | 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 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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input 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 checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 days]</p> <p><input type="checkbox"/> Others [pls. specify]</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. 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 | <p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency – IDR (Mandatory for Local Bidders)</p> |
| Joint Venture, Consortium or Association | 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 |

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| | 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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| 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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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. |
| Duties and taxes | 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: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes |
| Language of quotation | English Except for any legal document / certificates issued by the local government |
| Documents to be submitted | Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input checked="" type="checkbox"/> Annex 3A: Breakdown of Fees in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Registration certificate <input checked="" type="checkbox"/> Company profile <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus indicating description of contract scope, name of project, contract duration, contract value, and contact references (<u>email address and phone number</u>); <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; |
| Quotation validity period | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| Price variation | 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. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted |
| Alternative Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted |
| Payment Terms | <input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. |

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| | <input checked="" type="checkbox"/> Other: upon submission and acceptance of each deliverable |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Other: upon submission and acceptance of each deliverable |
| Contact Person for correspondence, notifications and clarifications | E-mail address: armada.pratama@undp.org and 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 2 days before the submission deadline. Responses to request for clarification will be communicated by email. |
| 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 |
| 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 |
| 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 utilized 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. | July 2022 |
| 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 Information | A bidder's conference will be held on: Date/Time: Wednesday, 25 May 2022 – 02.00 PM (GMT+7). Place: Zoom Online Meeting Regist link : https://undp.zoom.us/meeting/register/tz0vf-qvpjkoEtFuUHPPWzKPyLiCLKyMzy0 Meeting ID : https://undp.zoom.us/j/89283782285?pwd=dDdnNHpBVnBZblVUGxwTkxLSVdnZz09 Meeting ID: (892 8378 2285) Password: 046904 |

ANNEX I

Terms of Reference
Event Organizer for the 2nd Annual Workshop
SP4N LAPOR! PROJECT

A. Background

The United Nations Development Programme (UNDP) in Indonesia has initiated a new program with the Korean International Cooperation Agency (KOICA) to support the Government of Indonesia in strengthening the capacity of the government to handle civil petitions that can improve public service provision over time. In doing so, UNDP and KOICA have established a tripartite collaboration with KemenPANRB to develop a comprehensive and integrated national strategy on the public service complaint management system. This collaboration is also intended to capacitate respective agencies responsible for the management and operation of LAPOR.

The project aims to enhance the e-governance system of the government of Indonesia by strengthening the national complaint handling system (SP4N LAPOR!). In achieving the objective, three main outputs are to be achieved: 1) develop a masterplan and roadmap for a comprehensive national complaint handling system (SP4N-LAPOR!); 2) Enhanced institutional capacity on complaint handling of national and subnational governments through Invitational and Local training; and 3) Increased government and public awareness on SP4N-LAPOR!, and citizen participation to improve the system, with particular attention to women, youth, Persons with Disabilities (PwDs) and other marginalized groups of the population through Workshops and Promotions.

With support from UNDP, the Ministry of Administrative and Bureaucratic Reforms (KemenPANRB-RB) has developed the national public complaint handling system (SP4N LAPOR!) roadmap for 2020-2024 which has been adopted into the ministry regulation number 46 of 2020. The roadmap serves as a legal basis for the implementation of SP4N LAPOR! by sub-national governments. The roadmap also guides the subnational officials for forming the regional policy priorities and securing the regional budget in the implementation of SP4N LAPOR!.

The Annual Workshop is the annual mandatory event for the SP4N LAPOR! to encourage unconnected local governments (heads of governments) to connect with the national complaint handling system. The first Annual Workshop has been conducted in 2021 and successfully engage various stakeholders from local governments, academia and civil society organizations (CSOs). The 2nd and 3rd Annual Workshops are scheduled in 2022 and 2023.

The objectives of the Event Organizer service for the 2nd Annual Workshop are:

- a. To organize the preparation and implementation of the 2nd Annual Workshop
- b. To provide event reporting and documentation for the 2nd Annual Workshop

The objectives and the workshop arrangements have been discussed with KemenPANRB, Ministry of Home Affairs (Kemendagri), Ministry of Communication and Information Technology (Kominfo), Presidential Executive Office (KSP), and Ombudsman Republic of Indonesia (ORI) in the Working Group Meeting and Project Board Meeting. To support the implementation of the two annual workshops, a service provider will be contracted to organize the events and support logistical requirements.

B. Context of the TOR

With the background as stated above, the Service Provider will be contracted to organize the 2nd Annual workshop with the context of the TOR below:

- a. Organizing the preparation of the hybrid event for the 2nd Annual Workshop
- b. Organizing the implementation of the hybrid event for the 2nd Annual Workshop
- c. Developing the 2nd Annual Workshop implementation report

C. Scope of Works

The 2nd Annual Workshop will be conducted in the 3rd week of July 2021. The workshop will be formed as National Coordination Meeting (Rakornas) for SP4N LAPOR! that will be attended by 657 representatives from National and Local Governments as follows: 34 Ministries, 100 Government Institutions, 34 Provincial Government, 395 District Government, and 94 Municipal Governments. The workshop will be conducted hybrid in 1,5 days with 150 participants attending the event offline from the hotel and up to 1000 participants will join the meeting through a virtual meeting.

There will be two follow-ups FGDs conducted after the Annual Workshop. The first is half-day FGD to discuss follow-up action for the annual workshop results both at National and 6 pilot locations. The second one is a full-day FGD to discuss the progress of SP4N LAPOR! Project in 6 pilot locations. Twelve 12 Local Governments from 6 pilot locations (Bali, DIY, West Sumatera, Badung, Sleman, and Tangerang) will be covered to attend the annual workshop and the FGD. The 6 Local coordinators will be covered as well but just to attend the full day FGD with 6 Pilot Locations.

The workshop and FGDs arrangements are detailed as follows:

Day 1 (Full Day)

- Morning Session (9-12 WIB)

The Workshop will be conducted by hybrid method with 150 participants from the offline venue and up to 1000 participants will be joined through virtual meetings in the main room. The agenda will be opening remarks, discussions with high-level officials as resource persons.

- Afternoon Session (13.00-15.30 WIB)

The Meeting will be conducted by a hybrid method. All participants will be divided into 3 breakout rooms that will be running simultaneously. In each breakout room, there will be 50 participants in the meeting venue and a maximum of 300 participants will join through a virtual meeting.

Day 2

- Morning Session (9-12 WIB)

The Workshop will be conducted by a hybrid method with 150 participants from the offline venue and up to 1000 participants will be joined through virtual meetings in the main room. The agenda is the present the breakout room discussion results and finalize the workshop recommendations. The Rakornas will close formally in this session

- Afternoon session (13.30 – 16.00)

The small FGD between consultant, KemenPAN, and representation of 6 pilot locations will be conducted after the workshop. The FGD will be discussed the follow up of the workshop in the national and 6 pilot locations

Day 3

- FGD with 6 pilot locations (09.00 – 16.00 WIB)

The FGD will be conducted offline in the meeting venue with 35 participants from 6 pilot locations. The FGD will be discussed the latest progress of implementation of SP4N LAPOR!, cross-learning amongst 6 pilots, and sustainability planning after program closing.

With the workshop and FGD arrangements as explained above, below is the scope of works that must provide by the selected Service Provider:

a. Organizing the preparation of the 2nd Annual Workshop and FGD with pilot locations

- Conducting series of coordination meeting with KemenPANRB, Kemendagri, Kominfo, KSP, ORI and UNDP for the workshop preparation
- Coordinating with the Consultant who will organize the technical aspects of the Workshop, such as resource person list, meeting flow arrangement, meeting contributors, and meeting materials.
- With Coordination with KemenPAN and Consultant, providing a list of invitees, delivering the invitation by online/email, confirming the participant's attendance, and establishing an information center for the participants.
- Developing guidance to participate in the workshop both online and offline.
- In coordination with UNDP, procure and select a venue in accordance with the qualifications below:

- 5 Star Hotel located in Jakarta (Central or South of Jakarta)
 - Having Ball Room with capacity: 4x6 LED screen and stages, 150 seats with 1-meter physical distancing and classroom seating arrangement, and 50 persons for press and committee.
 - Having 3 breakout meeting rooms for the breakout rooms for 50 seats with classroom seating arrangement and 1-meter physical distancing. The plenary meeting room should be used as one of the breakout meeting rooms.
 - Having 1 transit room with a capacity of 25 seats with u shape seating style and 1 press conference room with a capacity of 50 seats with classroom seating style
 - Having COVID 19 Health Protocol and applying the protocol properly.
 - Electricity supporting loudspeaker with audio mixing control, stage lighting, Electrical, and Manual Chain Hoist
 - Hybrid System for Teleconference with Public Telephone Network
 - ISDN Network Terminals
 - Long Reach Ethernet Facility
 - Wireless Access for All Bandwidths with internet capacity that can facilitate video streaming for more than 1000 persons with minimum capacity 100 Mbps
- vi. Coordinate with the KemenPAN, and UNDP, on the design concept for invitation letter, backdrop, LED Screen, and Press Conference.
- vii. Production of 1 video for the event for approximately 5-10 minutes about the progress of SP4N LAPOR!. The video will include:
- Storyboard
 - Footages from High-Level Officials from 5 Implementing Ministries for SP4N LAPOR, KOICA, and UNDP
 - Animation
 - Graphic design
 - Voice-over
 - English and/or Indonesian subtitles
 - Editing
- viii. Production of 2 bumper videos for the event for approximately 1-2 minutes for workshop opening and closing. The video will include:
- Storyboard
 - Animation
 - Graphic design
 - Voice-over
 - English and/or Indonesian subtitles
- ix. Production motion graphic for LCD screen with video animation, AI voice, HD Video resolution, music background and sound effect for 5 minutes
- x. Producing 25 premium souvenirs for the resources persons with the specification below:
- Souvenir hard box with grey board 3 mm material with size 35.5 x 25.5 x 5.5 cm batik fabric covers in the top and linen fabric cover in the bottom. The hard box should be able to hold products mentioned below
 - Planners note book with specification (1) cover: Batik fabric with 15cm x 22cm (closed), metal rings with 6 holes and plant planted magnetic button and embedded slots in the inner cover as follows: 2 slots for storing important cards, 1 slot for storing documents, and 1 slot for putting pen and (2) Book Contents: 100 pages HVS A5 with watermark logos, (21.5 x 15.5 x 2 cm).
 - Custom power bank with a capacity of 10.000 MAh, two-sided design, and connector cable. The power bank should have 4 ports with detail as follows: (1) Input USB-C: 9V=2A, (2) Output 1: 5V=3A, 9V=2A, 12V=1.5A (QC 3.0), (3) Output 2: 5V-2.4A (USB-A) and (4) Output 3: 5V=3A, 9V=2A, 12V=1.5A (Power Delivery)
 - Custom digital table watch, with wood material, led display, size 15 x 7 x 4 cm, and input DC 5v/500mA, including battery AA
- xi. Production 200 souvenirs for meeting participants with qualifications as follows:
- Tote bag with grade A (waterproof) laminating sack material, size 40 x 18 x 32 cm, with the one-sided printing logos and cotton pad handle

- Participant's name tag with hard plastic material, size 15,5 cm X 10,6 cm, and polyester one-sided print lanyard with size 2x 100 cm
- Custom notebook with specification (1) book material: A5 size, 100 pages of HVS 70 gms (2) cover: hardcover board 40 C + Art Cartoon 190 paper, A5 size, and dove lamination.
- Custom pen with metal material, length 14 cm, weight 27 grams, black ink, and the velvet box with size 16 x 5 x 2.4 cm
- Custom foldable card holder with full leather material (for the cardholder and strap), card holder size 11,5 x 7,5 cm, strap length 95 cm and 1 slot on the front side (with mica cover) and 2 slots on the backside.
- Personal kit of COVID 19, 1 package/Kit consists of 3 ply masks @6 brand sensi or equivalent with a registration number issued by KEMENKES, 1 pocket size disinfectant tissue brand softies or equivalent and 1 spray hand sanitizer @50ml with alcohol minimum 70%

b. Event Implementation

The Service Provider should organize the meeting agenda in accordance with the discussion with the project and relevant parties and provide the service as follows:

- Flights for 15 participants from 5 local governments and local coordinators (most direct and economy class) with the route as follows:
 - Jakarta- Bali, and return for 6 persons
 - Jakarta – DIY, and return for 6 persons
 - Jakarta – Padang and return 3 persons

The proposed flight ticket price from the service provider will be the ceiling amount and subject to actual expense. The service provider must provide evidence that the flight ticket is the most direct and economy class and inform to UNDP team for approval. For the payment process, the service provider should provide the supporting documents as follows: 1) actual invoice 2) ticket, and 3) boarding pass
- Providing taxi costs (hard cash) to local government and local coordinators from the airport with the latest Government's Input Cost Standard (SBM) standard with the details below:
 - Taxi to Ngurah Rai Airport (Bali) and return for 6 persons
 - Taxi to YIA (DIY) and return for 6 persons
 - Taxi to Minangkabau Airport and return 3 persons
 - Taxi from Soetta Airport to venue and return for 15 persons
- Providing transportation costs (hard cash) for participants from 6 pilot locations as follows:
 - out town transportation cost for participants from Tangerang Regency for 3 persons using UNDP's HCR
 - in town transportation cost for 10 participants from Jakarta area to attend FGD with 6 pilots using UNDP's HCR
- Providing per diem for participants (hard cash) from 6 pilots as follows (please refer to the unit price stated in Annex 3):
 - 5 days per diem for 12 participants from 6 local governments with UNDP's HCR.
 - 3 days per diem for 6 Local Coordinators to attend FGD with 6 local governments
- Providing Hotel Accommodation for participants from 6 local governments and Local Coordinators in the same hotel with the Annual workshop venue as follows:
 - 4 nights single room accommodation for 12 participants from Local Governments
 - 2 nights twin share room accommodations for 6 participants from Local Coordinators

The proposed hotel accommodation price from the service provider will be the ceiling amount and subject to actual expense. For the payment process, the service provider should provide the supporting documents as follows: 1) room list 2) attendance list, and 3) guest portfolio
- In coordination with a hotel, providing packages meeting as follows:

Installation and rehearsal

 - 50 half-day packages in the ballroom for crew and committee during installation and rehearsal

Annual Workshop-Day 1

 - 200 full-day meeting packages for participants
 - 25 full-day meeting packages in the transit room
 - 30 coffee and snack packages in the press conference room

Annual Workshop - Day 2

- 175 half-day meeting packages for participants
- 25 full day package meetings for the participants who participate in the
- 25 half-day meeting packages in the transit room

FGD with 6 pilot locations

- 30 full-day meeting package for FGD with 6 pilot locations

vii. Providing and installing stage including stage decorations and stage equipment's that consist of:

For the main room (2 days)

- 4x 6 LED Screen including frame 6x8 for stage backdrop, finishing carpet size 11x4,88, black curtain, moving bean, ParLed, and Fresnell
- 5 single sofas with armchairs for speakers
- 1 coffee table for speakers
- 1 podium including tab for symbolic opening and closing
- 12 meters mini garden
- 4 camera sets specification of Sony XDCAM HD Camcorder or equivalent (including the cameraman)
- 1 Genset for LED Screen with capacity 60 kva for 10 hours/day (3 days, including installation)
- 1 set FOH streaming with PC monster, data video SE Video Switcher, 5 clear comm, cable visual, switch hub gigabyte 24 port, HDMI splitter 4 port, Capture Card AJA UTAP SDI – USB, 4 sound card and 2 monitors 42 inch
- 1 set of a sound system with Mixer Sound M32, digital mixer audio, cabling audio, speakers (including sound system man)
- 5 wireless microphones
- 5 clip-on microphones for moderator and speakers
- 2 clicker or pointer for presentation
- 150 headphones for participants who attend the meeting offline
- 4 roll out banners 200 x 80 cm with material flexy 340 gsm

For 2 breakout rooms (half day)

- 6 LCD TV 43 inch and LCD stands for participants' screen
- 2 backdrops for breakout rooms with size 5x3 m with material flexy 270 gsm, including rigging and lighting
- 4 set of cameras with specification of Sony XDCAM HD Camcorder or equivalent (including the cameraman)
- 2 set FOH streaming with PC monster, data video SE Video Switcher, 5 clear comm, cable visual, switch hub gigabyte 24 port, HDMI splitter 4 port, Capture Card AJA UTAP SDI – USB, 4 sound card and 2 monitors 42 inch (or equivalent)
- 2 sets of sound system sound system with Mixer Sound M32, digital mixer audio, cabling audio, speakers (including sound system man) or equivalent
- 2 Genset system LED Screen with capacity 60 kva for 6 hours
- 8 wireless microphones
- 8 clip-on microphones for moderator and speakers

For Press Conference Room (1 day)

- backdrop for press conference room with size 5 x3 meters including rigging and lighting
- 5 wireless microphones

For FGD with 6 pilot locations (1 day)

- Backdrop press conference room with size 3x2 meters
- 5 wireless microphones

viii. One month zoom meeting account for up to 1000 participants with full webinar available features

ix. Preparing COVID 19 Prevention

- 6 pump liquid (not gel) hand sanitizers @500ml that has 70% alcohol
- 4 boxes of 3 ply sensi/3M masks @50 or equivalent

- x. Paying the fee directly (hard cash) with UNDP's Harmonized Cost Standard (HCR) for the resource persons. The HCR for resource person fee is 600.000/resource person/session. The total resource persons for the Annual Workshop and FGD with 6 pilot locations are detailed below:
 - 20 resources persons for the Annual Workshops
 - 8 resources persons for the FGD with 6 pilot locations
- xi. Paying the fee directly (hard cash) for Event Contributors as follows:
 - For Annual Workshop**
 - 1 representation fee with UNDP's HCR
 - 1 professional MC for 1,5 days
 - 1 prayer (1 session, using UNDP's HCR)
 - 5 Moderators (1 session, using UNDP's HCR)
 - 1 Notetaker for main room (2 sessions, using UNDP's HCR)
 - 3 Notetakers for breakout rooms (1 session, using UNDP's HCR)
 - For FGD with 6 pilot locations**
 - 1 representation fee with UNDP's HCR
 - 2 Moderators fee (1 session, using UNDP's HCR)
 - 1 Notetaker fee (2 sessions, using UNDP's HCR)
- xii. Preparing the videographers and photographers for two (2) days meetings, including covering the press release event.
- xiii. Preparing one photographer for FGD with 6 pilot
- xiv. Ensuring the success and smooth implementation of the workshop by:
 - Coordinating with the venue management for all forms of event permits, security, loading/unloading, as well as formulation of venue guides.
 - Coordination with Resource persons, MCs, Prayer, Moderators, bilingual interpreters, and sign language interpreters during the workshops
 - Coordinate with UNDP and Hotel in preparing secretariat room and facilities around the venue.
 - Coordinate with IT and Virtual Conference team to ensure the virtual meeting runs smoothly and prepare back up for any disruption during the events.
 - Coordinate with the documentation team during the event and assist guest flow, especially during the photo and video session
 - Coordinate with media, distribute the press conference
 - Coordination with SP4N-LAPOR team and media partner on technical running order Operate LED Screen and live camera
 - smooth registration flow and process, souvenir distribution, and the completeness of the documents needed by UNDP from the participants and the invitees for any administration and payment process
 - In coordination with Ministries protocolar and hotel, handling the VVIP arrival, eating arrangements, and smooth VIP movement
 - Ensuring the smooth movement in all event agenda, including the between two sessions, break time, and amongst resource person during discussion.
 - Responsible for organizing the logistic loading and unloading needs

c. Developing the 2nd Annual Workshop implementation report

- i. Provide a public discussion report that consists of a presentation and discussion summary and a list of participants by gender for both online and offline.
- ii. Provide shared drive as an attachment consisting of event's presentations, edited and raw photos, edited and raw videos.

D. Qualifications of Event Organizer (EO)

a. Company Experience

- The Company must have experience at least 5 relevant projects in organizing large events participants both online or offline from 2018 -to 2022. Two of them were experienced to organize a minimum of 2 hybrid events with more than 500 participants.

- An established service provider by providing a certificate of registration, notarial deed, etc. as required in Annex 2 above
- Has valid business registration and financial capacity to cover any advance cost required
- Having experience/s in working with national governments or international development agencies

b. Personnel Qualification

The company must provide personnel who hold the roles as explained below and attach the Curriculum Vitae (CV) of the person or the coordinator and experience portfolio of each member in the bid proposal.

For all events

1. Event Manager (1 person).
 - Person in charge who will manage personnel, running and managing the event schedule, as well as assisting UNDP on managing other vendors. The Event Manager will develop activity reports.
 - Qualifications: Minimum bachelor's degree with 7 years of experience in the area of manager position; Experience in handling International and National events.
2. Registration and Promotion Officers (1 person).
 - They will be in charge will manage the event promotion, participants registration, liaise with media partners.
 - Qualifications: Minimum bachelor's degree with 3 years of experience in the area of communication and PR position; Experience in handling International and National promotion Events.
3. Graphic Designer (1 person)
 - Person in charge who will develop all the print/virtual materials for events, online guidelines, publications, presentations, and social media. Qualifications:
 - Qualification: Three (3) years diploma degree in Graphic Design or a related field, with a minimum of 3 years' experience in graphic design
4. Finance and Administration Assistant (1 person).
 - Person in charge who will manage finance documents and prepare financial reports for activities.
 - Qualifications: Bachelor's degree in accounting or finance or other related studies with a minimum of 3 years' experience as finance or administration staff.

For Annual Workshop and FGD with 6 pilot

5. Stage Manager (1 person) – Annual Workshop Day 1 and 2
 - Person in Charge who will manage the flow of the events on stage such as technical running order for LED screen and collaborate with media partner during sessions.
 - Qualifications: Minimum bachelor's degree with 5 years of experience in the area of manager position; Experience in handling International and National events.
6. Usher (4 persons) – Annual Workshop Day 1 and 2
 - They will guide the VVIP / VIP guests, or guests to their seats at all events.
 - Qualifications: Minimum Diploma 3 with 2 years of experience in handling International and National events.
7. Runner (3 persons) - Annual Workshop Day 1 and 2
 - They will be responsible as an errand boy who will support all crew during the event.
 - Qualifications: Minimum Diploma 3 with 2 years of experience; Experience in handling International and National events.
8. Sound System and Multimedia Operators (3 persons) – Annual Workshop Day 1 and 2
 - They will manage the sound system and multimedia during the event.
 - Qualifications: Minimum one-year diploma degree and have a minimum of 2 years of experience in managing sound systems and multimedia especially LED Screen and its switcher.
9. Virtual Event Operators
Annual Workshop Day 1 (6 persons) and Day 2 (3 persons)
 - They will design and operate the virtual event and maintain the virtual event and interpreter connection running smoothly during the event.
 - Qualifications: Minimum three years computer-related diploma degree and have a minimum of 1 year of experience in managing virtual event
10. Registration crew
Annual Workshop Day 1 and 2 (6 persons) and for 1 day FGD with 6 local governments (2 persons)

- They will be responsible to ensure all the participants sign the attendance list, rapid test registration, distribute merchandise, and act as the event information center.
- Qualifications: Minimum Diploma 3 with 2 years of experience; Experience in handling International and or National events.

11. Liaison Officer (3 persons)

- They will be in charge of MC, Moderator, and speakers
- Qualifications: Minimum diploma 3 with minimum 2 years of experience of working as a liaison officer for MC, Moderators, and or Speakers; Experience in handling International and/or National events.

All the personnel above had to be attended ***the rehearsal 1 day prior to the events***. The company must ensure that the nominated personnel cannot be changed without approval from UNDP during the project.

F. Duration of Assignment

The Duration of the assignment is as follows:

| | |
|--|---|
| a. Organizing the preparation of the hybrid event for the 2 nd Annual Workshop | 1 st week of July to 2 nd week of August 2022 |
| b. Organizing the implementation of the hybrid event for the 2 nd Annual Workshop | 3 rd week of August 2022 |
| c. Developing the 2 nd Annual Workshop implementation report | 4 th week of August 2022 |

G. Report and Schedule of Payment

| Report | Time Target | Percentage |
|---|----------------|------------|
| 2nd Annual Workshop | | |
| 1. Deliverable 1: Event plan for 2 nd Annual Workshop | 20 July 2022 | 20 % |
| 2. Deliverable 2: Pre-Event report for 2 nd annual workshop, including confirmation from hotels and participants and agreed design for all required materials. | 5 August 2022 | 40% |
| 3. Deliverable 3: Event implementation report for the 2 nd Annual Workshop <i>Note: The amount in the 3rd Deliverable will be the ceiling amount and subject to actual expense</i> | 31 August 2022 | 40 % |

H. Language requirement

The report should be presented both in Bahasa Indonesia and in English

I. Risk and Assumptions

Assumptions:

1. KemenPANRB, Kemendagri, Kominfo, ORI, and KSP agree and endorse the plan and methodology used by the service provider.
2. Human resources will be prepared in advance considering the limited time constraint and physical distancing regulations.
3. Routine coordination to anticipate late delivery of activities between UNDP, KemenPANRB, and service provider.
4. The number of participants may be less, reimbursement to those participants will be paid et cost

Risks

1. Considering the recent global and national security threat of the outbreak COVID 19, the implementation of this activity might be modified if the situation remains uncertain to conduct in-person events.
2. In relation to that, the service provider should anticipate an unforeseen and unpredicted change of activity caused by the COVID 19 pandemic including providing alternatives for online or on-site activities.
3. With the dynamics changing of COVID-19 area status, the service provider should be discussed with the project for ensuring the high standard of Health Protocols and anticipate the change of meeting venue.

I. Institutional Arrangements

1. Upon signing the contract, the selected Contractor should submit their work plan to UNDP for review and approval before starting the assignment. The Contractor should communicate any changes in the work plan and budget to UNDP and subject to review result, UNDP will provide written approval.
2. UNDP will require the service provider to report the progress of the work on an output basis, in the formal communication in addition to the required deliverable.
3. All logistical arrangements and costs associated with the delivery of tasks identified above are to be covered by the selected Contractor.
4. All edited and raw videos produced during this contract should be submitted to UNDP in the shared drive and flash drive by the end of the contract
5. The Contractor must provide the following documents regarding cash distribution payment during the contract period:
 - Agenda for the meeting that is showing the name and position of the meeting contributors and the number of sessions that she/he will be covered
 - Budget for the cash distribution before the event
 - An expenditure report for the cash distribution
6. The service provider has a responsibility to check the validity of the recipient on any direct cash payment during the contract. The service provider must check whether the criteria below are met:
 - The payee is listed in the invitation list
 - The payee must take a picture of the ID Card with a time and location stamp. The photo on the ID Card must match with the payee
 - The payee's signature on the receipt must match with the signature on the attendance list and ID Card.
7. If the payment method changes from direct payment to transfer payment due to any circumstances, the transfer payment will be taken out from the contractor cost and UNDP will transfer it directly to the meeting contributors and participants.
8. All the payment in the contract is lump sum with exception of the cash payment in point 5, flight ticket and hotel accommodation which will be paid at cost. Therefore, the 3rd payment is subject for cost reconciliation based on actual cost.
9. The SP4N LAPOR Project will provide advice and guidance in terms of the extent of the engagement with all institutions/organizations.

J. Institutions/Resources who need to be involved

1. Ministry of Administrative and Bureaucratic Reform of the Republic of Indonesia (KemenPAN-RB)
2. Ministry of Home Affairs (Kemendagri)
3. Ministry of Communication and Information Technology (Kominfo)
4. The Executive of President Office (KSP)
5. Ombudsman Republic of Indonesia (ORI)

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: | Click or tap here to enter text. | 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 empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 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. |
| <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. |
| Yes | No | |
| <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 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: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

| No | Deliverable | Percentage of Total Price | Total Amount (IDR) |
|----|--|---------------------------|--------------------|
| 1 | Deliverable 1: Event plan for 2nd Annual Workshop | 20% | |
| 2 | Deliverable 2: Pre-Event report for 2nd annual workshop, including confirmation from hotels and participants and agreed design for all required materials. | 40% | |
| 3 | Deliverable 3: Event implementation report for the 2nd Annual Workshop | 40% | |
| | | Total | |

Breakdown of Fees

Please complete breakdown fee table in the attached Annex 3A (Excel Format).

Currency in the Quotation:

| No | Description | Quantity | UoM | Duration | UoM | Unit Price | Total Price |
|----------|---------------------------------------|----------|--------|----------|------|------------|-------------|
| I | Personnel Service Fee | | | | | | |
| | For All events | | | | | | |
| 1 | Event Manager | 1 | Person | 1 | Time | | |
| 2 | Graphic Designer | 1 | Person | 1 | Time | | |
| 3 | Promotion and Registration Officer | 1 | person | 1 | Time | | |
| 4 | Finance and Administration Assistant | 1 | Person | 1 | Time | | |
| | For Annual Workshop | | | | | | |
| 5 | Stage Manager | 1 | person | 2 | Day | | |
| 6 | Usher | 4 | Person | 2 | Day | | |
| 7 | Runner | 3 | Person | 2 | Day | | |
| 8 | Sound System and Multimedia Operators | 3 | Person | 2 | Day | | |
| 9 | Registration crew | 6 | person | 2 | Day | | |
| 10 | Liaison Officer | 2 | person | 2 | Day | | |
| 11 | Virtual Event Operator - day 1 | 6 | person | 1 | Day | | |

| | | | | | | | |
|------------|--|---|---------|---|------|--|---|
| 12 | Virtual Event Operator - day 2 | 3 | persons | 1 | Day | | |
| | For FGD with 6 pilot | | | | | | |
| 13 | Registration crew | 2 | person | 1 | Day | | |
| | Sub Total I | | | | | | |
| | | | | | | | |
| II | Out of pocket Expenses | | | | | | - |
| 1 | Travel and Accommodation Costs for vendor personnel (if any) | | | | | | |
| a | | | | | | | |
| b | (add another lines if necessary) | | | | | | |
| 2 | Others (if any) | | | | | | |
| a | | | | | | | |
| b | (add another lines if necessary) | | | | | | |
| | Sub Total II | | | | | | |
| | | | | | | | |
| III | Other Related Cost | | | | | | |
| A | Organizing the preparation of the hybrid event for the 2nd Annual Workshop | | | | | | |
| 1 | Production of 1 video for the event for approximately 5-10 minutes about the progress of SP4N LAPOR!. The video will include: <ul style="list-style-type: none"> • Storyboard • Footages from High-Level Officials from 5 Implementing Ministries for SP4N LAPOR, KOICA, and UNDP • Animation • Graphic design • Voice-over • English and/or Indonesian subtitles • Editing | 1 | package | 1 | Time | | |
| 2 | Production of 2 bumper videos for the event for approximately 1-2 minutes for workshop opening and closing. The video will include: <ul style="list-style-type: none"> • Storyboard • Animation • Graphic design • Voice-over • English and/or Indonesian subtitles | 2 | package | 1 | Time | | |

| | | | | | | | |
|----|--|----|---------|---|------|--|--|
| 3 | Production Motion graphic for LCD screen with video animation, AI voice, HD Video resolution, music background and sound effect for 5 minutes | 1 | package | 1 | Time | | |
| 4 | Producing 25 premium souvenirs for the resource persons with the specification below: | | | | | | |
| 4a | Souvenir hard box with grey board 3 mm material with size 35.5 x 25.5 x 5.5 ccm batik fabric cover in the top and linen fabric cover in the bottom. The hard box should be able to hold products mentioned below. | 25 | Unit | 1 | Time | | |
| 4b | Planner note book with specification (1) cover: Batik fabric with 15cm x 22cm (closed), metal rings with 6 holes and plant planted magnetic button and embedded slots in the inner cover as follows: 2 slots for storing important cards, 1 slot for storing documents, and 1 slot for putting pen and (2) Book Contents: 100 pages HVS A5 with watermark logos, (21.5 x 15.5 x 2 cm). | 25 | Unit | 1 | Time | | |
| 4c | Custom power bank with a capacity of 10.000 MAh, two-sided design, and connector cable. The power bank should have 4 ports with detail as follows: (1) Input USB-C: 9V=2A, (2) Output 1 : 5V=3A, 9V=2A, 12V=1.5A (QC 3.0), (3) Output 2 : 5V-2.4A (USB-A) and (4) Output 3 : 5V=3A, 9V=2A, 12V=1.5A (Power Delivery) | 25 | Unit | 1 | Time | | |
| 4d | Custom digital table watch, with wood material, led display, size 15 x 7 x 4 cm, and input DC 5v/500mA, including battery AA | 25 | Unit | 1 | Time | | |
| 5 | Production 200 souvenirs for meeting participants with qualifications as follows: | | | | | | |

| | | | | | | | |
|----------|--|-----|--------|---|---------|--|--|
| 5a | Tote bag with grade A (waterproof) laminating sack material, size 40 x 18 x 32 cm, with the one-sided printing logos and cotton pad handle | 200 | Unit | 1 | Time | | |
| 5b | Participant's name tag with hard plastic material, size 15,5 cm X 10,6 cm, and polyester one-sided print lanyard with size 2x 100 cm | 200 | Unit | 1 | Time | | |
| 5c | Custom notebook with specification (1) book material: A5 size, 100 pages of HVS 70 gms (2) cover: hard cover board 40 C + Art Cartoon 190 paper, A5 size and dove lamination. | 200 | Unit | 1 | Time | | |
| 5d | Custom pen with metal material, length 14 cm, weight 27 grams, black ink, and the velvet box with size 16 x 5 x 2.4 cm | 200 | Unit | 1 | Time | | |
| 5e | Custom foldable card holder with full leather material (for the cardholder and strap), cardholders size 11,5 x 7,5 cm, strap length 95 cm and 1 slot in the front side (with mica cover) and 2 slots on the backside | 200 | Unit | 1 | Time | | |
| 5f | Personal kit of COVID 19, 1 package/Kit consist of 3 ply masks @6 brand sensi or equivalent with registration number issued by KEMENKES, 1 pocket size disinfectant tissue brand softies or equivalent and 1 spray hand sanitizer @50ml with alcohol minimum 70% | 200 | Unit | 1 | Time | | |
| | | | | | | | |
| B | Event Implementation | | | | | | |
| 6 | Flights for 15 participants from 5 local governments (most direct and economy class) with the route as follows | | | | | | |
| 6a | Jakarta- Bali, and return for 6 persons | 6 | person | 1 | package | | |
| 6b | Jakarta – DIY, and return for 6 persons | 6 | person | 1 | package | | |
| 6c | Jakarta – Padang and return 3 persons | 3 | person | 1 | package | | |

| | | | | | | | |
|-----|--|----|---------|---|-------|-----------|------------|
| 7 | Providing taxi costs to and from the airport (hard cash) with the latest Government's Input Cost Standard (SBM) standard with the details below: | | | | | | |
| 7a | Taxi to Ngurah Rai Airport (Bali) and return for 6 persons | 6 | person | 2 | Trip | 189,000 | 2,268,000 |
| 7b | Taxi to YIA (DIY) and return for 6 persons | 6 | person | 2 | Trip | 198,000 | 2,376,000 |
| 7c | Taxi to Minangkabau Airport and return 3 persons | 3 | person | 2 | Trip | 190,000 | 1,140,000 |
| 7d | Taxi from Soetta Airport to venue and return for 15 persons | 15 | person | 2 | Trip | 256,000 | 7,680,000 |
| 8 | Providing transportation cost (hard cash) for participants from 6 pilot locations as follows: | | | | | | |
| 8a | Out town transportation cost for participants from Tangerang Regency for 3 persons with UNDP's HCR | 3 | person | 2 | Trip | 150,000 | 900,000 |
| 8b | In town transportation cost for 10 participants to attend FGD with 6 pilot from Jakarta area with UNDP's HCR | 10 | person | 1 | Trip | 200,000 | 2,000,000 |
| 9 | Providing per diem (hard cash) for participants from 6 pilots as follows (please refer to the unit price stated in Annex 3): | | | | | | |
| 9a | 5 days per diem for 12 participants from government in 6 pilot with UNDP's HCR (for local government echelon 2 and below) | 12 | person | 1 | Time | 2,400,000 | 28,800,000 |
| 9b | 3 days per diem for 6 Local Coordinators to attend FGD with 6 local governments with UNDP's HCR | 6 | persons | 1 | Time | 1,760,000 | 10,560,000 |
| 10 | Providing Hotel Accommodation for participants from 6 local governments and Local Coordinators as follows: | | | | | | |
| 10a | 4 nights single room accommodation for 12 participants from Local Governments | 12 | room | 4 | Night | | |

| | | | | | | | |
|------|--|-----|---------|---|-------|--|--|
| 10b | 2 nights twin share room accommodations for 6 participants from Local Coordinators | 3 | room | 2 | Night | | |
| 11 | In coordination with a hotel, providing packages meeting as follows: | | | | | | |
| | Installation and rehearsal | | | | | | |
| 11a | 50 half-day packages in the ballroom for crew and committee | 50 | pa | 1 | day | | |
| | Day 1 | | | | | | |
| 11b | 200 full-day meeting packages for participants for 150 participants in a ball room | 200 | pax | 1 | day | | |
| 11c | 25 full day meeting packages in transit room | 25 | pax | 1 | day | | |
| 12d | 30 coffee break packages in press conference room | 30 | Pax | 1 | Event | | |
| | Day 2 | | | | | | |
| 11e | 175 half day meeting packages for participants | 175 | pax | 1 | day | | |
| 11f | 25 full-day meeting packages for participants | 25 | pax | 1 | day | | |
| 11g | 25 half-day meeting packages in transit room | 25 | pax | 1 | day | | |
| | FGD with 6 pilot | | | | | | |
| 11 h | 30 pax full-day meeting packages for participants | 30 | pax | 1 | day | | |
| 12 | Providing and installing stage including stage decorations and stage equipment's that consist of: | | | | | | |
| | For main room (2 days) | | | | | | |
| 12a | 4x 6 LED Screen including frame 6x8 for stage backdrop, finishing carpet size 11x4,88, black curtain, moving bean, ParLed and Fresnell | 1 | pax | 2 | Day | | |
| 12b | 5 single sofa armchairs for speakers | 5 | Unit | 2 | Day | | |
| 12c | 1 coffee table for speakers | 1 | Unit | 2 | Day | | |
| 12 d | 1 podium including tab for symbolic opening and closing | 1 | Unit | 2 | Day | | |
| 12e | 12 meters mini garden | 1 | Unit | 1 | Time | | |
| 12f | 4 camera sets specification of Sony XDCAM HD Camcorder or equivalent (including the cameraman) | 4 | package | 2 | Day | | |
| 12g | 1 Genset for LED Screen with capacity 60 kva for 10 | 1 | Unit | 3 | Day | | |

| | | | | | | | |
|-----|---|-----|---------|---|------|--|--|
| | hours/day (3 days, including installation) | | | | | | |
| 12h | 1 set FOH streaming with PC monster, data video SE Video Switcher, 5 clear comm, cable visual, switch hub gigabyte 24 port, HDMI splitter 4 port, Capture Card AJA UTAP SDI – USB, 4 sound card and 2 monitors 42 inch | 1 | Unit | 2 | Day | | |
| 12i | 1 set of a sound system with Mixer Sound M32, digital mixer audio, cabling audio, speakers (including sound system man) | 1 | Unit | 2 | Day | | |
| 12j | 5 wireless microphones | 5 | Unit | 2 | Day | | |
| 12k | 5 clip-on microphones for moderator and speakers | 5 | Unit | 2 | Day | | |
| 12l | 2 clickers or pointers for presentation | 5 | Unit | 2 | Day | | |
| 12m | 150 headphones for participants who attend the meeting offline | 150 | Unit | 2 | Day | | |
| 12n | 4 rolls out banners 200 x 80 cm with material flexy 340 gsm | 4 | Unit | 1 | Time | | |
| | For Breakout room (1 day) | | | | | | |
| 12o | 6 LCD TV, 43 inch and LCD stand for participants screen | 6 | package | 1 | day | | |
| 12p | 2 backdrops for breakout rooms with size 5x3 m with material flexy 270 gsm, including rigging and lighting | 2 | package | 1 | Day | | |
| 12q | 4 set cameras with specification of Sony XDCAM HD Camcorder or equivalent (including the cameraman) | 4 | package | 2 | Day | | |
| 12r | FOH streaming with PC monster, data video SE Video Switcher, 5 clear comm, cable visual, switch hub gigabyte 24 port, HDMI splitter 4 port, Capture Card AJA UTAP SDI – USB, 4 sound card and 2 monitor 42 inch (or equivalent) | 2 | Unit | 1 | Day | | |
| 12s | 2 sets of sound system sound system with Mixer Sound M32, digital mixer audio, cabling audio, speakers (including sound system man) | 2 | Set | 2 | Day | | |

| | | | | | | | |
|------|--|----|---------|-----|---------|---------|------------|
| 12t | 2 Genset system LED Screen with capacity 60 kva for 6 hours | 2 | Unit | 1 | Day | | |
| 12u | 8 wireless microphones | 8 | Unit | 1 | Day | | |
| 12v | 8 clip-on microphones for moderator and speakers | 8 | Unit | 1 | Day | | |
| | For Press Conference room | | | | | | |
| 12w | press conference room with size 5 x3 meters including rigging and lighting | 1 | package | 1 | Day | | |
| 12x | 5 wireless microphones | 5 | package | 1 | Day | | |
| | For FGD with 6 pilot | | | | | | |
| 12y | Backdrop for FGD with size 3x2 meters | 1 | package | 1 | Day | | |
| 12z | 5 wireless microphones | 4 | package | 1 | Day | | |
| 13 | One month zoom meeting account for up to 1000 participants with full webinar available features | 1 | package | 1 | Time | | |
| 14 | Preparing COVID 19 Prevention | | | | | | |
| 14a | 6 pump hand sanitizers @500ml with 70% alcohol | 6 | Unit | 1 | Time | | |
| 14b | 4 boxes of 3 ply sensi/3M masks @50 or equivalent | 4 | Unit | 1 | Time | | |
| 15 | Paying the fee with UNDP's Harmonized Cost Standard (HCR) for the resource persons. The HCR for resource person fee is 600.000/resource person/session. The total resource persons for the Annual Workshop and FGD with 6 pilot locations is detailed below: | | | | | | |
| 15a | 20 resources persons for the Annual Workshops | 20 | Person | 1 | session | 600,000 | 12,000,000 |
| 15b | 8 resources persons for the FGD with 6 pilot location | 8 | Person | 1 | session | 600,000 | 4,800,000 |
| 16 | Paying fee for Event Contributors as follows: | | | | | | |
| | For Annual Workshop | | | | | | |
| 16 a | 1 representation fee with UNDP's HCR | 1 | Person | 1 | session | 600,000 | 600,000 |
| 16b | 1 professional MCs | 1 | Person | 1.5 | day | | |
| 16c | 1 prayer | 1 | Person | 1 | session | 300,000 | 300,000 |
| 16d | 5 Moderators (1 session) | 5 | Person | 2 | session | 500,000 | 5,000,000 |
| 16e | 1 Notetaker for main room (2 sessions) | 1 | Person | 2 | session | 300,000 | 600,000 |

| | | | | | | | |
|------|--|---|---------|---|---------|---------|-----------|
| 16f | 3 Notetakers for breakout rooms and 1 for FGD with 6 pilot locations (1 session) | 3 | Person | 1 | session | 300,000 | 900,000 |
| | For FGD with 6 pilot | | | | | | |
| 16 g | 1 representation fee with UNDP's HCR | 1 | Person | 1 | session | 600,000 | 600,000 |
| 16 i | 2 Moderators fee (1 session, using UNDP's HCR) | 2 | Person | 1 | session | 500,000 | 1,000,000 |
| 16 j | 1 Notetaker fee (2 sessions, using UNDP's HCR) | 1 | Person | 2 | session | 300,000 | 600,000 |
| 17 | Preparing videographers and photographers for 2 days meetings, including covering the press release event. | 1 | package | 2 | days | | |
| 18 | Preparing one photographer for FGD with 6 pilot | 1 | package | 1 | day | | |
| | Sub Total III | | | | | | |
| | | | | | | | |
| | TOTAL I+II+III | | | | | | |
| | Management fee | | | | | | |
| | Grand Total | | | | | | |

***The yellow highlighted price is fix, set, and cannot be changed.**

Bidder is asked to complete two files: Annex 3 (Ms. Word format) and Annex 3A (Ms. Excel Format).

| Compliance with Requirement | You Responses | | |
|--|--------------------------|--------------------------|---|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Minimum Technical Specifications as specified in Annex 1 | <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. |
| UNDP General Terms and Conditions | <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. |