



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 2, 2022
	REFERENCE: RFP-2022-27

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Event Organizing, Pre-event Management and Post - Production Development of Online Materials for the Policy Innovation Exchange Event 3.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with**

the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

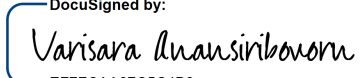
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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Varisara Anansiribovorn
Procurement and Administrative Analyst

Annex 1**Description of Requirements**

Context of the Requirement	<i>Event Organizing, Pre–event Management and Post - Production Development of Online Materials for the Policy Innovation Exchange Event 3</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	As per TOR attached in Annex 2
List and Description of Expected Outputs to be Delivered	As per TOR attached in Annex 2
Person to Supervise the Work/Performance of the Service Provider	The Head of Thailand Policy Lab and the Communication Engagement Officer of the Thailand Policy Lab at UNDP Thailand
Frequency of Reporting	<i>As per deliverables</i>
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Assignment duration is 1 month from the contract signing date but no longer than 30 October 2022
Target start date	1 September 2022
Latest completion date	1 month from the contract signing date but no longer than 30 October 2022
Travels Expected	None
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP (i.e., must be	<input checked="" type="checkbox"/> Others: The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

excluded from Price Proposal)	complete the assignment. The venue for the hybrid event will be secured by UNDP. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<p><input checked="" type="checkbox"/> Local Currency (Thai Baht) For local bidder and/or entity is located in Thailand territory</p> <p>All prices shall be quoted in the currency or currencies indicated. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per TOR attached in Annex 2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Head of Thailand Policy Lab and the Communication Engagement Officer of the Thailand Policy Lab at UNDP Thailand
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm: 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 40% <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Onanong Wuthimonkolkul Procurement Associate Email: onanong.wuthimonkolkul@undp.org; procurement.th@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>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.</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be submitted to establish minimum qualification of proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> ☒ Technical Proposal submission form as per the Template (Annex 3); ☒ Password protected Financial proposal (Annex 4); ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ☒ Latest Audited Financial Statement – (balance sheets, including all related notes, and income statements) for past 3 years: 2019, 2020 and 2021; ☒ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address; ☒ Completed and signed CVs for the Proposed Key personnel; and ☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference.
<p>Special note</p>	<p>Electronic submission through e- Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> ● Electronic files that form part of the proposal must be in PDF format; ● The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; ● The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the TOR.

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
 - Minimum 2 years of experience in conducting and managing online and offline forums/events with 3D/Virtual techniques;
 - Minimum 2 years of experience in coordinating a complex event including sequence and stage management, venue decorations;
 - Minimum 2 completed projects in similar scope and scale, in part or in whole in the past 2 years.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum 2 years of experience in conducting and managing online and offline forums/events with 3D/Virtual techniques.	100

1.2	Minimum 2 years of experience in coordinating a complex event including sequence and stage management, venue decorations	100
1.3	Minimum 2 projects in similar scope and scale, in part or in whole in the past 2 years (hybrid event with maximum 300 onsite participants and 3,000 online participants)	100
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Bidder's proposal of a hybrid event for meeting or exceeding the requirements of the Terms of Reference	150
2.2	Description of the Bidder's detailed workplan and timeline for meeting or exceeding the requirements of the Terms of Reference	150
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
	Qualifications of key personnel proposed		
3.1	Qualifications of Event Director		100
	Minimum Bachelor's degree in business administration, communications, language, social sciences or a related field	20	
	Minimum 2 years of experience in managing and supervising a similar scope of a hybrid event with governmental organizations, NGOs or private sector	40	
	Minimum 2 supervised projects with a similar scope to a hybrid event required by the TOR during the past two years	40	
3.2	Qualifications of Event Producer		75
	Minimum Bachelor's degree in communications, language, social sciences or a related field	15	
	Minimum 2 years of experience in producing and organizing a hybrid event with virtual techniques that need to be highly organized and precise	30	
	Minimum 2 produced projects with a similar scope to a hybrid event with virtual techniques required by the TOR during the past two years	30	
3.3	Qualifications of Project Executive		75
	Minimum Bachelor's degree in business administration, communications, language, social sciences or a related field	15	
	Minimum 2 years of experience in leading, managing and coordinating a hybrid event project with governmental organizations, NGOs or private sector;	30	

	Minimum 2 executed projects with a similar scope to a hybrid event required by the TOR during the past two years	30	
3.4	Qualifications of Creative Design		75
	Minimum Bachelor's degree in design, communications, language, social sciences or a related field	15	
	Minimum 2 years of experience in designing a hybrid event with virtual techniques that need to be highly organized and precise	30	
	Minimum 2 designed projects with a similar scope to a hybrid event required by the TOR during the past two years	30	
3.5	Qualifications of Event Coordinator		75
	Minimum Bachelor's degree in communications, language, social sciences or a related field	15	
	Minimum 2 years of experience in coordinating and preparing for a complex event that needs to communicate between various partners	30	
	Minimum 2 years of experience in managing sequences and stages of a hybrid event, venue decoration and broadcasting	30	
Total Section 3			700

Annex 2

TERM OF REFERENCE **Event Organizing, Pre–event Management and Post - Production Development of Online** **Materials** **for the Policy Innovation Exchange Event 3**

a. Background Information and Rationale, Project Description

As an upper-middle-income country, Thailand has advanced far beyond having many of the more basic development challenges affecting other nations. However, several challenges remain. COVID-19 pandemic revealed weaknesses of some public policies and services delivery. It shows that the traditional approach for designing and formulation policy and delivering public services lacks agility and how both efficiency and effectiveness need to be further improved to tackle such challenges.

To address complex development challenges in Thailand, the United Nations Development Programme (UNDP) and the Royal Thai Government through the Office of National Economic and Social Development Council (NESDC) have partnered to establish the Thailand Policy Lab. The Thailand Policy Lab seeks to identify paradigm shifts emerging from the current response of the Royal Thai Government to current challenges. It will ask which new models of governance can enable better preparedness for future crises and the achievement of the Sustainable Development Goals (SDG) in Thailand and identify interventions that are grounded in system thinking and can accelerate the transition from short-term to long-term policy and planning. To address the challenges, the Thailand Policy Lab will enhance the capacity of the Royal Thai Government in terms of knowledge, skills and hands-on experiences in applying policy innovations in policy formulation, implementation and evaluation; share good practices and experience on policy innovations; and be a learning platform for a community of innovators - by developing knowledge products to expand knowledge of innovations and its contribution to SDGs among various stakeholders such as experts, decision-makers, government agencies, local administrative organizations, civil society organizations, academia, private sectors, social enterprises, etc.

Recognizing the importance of facilitating the use of innovative tools, processes, and technologies in policymaking, the Policy Innovation Exchange 3 (PIX3) will be hosted by the Thailand Policy Lab (TPL), a collaborative initiative between the Office of the National Economic and Social Development Council of Thailand (NESDC) and the United Nations Development Programme (UNDP) on **October 20-21, 2022**.

The Thailand Policy Lab will provide 3 core capacities to partners in Thailand as follow:

a. Exploration

- Exploring the strategic risks under uncertainties, horizon scanning in Thailand and to identify under-the-radar trends and outliers and spot future trends that are relevant for policy formulation and public service development.

b. Portfolio Options & Experiment

- Articulating the possible strategic options against the strategic risks.
- Designing and running multiple policy experiments to build Portfolio Options & Experimentation for accelerating impact in selected priority areas.
- Experimenting evaluation (e.g., RCT, real-time monitoring, big data, lean impact measurement).

c. Learning

- Accelerated learning, capacity building, and regional/global positioning for Thailand (e.g., On-the-job learning opportunities for government officials at different levels (line ministry level, local government, and public administration).

b. Specific Objectives

PIX 3 seeks to facilitate a cross-border exchange of strategies, practices and lessons learned by different countries on their citizen-centric approach for policymaking. This could include case studies, lessons learned, innovative tools and processes.

PIX 3 aims to:

- Ensure the policy-making personnel in Thailand have access to updated information and knowledge on policy innovation, good practices and lessons learned in Thailand and other countries.
- Introduce and share innovative tools and/or processes currently being implemented in policymaking processes and public engagement in the global arena by various national, and international organizations.
- Promote a community of innovators by bringing together experts and policy makers to share their knowledge, experiences, lessons learned and discuss the policy making transformation journey in different countries.
- Raise awareness of the importance of policy innovation, enabling Thailand to escape the middle-income trap and advance the SDGs.

The event will be conducted in a hybrid format (online and offline). The expected outcomes are:

- Approximately 3,000 participants from government, academia, non-governmental organizations have increased awareness of the importance of policy innovation.
- Increased knowledge on the application of innovative tools and/or processes in policy making and public engagement.
- Community of innovators in Thailand strengthened.
- National capacities for policy innovation in Thailand accelerated.
- Visibilities of Thailand Policy Lab at national and global levels.

The specific objectives of this assignment are to:

(1) Plan, organize and facilitate a hybrid (online and offline) 2-day Policy Innovation Exchange event including Facebook Live

- The event is divided into 2 days: (1) Opening Remarks and Talks (2) 5 Roundtable discussions
- 1 main room for the first day (300 participants)
- 3 seminar rooms for 5 roundtable discussions on the second day (100 participants for each room)

(2) Manage and operate online registrations with pre/post-survey as well as gather information of the profiles of the applicants/participants

(3) Design and operate virtual presentations at the event as assigned and supervised by Thailand Policy Lab

- Works of Thailand Policy Lab (15 minutes)
- 10 Speakers' presentations
- Virtual Zoom Graphics
- Intro and Outro Videos

(4) Design and install physical exhibition on Thailand Policy Lab's works

- [Introduction and Works of Thailand Policy Lab](#) (Thai and English)
- [Data Visualization on Youth Mental Health Policy](#) (Thai and English)
- Visual Notes on Policy Innovation Tools [\(Example\)](#) (Thai and English)
- [Gaming on Policy Innovation Tools](#) (Thai and English)
- [Gaming on Thailand Policy Lab's work pillars](#) (Thai and English)

(5) Facilitate the end-to-end speakers and participants management

- Organizer to help and support Thailand Policy Lab in coordinating with speakers for a technical preparation for the event such as presentation and sequence of the event. The speakers will be invited by the Thailand Policy Lab team.
- Organizer to help and support Thailand Policy Lab in drafting and sending an e-invitation / registration form both in Thai and English to participants. The list of participants will be provided by the Thailand Policy Lab team.

c. Scope of Work

The contractor is expected to undertake the following tasks:

Pre- Event

- To manage event registrations with pre/post-survey
 - Number of onsite participants is maximum 300.
 - Number of online participants is maximum 3,000.
- To support in coordinating the speakers for event preparation
- To design the virtual presentations of Thailand Policy Lab
- To design virtual zoom graphics and intro and outro videos
- To design 10 virtual presentations of the speakers
- To design and install exhibitions on Thailand Policy Lab's works at the physical event
 - Thailand Policy Lab's exhibition

- Event Decoration materials (Backdrops, Banners etc.)
- To prepare all of the required equipment for a hybrid event production including Lighting and Sound System, Switcher System, Software Graphic Insert, Live Streaming System, OB Production and other required equipment
- To buy and prepare 1 License Zoom Meeting 3,000 pax for the first day and 5 License Zoom Meeting 500 pax for the second day

Main Event

- To operate a hybrid (online and offline) event on Policy Innovation Exchange 3 including stage management (lighting, sound, and virtual presentation), sequence management, on-the-floor management, and online conference management
 - 2-day event at the selected venue
 - 2-day livestreaming event on Zoom
 - 2-day event on Facebook Lives
- To coordinate with (online) speakers to prepare for live sessions

d. Platform, Tools and Methodology

The contractor is expected to have existing, reliable sources, network, tools that are ready to be utilized to produce and organize a hybrid event with 3D and virtual techniques, which will allow for an immediate start of the assignment. The contractor is expected to draft and develop a detailed workplan with the approach to be used for this assignment to be approved by the Thailand Policy Lab.

e. Deliverables and Schedules/Expected Outputs

Deliverable	Tentative Timeline
Deliverable 1: Event Production	20-21 October 2022

f. Key Performance Indicators and Service Level

- i. The performance of service will be evaluated based on the actual quality deliverables and the relevance to the areas of scoping described.
- ii. If the contractor does not meet the required service level, the Head of Thailand Policy Lab will not certify the payments for the deliverable. Eventually if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

g. Governance and Accountability

The Head of Thailand Policy Lab and the Communication and Engagement Officer of the Thailand Policy Lab will directly supervise the Contractor, and the Contractor will be directly responsible to, reporting to, and seeking approval of output from the Head of Thailand Policy Lab and the Communication Engagement Officer of the Thailand Policy Lab.

h. Facilities to be provided by UNDP

The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment. The venue for the hybrid event will be secured by UNDP. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.

i. Expected duration of the contract/assignment/duty station and expected places of travel

1. Expected starting date is 15 September 2022;
2. Assignment duration is 1 month from the contract signing date but no longer than 30 October 2022;
3. Target date of commencement of the work and expected completion date: as per indicated in the deliverable table;
4. Estimated lead time for UNDP or Project Partners to review outputs, give comments, approve/accept outputs, 14 days all-inclusive on demand basis within the contract duration but no longer than 30 October 2022.
5. Bangkok-based without travel required

j. Minimum Requirements

- i. Institutional capacity – The company should possess the following qualifications:
 - Minimum 2 years of experience in conducting and managing online and offline forums/events with 3D/Virtual techniques.
 - Minimum 2 years of experience in coordinating a complex event including sequence and stage management, venue decorations
 - Minimum 2 projects in similar scope and scale, in part or in whole in the past 2 years
- ii. Technical capacity of team members - The team members who are assigned to this assignment shall demonstrate having the relevant qualifications and experiences required to deliver quality results of this assignment including live broadcast, video editing, online and offline platform operation and control, online recording, virtual materials design such as virtual background, virtual scene, video intro and outro, media management, etc.

Technical capacity of team members - The team members should possess the following qualifications:

a. Event Director (One Staff)

- Minimum Bachelor's degree in business administration, communications, language, social sciences or a related field;
- Minimum 2 years of experience in managing and supervising a hybrid event with governmental organizations, NGOs or private sector;
- Minimum 2 supervised projects with a similar scope to a hybrid event required by the TOR during the past two years

- Excellent communication and interpersonal skills and experience in working effectively in a multi-cultural environment; and
- Language proficiency in both written and oral in English and Thai is required.

b. Event Producer (One Staff)

- Minimum Bachelor's degree in communications, language, social sciences or a related field;
- Minimum 2 years of experience in producing and organizing a hybrid event with virtual techniques that need to be highly organized and precise
- Minimum 2 produced projects with a similar scope to a hybrid event with virtual techniques required by the TOR during the past two years
- Excellent communication and interpersonal skills and experience in working effectively in a multi-cultural environment; and
- Language proficiency in both written and oral in English and Thai is required.

c. Project Executive (One Staff)

- Minimum Bachelor's degree in business administration, communications, language, social sciences or a related field;
- Minimum 2 years of experience in leading, managing and coordinating a hybrid event project with governmental organizations, NGOs or private sector;
- Minimum 2 executed projects with a similar scope to a hybrid event required by the TOR during the past two years
- Excellent communication and interpersonal skills and experience in working effectively in a multi-cultural environment; and
- Language proficiency in both written and oral in English and Thai is required.

d. Creative Design (One Staff)

- Minimum Bachelor's degree in design, communications, language, social sciences or a related field;
- Minimum 2 years of experience in designing a hybrid event with virtual techniques that need to be highly organized and precise
- Minimum 2 designed projects with a similar scope to a hybrid event required by the TOR during the past two years
- Excellent communication and interpersonal skills and experience in working effectively in a multi-cultural environment; and
- Language proficiency in both written and oral English and Thai is required.

e. Event Coordinator (One Staff)

- Minimum Bachelor's degree in communications, language, social sciences or a related field;
- Minimum 2 years of experience in coordinating and preparing for a complex event that needs to communicate between various partners;
- Minimum 2 years of experience in managing sequences and stages of a hybrid event, venue decoration and broadcasting
- Excellent communication and interpersonal skills and experience in working effectively in a multi-cultural environment; and
- Language proficiency in both written and oral English and Thai is required.

k. Price and Schedule of Payments

The contractor must send a financial proposal based on the lump sum amount indicating research processes and activities for each deliverable. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be incurred by the contractor in completing the assignment. The contract price will be fixed output-based price regardless of the extension of the herein specified duration. Payments will be made upon completion of the deliverables/outputs in accordance with the schedule of payment below.

Deliverable	Percentage of Total Price (Weight for payment)	Tentative Timeline
Deliverable 1: Event Production	100%	20-21 October 2022

Highest Combined Score method (based on the 70% technical offer and 30% price weight distribution).

Technical Evaluation Criteria (weighting 70%)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure Key Personnel	40%	400
Total			1000

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Bidder's Qualification, Capacity and Experience

Form 2: Proposed Methodology, Approach and Implementation Plan

Form 3: Management Structure and Key Personnel

Annex 3**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references including name and email address;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive) in THB</i>
1	The 1 st and final payment shall be made upon the submission and completion of the Deliverable 1	100%	
	Total	100%	THB

**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component **[This is only an Example]:**

Table 1: Summary of Overall Prices

	Amount(s)
Total Professional Fees (from Table 2)	
Total Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Name	Position	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
Home Based				
A. Expertise 1				
B. Expertise 2				
C. Expertise 3				
D. Expertise 4				
E. Expertise 5				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs *[This is only an Example]:*

Description	UOM	Quantity	Unit Price	Total Amount
Local transportation costs				
Equipment and system related Expense				
License Fee				
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Out-of-Pocket Expenses				
Subtotal Other Costs:				

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