



United Nations Population Fund
Thailand Country Office
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Date: 1 July 2019

REQUEST FOR QUOTATION
RFQ N° UNFPA/THA/RFQ/19/001
Revision 1

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Organizer for UNFPA Mini Marathon

UNFPA requires the provision of service to design and produce the visual arts and to organize the UNFPA Mini Marathon both on-course run and visual run expecting 1,000 on-course runners and at least 3,000 virtual runners

This Request for Quotation is open to all legally-constituted companies that can provide the requested service and have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://unfpa.org)

Service Requirements/ Terms of Reference (TOR)

Background

The United Nations Population Fund (UNFPA) has initiated Resource Mobilization Campaign Strategy informing the fundraising activities and one of which is the so-called "UNFPA Mini Marathon" project. To successfully implement its strategy, it is imperative to commission sport event organizer sounding professionally. Hence, the UNFPA invites quotations for selection of Sport Event Organizer (the "Organizer") for the design and organizing of UNFPA Mini Marathon project.

Objectives

1. To design and produce the visual arts and organizing materials of the UNFPA Mini Marathon project;
2. To organize the UNFPA Mini Marathon both on-course run and visual run expecting 1,000 on-course runners and at least 3,000 virtual runners.

Scope and Timeframe of work

Timeline: 21 weeks from July 29th - December 15th, 2019

Scope of Work 1: The Organizer will be responsible for the design of all visual arts of the UNFPA Mini Marathon project to accommodate 1,000 on-course runners and at least 3,000 virtual runners, the work UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0616 – Rev02]



will be under supervision of UNFPA Consultant on Resource Mobilization and guidance of National Programme Officer. The visual arts could be detailed as follows;

- a. Clear and concise organizing plan and presentation in English
- b. Design of UNFPA Mini Marathon Logo
- c. Design of running jersey
- d. Design of finishers' medal and running award medals (gold, silver and bronze)
- e. Design of UNFPA Mini Marathon online registration platform for on-course and virtual running
- f. Design of event decorations including but not limited to flags, sign posts, starting and finishing checkpoints etc.

Scope of Work 2: According to the approved design aforementioned in Scope of Work 1, the Organizer will produce;

- a. 4,000 finishers' medals and running award medals (gold, silver and bronze)
- b. 4,000 micro fabric running jerseys, sized SS, S, M, L, XL, XXL and XXXL

Scope of Work 3: The Organizer will be in charge of setting up and management of online registration platform for on-course and virtual runs, as detailed below;

- a. Set up and manage an online registration platform
- b. Set up and manage classifications, and enforce race rules and regulations
- c. Manage personal registration account and create a runners' database

Scope of Work 4: Organizing of press conference on September 25th, 2019

- a. In consultation with UNFPA, write a press release to promote UNFPA mini marathon stating the objectives, outcome of the project
- b. Write media advisory and disseminate it to make sure the full participation of local and international media
- c. Organize press location and decoration for the press release

Scope of Work 5: The Organizer will be responsible for organizing the Mini Marathon Event on November 10th, 2019 as detailed below;

- a. Secure the venue authorization at Sirikit Park and other necessities.
- b. Decorate the stage, checkpoints, race rules signpost, and other decoration making sure the alignment with approved design by UNFPA
- c. Manage the registration of runners during the event date
- d. Act as running judges ensuring the fair play and race rules
- e. Provide sufficient food and drinks for at least 1,000 runners
- f. Officially announce the result of the races and give the award to those win the race
- g. During the event, the Organizer will be in charge of coordinating security and providing ambulances on the course, in addition, there must be first-aid posts along the courses to guarantee emergency providers timely arrival to any accident scenes that may arise
- h. Design and implement of event schedule and sequences throughout the event day

Scope of Work 6: Organizing of virtual running starting from November 11th - December 15th, 2019;

- a. Liaison and communicate with virtual runners
- b. Make sure of smooth registration, delivery of running jerseys and award medals
- a. Officially announce the result of the races and give the award to those win the race



Deliverables

Deliverables	Deliverable Details	Indicative date (approximately)
1 st	Clear and concise plan and presentation in English	by August 2 nd , 2019
2 nd	Delivery of Scope of Work 1	by August 23 rd , 2019
3 rd	Delivery of Scope of Work 2	by September 13 th , 2019
4 th	Delivery of Scope of Work 3	by September 20 th , 2019
5 th	Delivery of Scope of Work 4	by September 25 th , 2019
6 th	Delivery of Scope of Work 5	by November 10 th , 2019
7 th	Delivery of Scope of Work 6	by December 15 th , 2019

Budget

Approximately THB 500,000.- including all service fees and cost relevant to the organizing of UNFPA Mini Marathon.

Qualifications:

1. The firm holds a minimum of 5-years of experience in organizing mini marathon or marathon events for recognised international organizations and/or local organisations working for social development or international relations.
2. Previous experience in working for UN agencies will be an advantage.
3. The firm must be able to provide details proposal and methodology for the design and produce the visual arts including organizing mini marathon both on-course run and visual run.
4. Be able to present plans, work and summary in both English and Thai

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Doungdao Songphanich</i>
Tel N ^o :	<i>+66 2 687 0134</i>
Fax N ^o :	<i>+66 2 280 1871</i>
Email address of contact person:	<i>songphanich@unfpa.org</i>

The deadline for submission of questions is Friday, 5 July 2019 at 16.00 hrs., Bangkok time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs. Technical proposal shall include following documentation:
 - Technical approach, methodology and level of understanding of the objectives of the project
 - Work plan/time scales given in the proposal and its adequacy to meet the project objectives, all work scoped and deliverables according to Terms of Reference
 - Ability to guarantee minimum media coverage on the content of the event on well-known media— printed, broadcast and online



- Ability to guarantee enrollment of runners for the marathon both on the actual days and virtual runners
- Proven record in organizing mini marathon or marathon events for recognised international organizations and/or local organisations working for social development or international relations for more than two times, and smooth logistic arrangements and safety mitigation during organisations of mini-marathon events
- Service providers are requested to provide the company profile, portfolio of the previous work in organize events, clear and concise concept paper, work plan and fees

b) **Price quotation** (see **Annex II**), to be submitted strictly in accordance with the price quotation form. Price quotation shall be attached by details break-down costs.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than : Sunday, July 14th 2019 at 16.00 hrs., Bangkok Time¹.

Name of contact person at UNFPA:	<i>Panyawan Suphasri</i>
Email address of contact person:	<i>suphasri@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/THA/RFQ/19/001 – Organizer for UNFPA Mini Marathon**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>
 UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0616 – Rev02]



Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives, all work scoped and deliverables according to Terms of Reference	100		20%	
Ability to guarantee minimum media coverage on the content of the event on well-known media—printed, broadcast and online	100		15%	
Ability to guarantee enrollment of runners for the marathon both on the actual days and virtual runners	100		20%	
Proven record in organizing mini marathon or marathon events for recognised international organizations and/or local organisations working for social development or international relations for more than two times, and smooth logistic arrangements and safety mitigation during organisations of mini-marathon events	100		25%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0



Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VI. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.



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A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the Country Director of UNFPA Thailand, Ms. Marcela Suazo, at suazo@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)