



Date: October 7, 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/THA/RFQ/22/009

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following services:

“Organize and manage the exhibition booths at the joint bike event”

UNFPA requires the provision of services on organizing and managing exhibition booths and areas as part of the bike event as specified in the Term of Reference (ToR).

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 childbirth 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](#)

II. Service requirements / Term of Reference (ToR)

Please see attachment Annex II - Term of Reference

III. 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°:	+66 26870134
Email address of contact person:	songphanich@unfpa.org

The deadline for submission of questions is 14 October 2022 at 5:00 PM Bangkok time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver the services of organizing and managing exhibition booths and areas as part of the bike event.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council](#)

[Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).

- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- Technical proposal, in response to the requirements and criteria outlined in the service requirements / Term of Reference (ToR).
- Price quotation, to be submitted strictly in accordance with the price quotation form.

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

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: Friday, 21 October 2022 at 5:00 PM Bangkok Time.¹

Name of contact person at UNFPA:	<i>UNFPA Thailand Procurement</i>
Official Email address of SCMU:	thailand-bidtender@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA SCMU's dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/THA/RFQ/22/009 – [bidder name], Technical Bid
 - UNFPA/THA/RFQ/22/009 - [bidder name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. Overview of Evaluation Process

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Proven record in organizing and managing exhibitions in an outdoor area.	100		40	
Clear and concise timeline work plan and list of team members to ensure delivering all required services.	100		40	
Proven record of possessing networks of service providers to ensure delivering all required services.	100		10	
The company or service provider's profile and relevance to the activity, as well as specialized experience and relevant knowledge.	100		10	
Grand Total All Criteria	400		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.

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

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

IX. 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.

X. 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.

XI. 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.

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

XII. 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](#).



XIII. 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 UNFPA Head of the Business Unit Dr. Asa Torkelsson, UNFPA Representative Malaysia/ UNFPA Country Director Thailand at torkelsson@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, Supply Chain management Unit at procurement@unfpa.org.

XIV. 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).



PRICE QUOTATION FORM

DOWNLOAD THE FORM [HERE](#)

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/THA/RFQ/22/009
Currency of quotation: <ul style="list-style-type: none"> • Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand • US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand 	
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					
2. Out-of-Pocket expenses:					
<i>Total Out of Pocket Expenses</i>					
Total Contract Price					
<i>(Professional Fees + Out of Pocket Expenses)</i>					

<i>Vendor's Comments</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/THA/RFQ/22/009 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
--	-----------------------------	--



Name and title	Date and place
----------------	----------------

**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](#)



ANNEX II:
Term of Reference
Organise and manage the CSO exhibition booths
at the joint bike event during the 16 Days of Activism against Gender-Based Violence
Deliverable Timeframe: 26 November 2022

Background:

The UNFPA Thailand 12th Country Programme (CP12, 2022-2026) works in partnerships with the Thai government, CSOs, academia and the private sector to achieve zero unmet need for family planning and zero GBV against women and girls through a life-cycle approach to ageing to support Thailand to be a high-opportunity society in the coming years.

This overarching goal aligns with the national priorities identified in the 13th National Economic and Social Development Plan and the UN cooperation framework with Thailand. It mainly aims to accelerate the progress of the Three Transformative Results under the new UNFPA Strategic Plan, the ICPD (International Conference on Population and Development) agenda and the SDGs.

UNFPA Thailand, as part of the Gender Theme Group of the UN Country Team in Thailand, is taking the lead to ensure meaningful participation of the CSOs, women's groups and persons with disabilities communities in the UNCT's upcoming public event to raise the public awareness in ending gender-based violence during the 16 Days of Activism.

Rationale:

The 16 Days of Activism against Gender-Based Violence is an annual international campaign that kicks off on 25 November, the International Day for the Elimination of Violence against Women, and runs until 10 December, Human Rights Day. It was started by activists at the inaugural Women's Global Leadership Institute in 1991 and continues to be coordinated each year by the Centre for Women's Global Leadership. It is used as an organizing strategy by individuals and organizations around the world to call for the prevention and elimination of violence against women and girls.

In support of this civil society initiative, the United Nations Secretary-General's UNiTE by 2030 to End Violence against Women campaign (UNiTE campaign) calls for global actions to increase awareness, galvanize advocacy efforts, and share knowledge and innovations.

The theme of the campaign this year is: [UNiTE! Activism to End Violence against Women & Girls](#) and recognizes the key role of women's rights movements in preventing and eliminating VAWG whilst at the same time seeks to mobilize more people to show solidarity and support to end VAWG at a time when we are facing pushback against women's rights."

Purpose:



To provide services of organising and managing exhibition booths and areas as part of the bike event jointly organised by UNFPA Thailand, UN Women Thailand, the embassies of Belgium, the Netherlands and Luxembourg and the Bangkok Metropolitan Administration.

Objectives:

1. To be the organiser of the exhibition booths and area as part of the bike event.
2. To provide support to booth participants.
3. To provide stage and sequence management of the opening ceremony.
4. To provide photography and video recording of all activities at the exhibition area and along all cycling paths.

Scope and Timeframe of work:

1. Provide the service of planning, organising and managing **approximately 20-30 exhibition booths** and areas. This includes the provision of all necessary equipment and structure of the exhibition booth (for example, tent, canopy, electricity outlets) and the main stage of the exhibition **outdoor** area.
2. Provide the service to register and manage booth participants.
3. Provide the stage decoration and sequence management of the opening ceremony. This includes providing and/or managing light and audio systems.
4. Produce 300 t-shirts and 300 hand-held alarms as visibility items for the bike event participants with the design agreed by UNFPA.
5. Provide photography and video recording of all activities at the exhibition area and along all cycling paths.

Deliverables:

1. All required booths are set up and the main stage and exhibition area are decorated with key event graphic materials a day before the date of the bike event.
2. The registration of the booth participants is finalised a week before the bike event.
3. The main stage is decorated with graphics agreed with UNFPA and partners. The opening ceremony is run successfully with full light and audio systems.
4. The production of 300 t-shirts and 300 hand-held alarms is complete before the event.
5. High-quality and state-of-the-art photos, raw footage and edited highlight videos of activities from the exhibition area and along all cycling paths are delivered in digital format via Google shared drive after the event.

Budget:

Below 25,000 USD

Qualifications:

1. Minimum five years with proven track records in successfully organising and managing exhibitions for international organisations including UN Agencies.

2. Possess high-calibre full-fledged team crew members that can provide ALL required services and deliverables with high quality.
3. Possess networks of services to ensure delivering all required services.
4. Understand the issue of gender-based violence and do not have a record of committing gender-based violence. UNFPA is an organisation that has zero tolerance for sexual abuse, exploitation and harassment (SEAH) and cannot work with a company with a SEAH record.

Components of quotation:

Service providers are requested to provide the company profile, portfolio of previous work in providing organising and managing exhibitions, a list of the team members and fees.

Criteria for selection:

The combination score of technical score and the financial score will be used. The service provider who obtained the highest score will be awarded the contract.

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

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Proven record in organising and managing exhibitions in an outdoor area.	100		40	
Clear and concise timeline work plan and list of team members to ensure delivering all required services.	100		40	
Proven record of possessing networks of service providers to ensure delivering all required services.	100		10	
The company or service provider's profile and relevance to the activity, as well as specialized experience and relevant knowledge.	100		10	
Grand Total All Criteria	400		100%	