



Date: April 26, 2024

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/THA/RFQ/24/001**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Event organiser and media support for UNFPA Thailand in 2024”**

UNFPA requires the provision of Event organiser and media support for UNFPA Thailand in 2024 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 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)

**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°:	<i>+662 687 0134</i>
Email address of contact person:	<a href="mailto:songphanich@unfpa.org">songphanich@unfpa.org</a>

The deadline for submission of questions is 2 May 2024 at 4:00 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 works and have legal capacity to enter into a contract with UNFPA to perform the works of event organiser and media support for UNFPA in the country, or through an authorized representative.
- 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 & Declaration Form **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) 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: **9 May 2024 at 4:00 PM Bangkok Time.**<sup>1</sup>

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

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/THA/RFQ/24/001 – [Company name], Technical Bid
  - UNFPA/THA/RFQ/24/001 - [Company 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.

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

**VII. 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.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
1. Details of deliverables against each planned event under scope and timeframe of work 1 & 2.	100		60	
2. Evidence of experience in delivering successfully deliverables as listed under the deliverables section.	100		20	
3. List of team members and equipment that shows capacity to deliver all deliverables successfully. This includes the deliverables that must be in both English and Thai languages.	100		20	
<i>Grand Total All Criteria</i>	300		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(s) 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**



United Nations Population Fund  
4th Floor United Nations Service Building,  
Rajdamnern Nok Avenue, Bangkok 10200  
E-mail: [thailand.office@unfpa.org](mailto:thailand.office@unfpa.org)  
Website: <http://thailand.unfpa.org>

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 Country Director Thailand at [torkelsson@unfpa.org](mailto: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](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/THA/RFQ/24/001
<b>Currency of quotation:</b>	Thai Baht
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <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 (THB)
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					
<b>Total Contract Price</b>					
<i>(Professional Fees + Out of Pocket Expenses)</i>					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/THA/RFQ/24/001 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	

## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>2</sup> “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

UNGM N<sup>o</sup>: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_





United Nations Population Fund  
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Rajdamnern Nok Avenue, Bangkok 10200  
E-mail: [thailand.office@unfpa.org](mailto:thailand.office@unfpa.org)  
Website: <http://thailand.unfpa.org>

**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

<b>Title</b>	Event organiser and media support for UNFPA Thailand in 2024
<b>Overall objective</b>	To be the event organiser and give media support to UNFPA Thailand in 2024.
<b>Hiring Office</b>	UNFPA Thailand
<b>Start date</b>	1 June 2024
<b>End date</b>	30 December 2024

### Background:

UNFPA in Thailand is in its 12th Country Programme in cooperating with the Thai Government and multi-sectors in Thailand to achieve Three Transformative results—ending the unmet need for family planning, ending preventable maternal deaths, and ending gender-based violence and harmful practices. These are the pathways to achieve the Sustainable Development Goals (SDGs) by 2030.

To accelerate achieving the Three Transformative results in reducing gender-based violence, advocating an inclusive society, and promoting the rights and choices for all, UNFPA Thailand is active in its outreach to diverse audience groups in Thai society so as to aspire them to support UNFPA’s mandates and mission in Thailand.

### Rationale:

UNFPA Thailand and partners plan to organise advocacy events and exhibitions to raise public awareness, advocacy and resource mobilisation all through the year of 2024. The events and exhibitions will increase awareness of UNFPA Three Transformative results, mandates and the agenda of ICPD PoA after 30 years in Thailand. They will also encourage open-mindedness, foster understanding, and promote inclusivity in the public’s understanding of what constitutes a rights-based family planning, rights and choices of sexual and reproductive health, how to end gender-based violence and the life-cycle approach to population ageing in Thai society.

### Purpose:

Provide the services of organising key events and exhibitions by UNFPA Thailand in 2024. The schedule of the events and exhibitions will be shared with the service provider.

### Objectives:

1. To provide the support in organising key events planned by UNFPA Thailand.
2. To provide the services of photo taking, video recording, video highlights with English subtitle and media coverage of the planned events or exhibitions that UNFPA Thailand will jointly organise with key partners/stakeholders.

### Scope and Timeframe of work:

1. To provide the support in organising key events planned by UNFPA Thailand.

- 11 July 2024 - World Population Day
  - 25 November 2024 - 16 Days of Activism Against Gender-Based Violence
  - Mid-august 2024 - Launch of the ICPD30 report
  - Quarter 3 - Stakeholders' meeting and UNFPA Day
2. To provide the services for the planned events or exhibitions that UNFPA Thailand will jointly organise with key partners/stakeholders.
- photo taking
  - video recording
  - video highlights with English subtitle
  - media coverage
  - 2.5 produce exhibition materials when necessary (not more than 4 roll-ups of 80x180 cm and 8 handheld dry-cut signs)
  - 2.6 manage logistics in transporting, installing, de-installing and returning exhibition materials from and to the UNFPA Thailand office.

Below are the planned events or exhibitions that UNFPA Thailand will jointly organise with key partners/stakeholders:

- June 2024 - Pride Month (Pride Parade, Pride Talks)
- 11 July 2024 - World Population Day
- Mid-august 2024 - Launch of the ICPD30 report
- 12 August 2024 - International Youth Day or 20 September 2024 - National Youth Day
- 1 October 2024 - International Day of Older Persons
- 25 November 2024 - 16 Days of Activism Against Gender-Based Violence
- Quarter 3 - Stakeholders' meeting and UNFPA Day

#### **Deliverables:**

1. Under the scope of work of organising events:
  - 1.1. Provide event backdrop (physical or digital) upon approval by UNFPA Thailand.
  - 1.2. Provide bi-lingual, Thai and English, MC upon approval by UNFPA Thailand.
  - 1.3. Provide MC script in both Thai and English.
  - 1.4. Provide sequence management and team.
2. Under the services of
  - 2.1. Photo taking - **Provide sufficient photographers and submit all types of essential shots** (group photos, portraits of key participants, ambience and key and attending participant interaction) to UNFPA Thailand. Photos must be submitted to UNFPA Thailand at least within 3 hours after the event.
  - 2.2. Video recording - **Provide sufficient camera(s) and camera person(s) and submit footage of essential scenes** (group photos, portrait scene of key participants, ambience and key and attending participant interaction) to UNFPA Thailand. Footage must be submitted to UNFPA within the following day after the event.
  - 2.3. Video highlights with an English subtitle - Under the guidance of the Communications Specialist of UNFPA Thailand, **provide a short video of highlights** (approximately 2 minutes) of each event that



UNFPA organises or jointly organises with partners with an English subtitle. The first draft of the highlight video, without the English subtitle, must be submitted to UNFPA within 3 days after the event.

- 2.4. Media coverage - Under the guidance of the Communications Specialist of UNFPA Thailand, provide a **draft press release in Thai and English** of each event that UNFPA organises or jointly organises with partners and secure media coverage as agreed with UNFPA Thailand. Media coverage is expected to be seen within 1.5 weeks after the event.

In a nutshell, the expected media coverage is as follows:

One TV and three news reports on website of Thai mainstream media for the two events below:

- 2.4.1. 11 July 2024 - World Population Day
- 2.4.2. 25 November 2024 - 16 Days of Activism Against Gender-Based Violence

Three news reports on website of Thai mainstream media for the events below:

- 2.4.3. June 2024 - Pride Month (Pride Parade, Pride Talks)
- 2.4.4. 12 August 2024 - International Youth Day or 20 September 2024 - National Youth Day
- 2.4.5. 1 October 2024 - International Day of Older Persons

**Budget**

Below 22,500 USD

**Indicative time frames**

<p>Organise events</p>	<ul style="list-style-type: none"> <li>● 11 July 2024 - World Population Day</li> <li>● Mid-august 2024 - Launch of the ICPD30 report (small scale)</li> <li>● Quarter 3 - Stakeholders’ meeting and UNFPA Day</li> <li>● 25 November 2024 - 16 Days of Activism Against Gender-Based Violence</li> </ul>
<p>Provide the services for the planned events or exhibitions that UNFPA Thailand will jointly organise with key partners/stakeholders.</p> <ol style="list-style-type: none"> <li>1. photo taking</li> <li>2. video recording</li> <li>3. video highlights with English subtitle</li> <li>4. media coverage</li> <li>5. produce exhibition materials when necessary (not more than 4 roll-ups of 80x180 cm and 8 handheld dry-cut signs)</li> <li>6. manage logistics in transporting, installing, de-installing and returning exhibition</li> </ol>	<ul style="list-style-type: none"> <li>● June 2024 - Pride Month (Pride Parade, Pride Talks)</li> <li>● 11 July 2024 - World Population Day</li> <li>● 12 August 2024 - International Youth Day or 20 September 2024 - National Youth Day</li> <li>● 1 October 2024 - International Day of Older Persons</li> <li>● 25 November 2024 - 16 Days of Activism Against Gender-Based Violence</li> </ul>



materials from and to the UNFPA Thailand office.	
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**Skills and experience required**

The service providers must possess the experience, proven-track record of the expertise, equipment and team members on the event organisation, event sequence management, MC script writing, press release writing, photography, video recording and editing and production, transport and installation of exhibition materials.

**Qualifications**

The incumbent service provider offer the following demonstrated experience, knowledge and competencies:

- Minimum five years with proven track records in successfully producing exhibition materials and providing public engagement services at the exhibition booth areas for international organisations, including UN Agencies.
- Be able to provide professional equipment and crews to provide the required services.
- Understand the issue of public health, sexual and reproductive health, and gender equality.
- Do not have a record of committing sexual exploitation, abuse, harassment, and gender-based violence. UNFPA is an organization that has zero tolerance for sexual abuse, exploitation, and harassment (SEAH) and cannot work with a company with a SEAH record.

**Evaluation criteria**

Table below describes the criteria against the technical bids will be evaluated during selection of the successful candidate contractor.

Criteria	Weight (%)
Details of deliverables against each planned event under scope and timeframe of work 1 & 2.	60
Evidence of experience in delivering successfully deliverables as listed under the deliverables section.	20
List of team members and equipment that shows capacity to deliver all deliverables successfully. This includes the deliverables that must be in both English and Thai languages.	20
<b>Grand Total All Criteria</b>	<b>100%</b>