



## REQUEST FOR QUOTATION (RFQ) VENUE & MEETING SERVICES

RFQ Reference: **RFQ N° UNFPA/PNG/RFQ/24/031**

Date: **08 November, 2024**

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Population Fund (UNFPA) kindly requests your quotation for the provision of goods and/or services as detailed in Annex 1 & 2 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Meeting Room Set-up & Equipment Arrangements

Annex 3: Accessibility Questionnaire

Annex 4: Quotation Submission Form

Annex 5: Technical and Financial Offer

Annex 6: General Conditions of Contract

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by: United Nations Population Fund

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

Name: **Muhammad Maqbool**

Title: **International Operations Manager**

Date: **08 November 2024**





**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<p><b>Deadline for the Submission of Quotation</b></p>	<p>Click or tap here to enter text. If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<p><b>Method of Submission</b></p>	<p>Quotations must be submitted as follows:  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Other</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF text.</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB (including email body, encoded attachments, and headers).</b></li> <li>▪ Mandatory subject of email: <b>RFQ N° UNFPA/PNG/RFQ/24/031</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y” and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<p><b>Cost of preparation of quotation</b></p>	<p>UNFPA shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<p><b>Supplier Code of Conduct</b></p>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> Moreover, UNFPA implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNFPA, as well as third parties involved in UNFPA’s activities.</p>
<p><b>Conflict of Interest</b></p>	<p>UNFPA encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNFPA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.</p>
<p><b>General Conditions of Contract</b></p>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract as indicated in Annex 6.</p>
<p><b>Eligibility</b></p>	<p>Bidders shall have the legal capacity to enter into a binding contract with UNFPA and to deliver in the country, or through an authorised representative.</p>
<p><b>Currency of Quotation</b></p>	<p>Quotations shall be quoted in Papua New Guinea(PGK)</p>
<p><b>Duties and taxes</b></p>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNFPA as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall:</p>



	<input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes
<b>Language of quotation and documentation including catalogues, instructions, and operating manuals</b>	<p>Bid documents and all related correspondence will be written in English.</p> <p>Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 3: Accessibility Questionnaire duly completed</li> <li><input checked="" type="checkbox"/> Annex 4: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 5: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 and Annex 2</li> <li><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: <a href="#">Lynette Migile</a></p> <p>E-mail address: <a href="mailto:png-procurement@unfpa.org">png-procurement@unfpa.org</a></p> <p><i>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</i></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than Six . days before the submission deadline. Responses to request for clarification will be communicated to Lynette Migile by email <a href="mailto:png-procurement@unfpa.org">png-procurement@unfpa.org</a>
<b>Evaluation method</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</li> <li><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></li> </ul>
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 &amp; Annex 2</li> <li><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</li> <li><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</li> <li><input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a></li> </ul>
<b>Right not to accept any quotation</b>	UNFPA is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNFPA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 10% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	Friday 15 November, 2024 Time: 12:00 PM (PNG Time)



<p><b>Publication of Contract Award</b></p>	<p>UNFPA will publish the contract award on United Nations Global Marketplace <a href="http://www.ungm.org">http://www.ungm.org</a>, with the RFQ Reference number and information of the awarded Bidder company name, contract amount or LTA and the date of the contract.</p>
<p><b>Policies and procedures</b></p>	<p>This RFQ is conducted in accordance with Policies and Procedures of UNFPA which can be accessed at : <a href="#">Regular Procurement procedures</a></p>
<p><b>UNGM registration</b></p>	<p>UNFPA posts all Bids notices, clarifications, and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM. Bidders can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.</p>





## ANNEX 1: TERMS of REFERENCE or STATEMENT OF WORK

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	<p><b>Accommodation and Meals -</b></p> <ul style="list-style-type: none"> <li>34 x shared rooms for two pax from the <b>18th - 23rd November 2024</b> (Youth Parliament participants check in on the 17th of Nov and check out on the 24th of Nov)</li> <li><b>Dinner</b> for 6 nights and Breakfast for 6 days.</li> <li><b>AM Tea</b> to be provided from <b>18th - 21st November</b>, and <b>PM Tea</b> to be provided from <b>18th - 21st and 23rd of November</b></li> </ul>	Nights	6
2	<p><b>Conference room Hire (Night Session) -</b></p> <ul style="list-style-type: none"> <li>Youth Parliament Session from <b>7:30pm - 9pm</b> for <b>5 nights 18th - 21st and 23rd November, 2024</b></li> <li>Jars of water to be provided</li> </ul>	Nights	5



**ANNEX 2: MEETING ROOM SET-UP & EQUIPMENT ARRANGEMENT**

Bidders are requested to confirm that they can provide the below selected set-up for the venue; if such set-up is not the most recommended based on the dimensions of the group and the size of the room, please ensure to highlight this information in their technical offer.


<input type="checkbox"/> U-Shape	<input type="checkbox"/> Single Square or Round	<input type="checkbox"/> Conference
<input type="checkbox"/> Classroom	<input checked="" type="checkbox"/> Clusters	<input checked="" type="checkbox"/> V-Shape / Herringbone
<input type="checkbox"/> Traditional Classroom	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Theatre
<input type="checkbox"/> Other:	Choose an item.	

Bidders are requested to include the below selected equipment(s) in their quote and which are expected to be provided during the meeting service as per Annex 1; if any of the selected options are not available directly or by a third party subcontracted by the bidder, such information shall be communicated in the technical proposal.

<input type="checkbox"/> Wired Microphone(s)	<input checked="" type="checkbox"/> Audio Equipment x 1
<input checked="" type="checkbox"/> Wireless Microphone(s) x 4	<input checked="" type="checkbox"/> Wi-Fi / High Speed Internet
<input checked="" type="checkbox"/> Microphone stand: tabletop or floor x 1	<input type="checkbox"/> Video Conferencing Equipment
<input checked="" type="checkbox"/> Podium with gooseneck for microphone x 1	<input checked="" type="checkbox"/> Projection equipment x 1
<input type="checkbox"/> Computer Desktop	<input checked="" type="checkbox"/> Large Wall Screen(s) x 1
<input type="checkbox"/> Computer Laptop	<input type="checkbox"/> Portable Screen (s)
<input type="checkbox"/> Printer	<input type="checkbox"/> Flat panel TV and/or Monitor
<input checked="" type="checkbox"/> Remote clicker / Pointer x 1	<input checked="" type="checkbox"/> Paperboard / Flipchart x 6
<input type="checkbox"/> Desktop Magnifier	<input checked="" type="checkbox"/> Pad of paper and markers for flipchart x 68



<input checked="" type="checkbox"/>	Assistive tools and technologies for persons with visual, audio and mobility impairments	<input type="checkbox"/>	Interactive boards
<input checked="" type="checkbox"/>	Wheelchair charging stations	<input type="checkbox"/>	NO single-use products, e.g., cutlery, napkins

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