



Date: March 12, 2024

**REQUEST FOR QUOTATION
RFQ N° UNFPA/PNG/RFQ/24/004**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Provision of Printing of Training Material in preparation for the 2024 PNG Census”

UNFPA requires the provision of Printing of Training Material for UNFPA’s Population Data Project.

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 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](http://www.unfpa.org)

II. Service Requirements/Terms of Reference (ToR)

2024 Population and Census															
List of Manuals and Forms for Printing with Assignments REVISED 26 FEB 2024															
No	Documents	Adjusted Quantity UNFPA	Paper Type			Paper Size	Fold Size	To be Printed	Paper Color		Print/text Colour		Binding Side	Binding	Page Quantity
			Cover	Texture	Body				Cover	Body	Cover	Body			
1	Trainer's Guide	1,800	200 gsm	non-glossy	80 gsm	A4		2- Sided	Light Brown	White	Black & Tri-colour	Black	left	Perfect	90
2	Interviewer's Manual	1,800	200 gsm	non-glossy	80gsm	A4		2- Sided	Light Brown	White	Black & Tri-colour	Black	left	Perfect	100
3	CAPI Interviewer's and Supervisor's Manual	1,800	200 gsm	non-glossy	80gsm	A4		2- Sided	Light Blue	White	Black & Tri-colour	Black	left	Perfect	70
4	Supervisor's Manual	1,800	200 gsm	non-glossy	80gsm	A4		2- Sided	Light Brown	White	Black & Tri-colour	Black	left	Perfect	30
5	NPD Card	1,800	200 gsm	non-glossy	200 gsm	1/4 of A4		2-sided	white	White	black and tri-colour	black and tri-colour	-	-	2
6	PD Questionnaire/Form	10,800	110 gsm	non-glossy	110 gsm	A4		2 - Sided	White	white	Black & Tri-colour	Black	-	-	2
7	Notable Event Book	1,800	150 gsm	non-glossy	80 gsm	A3	A4	2- Sided	Blue	White	Black	Black	Centre	Saddle Stich	52
8	a. Exercise Sheets (Ex 1 to 4)	1,800	-	non-glossy	80gsm	A4		1- Sided	-	White	-	Black	-	-	4
9	b. Exercise Sheets (Ex 5 to 7)	1,800	-	non-glossy	80gsm	A4		2- Sided	-	White	-	Black	-	-	6
10	Score Sheets	300	80gsm	non-glossy	80gsm	A4		2-sided	White	White	Black	Black	-	-	2
11	Questionnaire Form (short) - Ao laminated	60	110gsm	non-glossy	110gsm	Ao		1- Sided	White	White	Black & Tri-colour	Black	-	-	2
12	NPD Questionnaire - Ao laminated	60	110gsm	non-glossy	110gsm	Ao		1- Sided	-	White	Black & Tri-colour	Black	-	-	2
13	Flip Charts	60	110gsm	non-glossy	110gsm	A1		1- Sided	White	White	Black & Tri-colour	Black	Top	Velo-Screwed	10
14	Training Evaluation Sheet	1,800	-	non-glossy	80gsm	A4		1- Sided	-	White	-	Black	-	-	1
15	Trainers' Evaluation Sheet	3,600	-	non-glossy	80gsm	A4		1- Sided	-	White	-	Black	-	-	1
16	Field Observation Sheet	3,600	-	non-glossy	80gsm	A4		1- Sided	-	White	-	Black	-	-	1
17	Agenda First Tier-Program	150	-	non-glossy	80gsm	A4		2-sided	-	White	-	Black	top-left	staple wire	4
18	Agenda Second Tier-Program	1,530	-	non-glossy	80gsm	A4		2-sided	-	White	-	Black	top-left	staple wire	4
19	Poster of CU Summary Sheet	60	-	non-glossy	110gsm	A1		1- Sided	-	White		Black	-	-	1
20	Poster of Interviewer's Daily Progress Report	60	-	non-glossy	110gsm	A1		1- Sided	-	White		Black	-	-	1
21	Poster of CU MAP (satellite Image)	60	-	non-glossy	110gsm	A1		1- Sided	-	White	Black	Black	-	-	1
22	Re-Interview Questionnaire	1800	110gsm	non-glossy	110gsm	A3	A4	2-sided	White	White	Black & Tri-colour	Black	-	-	4
23	Transmittal Receipt Form Training	120	-	non-glossy	80gsm	A4		1- Sided	-	White	-	Black	-	-	1
24	Exam for supervisors	1,800	-	non-glossy	80gsm	A4		2-sided	-	White	-	Black	-	-	2
25	Training Attendance Sheet	180	-	non-glossy	80gsm	A4		2-sided	-	White	-	Black	-	-	4
26	NPD Questionnaire/Form	1,800	110gsm	non-glossy	110gsm	A3	A4	2-sided	White	White	Black & Tri-colour	Black & Tri-colour	-	-	4
27	NPD Special Team Instructions	1,800	-	non-glossy	80 gsm	A4		2-sided	-	white		Black	top left	staple wire	10
28	Instruction for enumerating homeless	1,800	-	non-glossy	80 gsm	A4		2-sided	-	white		Black	top left	staple wire	10
29	Encoders Manual	1,800	80 gsm	non-glossy	80 gsm			2-sided	white	white	Black & Tri-colour	Black	top left	staple wire	20
30	2024 Calender (laminated)	100	110gsm	non-glossy	110gsm	Ao		1- Sided	-	White	Black & Tri-colour	Black	-	-	2

Objectives and scope of the Services

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

Name of contact person at UNFPA:	Procurement Officer
Email address of contact person:	png-recruitment@unfpa.org

The deadline for submission of questions is **Friday, 22nd March 2024**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



I. Content of Quotations

Quotations should be submitted in a single e-mail before **Tuesday, 26th March 2024 at 09:00AM**, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs (if applicable).
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.
- c) Duly completed and signed Supplier Form
- d) Provide a copy of Business Registration and TIN Certificate

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

II. Instructions for submission

Quotations 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: **Tuesday, 26th March 2024 at 09:00AM**

Name of contact person:	Procurement Officer
Email address of contact person:	png-procurement@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/PNG/RFQ/24/004**. 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.

III. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal (*not applicable in this case*) and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes. However, for provision of goods and products, quality, availability, lead times and price comparison form the basis of evaluation and selection.

IV. Award Criteria

UNFPA shall award a Purchase Order to the lowest-priced most technically acceptable offer.

V. 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.



VI. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables/requested goods and services linked to payment as specified in the price quotation form.

VII. 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](#).

VIII. 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](#).

IX. 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 – Muhammad Maqbool at maqbool@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.

X. 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).