United Nations Population Fund
7th Floor Menara Thamrin
Jl. M.H. Thamrin Kav.3, Jakarta 10250
E-mail: *indonesia@unfpa.org*
Website: indonesia.unfpa.org

Date: 27 March 2018

REQUEST FOR QUOTATION
RFQ № UNFPA/IDN/RFQ/18/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following item:

- Product name : Comprehensive Sexuality Education (CSE) modules for teachers: for elementary, middle and high school teachers
- Product description : details of specification as described in Annex IV
- Unit of measure : pcs
- Quantity : 100 for each module

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform 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

Objective:
The objective of the RFQ is to identify a supplier who can provide UNFPA with the above mentioned product. The selected vendor is expected to provide such product, based on specific Purchase Orders submitted to the vendor.

II. Questions

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

Name of contact person at UNFPA:	*Ms. Ira Novita*
Tel №:	*+62 21 29802300*
Fax №:	*+62 21 31927902*
Email address of contact person:	*novita@unfpa.org*

The deadline for submission of questions is **Tuesday, April 3rd 2018 at 23:59 Jakarta Time**[1]. Questions will be answered in writing and shared will 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 price quotation, to be submitted strictly in accordance with Price Quotation Form, and comply

[1] http://www.timeanddate.com/worldclock/city.html?n=69

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with the requirements outlined in the specifications described in Annex IV. The quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Quotations should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to indonesia.office@unfpa.org no later than: **Wednesday, April 11th 2018 at 23:59 Jakarta Time**[2].

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ Nº UNFPA/IDN/RFQ/18/006 - CSE Modules for Teachers.** Quotations 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 they are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications (Annex III) and the total cost of the goods (price quote).

VI. Award Criteria

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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 goods 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 shipping documents, invoice and other documentation required by 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

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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.

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 UNFPA Representative, Dr. Annette Sachs Robertson at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, 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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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation Nº:	UNFPA/IDN/RFQ/18/006
Currency of quotation :	IDR
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: *(The quotation must be valid for a period of at least 3 months after the submission deadline*	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

Item	Description	Unit	Qty	Unit cost (IDR)	Total (IDR)
1.	Design fee	Package	1		
2.	Printing cost:				
	CSE Modules for elementary school teachers	Pcs	100		
	CSE Modules for middle school teachers	Pcs	100		
	CSE Modules for high school teachers	pcs	100		
				Total	

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ Nº UNFPA/IDN/RFQ/18/006 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	

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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

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ANNEX II:
BIDDER IDENTIFICATION FORM
UNFPA/IDN/RFQ/18/006

1. Organizational Information	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	

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3. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	

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ANNEX III:
BIDDER'S PREVIOUS EXPERIENCE
UNFPA/IDN/RFQ/18/006

Order No. & Date	Description[3]	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Indicate the description of products, services or works provided to their clients.
To be attached: Evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	

[3] Please indicate relevant contracts to the one requested in the RFQ.

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ANNEX IV:
SPECIFICATIONS
UNFPA/IDN/RFQ/18/006

		Cover	Content
Size	Open	21 cm x 30 cm	21 cm x 30 cm
	Closed	21 cm x 15 cm	21 cm x 30 cm
Material		Art carton 230gr	Matte paper 120gr
Printing		Sparasi 4/0	Sparasi 4/4
Finishing		Laminating doft	

Font name: Arial
Font size : 11 or 12
Space : 1,5 spacing
Design : youth friendly

Delivery dates:

a. First draft of the design (soft copy) submitted by 23 April 2018
b. Second draft of the design (soft copy) submitted by 26 April 2018
c. Hard copy of 300 pcs to UNFPA Office by 30 April 2018

Reference for files:
https://drive.google.com/open?id=1KswKV9elbIrC4udhgw-UNcTlcnDVNNx5