

Date: 6 August 2018

**REQUEST FOR QUOTATION
RFQ N^o UNFPA/IDN/RFQ/18/011**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“INTERIOR DESIGNER”.

UNFPA requires the provision of architecture/interior designer to redesign its office space into a new office layout that is modern, open office spaces, and user-friendly office for UNFA staff. This procurement aims to seek a suitable architecture company to provide the conceptual design, design development, a construction drawing, develop Bill of Quantity (BoQ), provide input during the construction bidding process and do a consultation and supervision during the construction.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services/works 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](#)

II. Service Requirements/Terms of Reference (ToR)

Please see the attached TOR

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>Ms. Ira Novita</i> |
| Email address of contact person: | <i>novita@unfpa.org</i> |

The deadline for submission of questions is **Friday, August 10th 2018 at 17:00 Jakarta Time**¹. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- Completed Bidder Identification Form (Annex II) in pdf format;
- Completed Bidder’s Previous Experience (Annex III) in pdf format.

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

- Technical & Price proposal, in response to the requirements outlined in the TORs.

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

V. Instructions for submission

Proposals 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 the contact person indicated below no later than : **Monday, August 20th 2018 at 23:59 Jakarta Time**².

| | |
|----------------------------------|-------------------------|
| Name of contact person at UNFPA: | <i>Ms. Ira Novita</i> |
| Email address of contact person: | <i>novita@unfpa.org</i> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/18/011 –Interior Designer**. 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.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

VII. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the lowest-priced technically acceptable offer.

VIII. 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.

IX. 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.

X. 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

² <http://www.timeanddate.com/worldclock/city.html?n=69>

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](#).

XI. 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](#).

XII. 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 at Indonesia.unfpa@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.

XIII. 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

| | |
|---|----------------------|
| Name of Bidder: | |
| Date of the quotation: | |
| Request for quotation N°: | UNFPA/IDN/RFQ/18/011 |
| Currency of quotation: | IDR |
| Validity of quotation: <i>(The quotation shall 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 | Price (IDR) |
|------|--|-------------|
| 1 | Preparation, Conceptual 3D Design and Design Development | |
| 2 | Construction drawing and BOQ | |
| 3 | Report on the construction bidding process | |
| 4 | Consultation and supervision during the construction. | |
| | TOTAL | |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/18/011 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:
 BIDDER IDENTIFICATION FORM
 UNFPA/IDN/RFQ/18/011**

| 1. Organizational Information | |
|--|--|
| Company/Institution Name | |
| Address, City, Country | |
| Telephone/FAX | |
| Website | |
| Date of establishment | |
| 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 | |
| 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 | |

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

ANNEX III:

**BIDDER'S PREVIOUS EXPERIENCE
UNFPA/IDN/RFQ/18/011**

| Order No. & Date | Description* | Client | Contact person, phone number, email address | Date of service | | Contract Amount (Currency) | Satisfactory completion** (yes/no) |
|------------------|--------------|--------|---|-----------------|----|-------------------------------|---------------------------------------|
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* Please indicate relevant contracts to the one requested in the RFQ.

** UNFPA may request 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: | |

TERMS OF REFERENCE INTERIOR DESIGNER

1. Background Information

UNFPA CO intends to redesign the layout of its office located at the 7th floor of the Menara Thamrin Building. The staff dynamics and pattern have changed significantly. Therefore, redesigning of the office space into a new office layout that is modern, has open office spaces, and is user-friendly office for UNFPA staff is needed. The current size of the office is approximately 415 sqm (office lay-out attached).

2. Objectives of the Assignment:

This procurement aims to seek a suitable architecture/designer company with extensive work experience in architectural/interior office design of a number of organizations and private companies. It is expected to provide the conceptual design, design development, a construction drawing, develop Bill of Quantity (BoQ), provide input during the construction bidding process and do a consultation and supervision during the construction.

The designer company should assist UNFPA to redesign the space and accommodate the following needs:

| Description | Qty | Remark |
|--|-----|--|
| Representative (Director) room | 1 | With small meeting space for 4 person |
| Executive Assistant cubicle | 1 | Beside/have direct access to Representative room |
| Deputy Representative room | 1 | |
| Operations Manager room | 1 | Inside the operations room |
| Operations room (with access control) | 1 | Accommodate 6 staff |
| Meeting room | 1 | Accommodate 10-12 persons |
| Working space | 1 | Accommodate 30 staff |
| Driver space | 1 | Accommodate 3 staff |
| Inner lobby | 1 | |
| Pantry | 1 | Dry pantry |
| Storage for stationeries, document & publications. | 1 | |
| Lactating/Prayer room | 1 | |
| Switch/router room | 1 | Existing (below stairways) |
| Quite room | 1 | A room with 3-4 work station |

3. Scope of work:

| No | Category | Scope of work | Ref. Output |
|------------------------------------|---|---|-------------|
| 1 | Preparation | a) Site survey | 1 |
| | | b) Site measuring | |
| | | c) Data collection | |
| | | d) Interview | |
| 2 | Conceptual Design | a) Design reference (project visioning) | |
| | | b) Concept, zoning, massing | |
| | | c) Initial layout | |
| | | d) Basic 3D scenes | |
| 3 | Design Development | I. Interior | |
| | | a) Detail layout | |
| | | b) Detail 3D scenes | |
| | | c) Schematic lighting (interior) | |
| | | II. Material Specification | |
| | | a) Floor and wall finishing specification | |
| | | b) Electrical accessories specification | |
| | | c) Loose and custom furniture material and | |
| d) Material samples | | | |
| 4 | Construction Drawing | I. Mechanical and Electrical | 2 |
| | | a) Lighting plan | |
| | | b) Power outlet plan | |
| | | c) AC and fan plan | |
| | | d) IT/data, phone and TV plan | |
| | | e) Fire extinguisher/sprinklers plan | |
| | | f) Reflected ceiling plan (RCP) | |
| | | II. Interior | |
| | | a) Layout plan, section | |
| | | b) Ceiling plan | |
| | | c) Floor pattern plan | |
| | | d) Wall finishing plan | |
| | | e) Existing partition, demolition and relocation plan | |
| | | f) Partition type plan | |
| g) Loose and custom furniture plan | | | |
| 5 | Develop Bill of Quantity (BoQ) | | |
| 6 | Provide input during the construction bidding process | 3 | |
| 7 | Consultation and Supervision during the construction | 4 | |

4. Period of Contract

Period of contract will be 30 days until December 2018. The detail of the contract period shows in the output below.

5. Output

| Output | Description | Timeline* | Payment (%) |
|--------|--|---|-------------|
| 1 | Preparation, Conceptual 3D Design and Design Development | 2 weeks after PO | 40% |
| 2 | Construction drawing and BOQ | 2 weeks after the 1 st payment | 40% |
| 3 | Report on the construction bidding process | Sept-Oct 2018 | 10% |
| 4 | Consultation and supervision during the construction. | Oct-Dec 2018 | 10% |

* to be further discussed with selected firm.

6. Requirement:

- Minimum of 3 (three) years' experiences in interior design for office or any interior design
- Contractor with legal company certificate
- Contractor with classification for construction or interior design
- Contractor financial ability and classification level based on project budget.
- Availability of tools in developing 3D design

