



Date: 23 January 2019

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/19/002

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 UNFPA 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 (Annex IV)

#### 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 **Wednesday, January 30<sup>th</sup> 2019 at 17:00 Jakarta Time**<sup>1</sup>. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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



#### 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.
- Technical proposal, in response to the requirements outlined in the TOR.
- Price quotation, to be submitted strictly in accordance with the price quotation form.

All parts of the quotations 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 IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org) no later than: **Sunday, February 17<sup>th</sup> 2019 at 23:59 Jakarta Time**<sup>2</sup>.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/19/002 - 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.

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



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](#).

**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](mailto: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](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N<sup>o</sup>:</b>	UNFPA/IDN/RFQ/19/002
<b>Currency of quotation:</b>	IDR
<b>Validity of quotation:</b> <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.	
	<b>TOTAL</b>	

*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/19/002 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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E-mail: [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.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:  
 BIDDER IDENTIFICATION FORM  
 UNFPA/IDN/RFQ/19/002**

<b>1. Organizational Information</b>	
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)	

<b>2. Expertise of Staff</b>	
Total number of staff	
Number of staff involved in similar contracts	

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



**ANNEX III:  
BIDDER'S PREVIOUS EXPERIENCE  
UNFPA/IDN/RFQ/19/002**

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:	

## ANNEX IV: 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 persons
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 34 staff
Meeting space (small)	2	Located in 2 different areas, each meeting space for 3 persons
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 stations



\*The 34 staff are divided into 7 units as follows:

PD: 1 manager + 3 staff

RH: 1 manager + 4 staff

GEN : 1 manager + 3 staff

ASRH: 1 manager + 4 staff

HUM: 1 manager + 2 staff

HIV: 1 manager + 7 staff

ADVO & ME: 1 manager + 4 staff

Working space need to be arranged so that PD, GEN, HUM, ADVO & ME units are in one group and RH, ASRH, HIV are in other group.

### 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	<b>I. Interior</b>	
		a) Detail layout	
		b) Detail 3D scenes	
		c) Schematic lighting (interior)	
		<b>II. Material Specification</b>	
		a) Floor and wall finishing specification	
		b) Electrical accessories specification	
		c) Loose and custom furniture material and	
d) Material samples			
4	Construction Drawing	<b>I. Mechanical and Electrical</b>	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)	
		<b>II. Interior</b>	
		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 2019. 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 <sup>st</sup> payment	40%
3	Report on the construction bidding process	July-September 2019	10%
4	Consultation and supervision during the construction.	Q4 2019	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