



Date: 6 November 2018

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/18/021

Dear Sir/Madam,

We hereby solicit your quotation for the provision of design of the following IEC materials:

No	Item	Quantity of Design
1	Poster	6
2	Banner	1
3	T-shirt	3
4	Hand-held Fan	3
5	Block note	1

\* details of specification as described in Annex I

The design of the above items is to be delivered maximum in 7 (seven) calendar days upon issuing of PO. The quotation shall be valid until 31 December 2018.

If you are interested in submitting a quotation for the above services, kindly fill in the attached Quotation Form and send by email to the address indicated below:

[indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org)

Please submit your quotation in IDR currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **Thursday, November 8<sup>th</sup> 2018 at 12:00 Jakarta Time**<sup>1</sup>.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Arinta Dewi

Email: [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org)

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



## Quotation Form

Name of Bidder: \_\_\_\_\_  
Date of Bid: \_\_\_\_\_  
Request for Quotation No: UNFPA/IDN/RFQ/18/021  
Currency of Bid price: IDR  
Delivery time: \_\_\_\_\_  
Expiration of Validity of Quotation: 31 December 2018

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- 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 Quotation will be rejected.

### Price Schedule:

No	Product name and description	Quantity	Unit price (IDR)	Total price (IDR)	Delivery schedule** (calendar days)
1	Design for poster	6 designs			
2	Design for banner	1 design			
3	Design for t-shirt	3 designs			
4	Design for hand-held fan	3 designs			
5	Design for block note	1 design			

\*details of specification as described in Annex I

\*\*for delivery in batches, please include information in details

*Vendor's Comments:*

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract> ) and we will abide by this quotation until it expires.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place

## ANNEX I

### TERMS OF REFERENCE

#### Production of IEC Materials for UNFPA Humanitarian Interventions

Indonesia was recently stricken by natural disasters namely in Central Sulawesi and in West Nusa Tenggara. In collaboration with national and provincial-level partners, UNFPA has launched its humanitarian response in hardest hit-regions in both provinces to ease the vulnerabilities of affected women and girls and ensuring they have access to basic services for reproductive health, psychosocial supports and protection of women's rights through the 20 RH tents, 12 WFS and 8 youth centres that are led by the government and managed by the Reproductive Health sub cluster and Protection of Women's Rights sub cluster with UNFPA support. While the intervention has attracted non regular development partners (Americares and DFAT) to strengthen service provision in the form of donation of medical equipment, disposable supplies, volunteers, there has been an observable lack of IEC materials to optimally raise public awareness at these RH tents and WFS. It is for this reason that production of IEC materials in various formats is needed.

The aim of IEC materials production is two folds: to raise community health awareness and to change community behavior for improved health. These materials can be displayed at RH Tents, WFS, Youth Center and temporary puskesmas and to be distributed by field midwives and facilitators/counselors to beneficiaries and communities when doing outreach activities as a tool for health promotion and encourage utilization of services available at RH Tents and WFS for displaced communities. Since the messages are neutral, these materials can later be distributed as well to all temporary puskesmas at the temporary shelters as efforts have not shifted from emergency to transition; and to the regular puskesmas after renovation. The specifications of IEC materials to produce are as follow:

#### Posters

Versions : 5 versions  
Purpose : for display at RH tents, WFS, Youth centre and temporary puskesmas  
Target : pregnant women, families and communities (service users)  
Size : A2

#### Poster

Versions : 1 version on community involvement in ending VAW  
Purpose : for display at RH tents, WFS, Youth Centre and temporary puskesmas  
Size : A2

#### Ex banner

Versions : 1 version: Safe motherhood dos and don'ts  
Purpose : for display at RH tents, WFS, Youth Centre and temporary puskesmas  
Size : standard 60x160cm

#### T-Shirts

To be used by field midwives and facilitators/counselors  
Versions : 3 versions: RH Tents services, WFS and Data for well targeted response  
Size : All size



### **Hand-held Fans**

For public distribution at tents and by field midwives and facilitators/counselors during outreach

Versions : 3 versions on:

1. Safe motherhood,
2. WFS
3. Continue to use FP in emergency

Size : standard (upon vendor selection will be proposed and discussed)

### **Block Notes**

For use by field midwives and facilitators/counselors

Versions : 1 with 3 dividers on RH Tents, WFS and Data for well targeted response

Size : A5