



Date: 13 October 2022

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/22/019

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Accommodation and Meeting Package
Training on Psychological First Aid for HIV Counselors and Care,
Support and Treatment Team with Ministry of Health
Makassar, 30 October - 3 November 2022”**

UNFPA requires the provision of accommodation and meeting package in Makassar, from 30 October - 3 November 2022 for the above purposes.

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](#)

Service Requirements

Background Information

UNFPA Indonesia, in collaboration with the Ministry of Health, will conduct a training on Psychological First Aid for HIV Counselors and Care, Support and Treatment Team, to be held in Makassar, from 30 October to 3 November 2022.

The service required as follows:

Date	Description	Quantity
30 October 2022 - 3 November 2022	Accommodation/room: Check-in 30 October 2022; check-out 3 November 2022	
	double occupancy	17 rooms
	single occupancy	3 rooms
30 October 2022	Meeting package (half day PM): 1 time coffee break	39 pax
31 October 2022 - 2 November 2022	Meeting package: Lunch, 2 times coffee breaks	39 pax
3 November 2022	Meeting package (half day AM): 1 time coffee break	39 pax



Qualifications

4 Star hotel in Makassar city, South Sulawesi Province.

II. 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>indn.bids@unfpa.org</i>

Questions will be answered in writing and shared with all parties as soon as possible.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain the price quotation form, which strictly in accordance to the format provided, duly completed and 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, and are to be sent by email to the contact person indicated below no later than: **Thursday, October 20th 2022 at 23:59 Jakarta Time¹**.

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

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



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/22/019 – Accommodation and Meeting Package - Makassar, 30 October - 3 November 2022**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal 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.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Guarantee Letter to the Bidder that obtain 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 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 Representative, Ms. Anjali Sen at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Supply Chain Management Unit 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:	[insert name of company]
Date of the quotation: Request for quotation N°:	[insert quotation date] UNFPA/IDN/RFQ/22/019
Currency of quotation:	IDR
Validity of quotation:	Until 4 November 2022

- The bidder is expected to submit realistic and competitive cost.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

TABLE 1: Price Quote/Offer:

Accommodation and meeting package in Makassar:

Item Description	UOM	Qty	Unit Cost (IDR)	Total Cost (IDR)
Accommodation/room Check-in 30 October 2022; check-out 3 November 2022				
double occupancy	room	17	[insert unit cost]	[insert total cost]
single occupancy	room	3	[insert unit cost]	[insert total cost]
Meeting package (half day PM): 1 time coffee break	pax	39	[insert unit cost]	[insert total cost]
Meeting package: Lunch, 2 times coffee breaks	pax	39	[insert unit cost]	[insert total cost]
Meeting package (half day AM): 1 time coffee break	pax	39	[insert unit cost]	[insert total cost]
<i>Total Costs</i>				[insert total cost]



TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation until 4 November 2022	[insert answer]	[insert answer]	[insert answer]
Comply to meet all Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

Vendor's Comments:
 [insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/22/019 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.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place



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E-mail: indn.bids@unfpa.org
Website: 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](#)