



Date: 2 October 2023

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/23/012

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### “Accommodation and Meeting Package 3 – 8 December 2023”.

UNFPA requires the provision of **5-star hotel** to provide accommodation for period 3 to 8 December 2023 and meeting package for period 4 to 7 December 2023 in Kabupaten Badung, Bali for a Workshop.

#### 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 will conduct a Training of Trainer (ToT) Quantum Workshop in Kabupaten Badung, Bali with 90 participants.

- **Objective and Scope of the Services**

Provide **5 stars venue** that able to accommodate the needs of the workshop which includes meeting package and accommodation/room for participants with the following arrangement:

| Date                            | Description                                                                                                                                                                                                                  | Quantity |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3 to 8 December 2023 (5 nights) | Accommodation: single occupancy (included breakfast and internet connection)<br>Check in 3 December 2023<br>Check out 8 December 2023                                                                                        | 90 rooms |
| 4 to 7 December (4 days)        | Meeting package that provides 1 time meal (Lunch) and 2 times coffee break for each day. <ul style="list-style-type: none"><li>● Venue should be able to accommodate at least 15 roundtables (6 people in 1 table)</li></ul> | 90 pax   |



|  |                                                                                                                                                                                                                                                                                                                         |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>● Standard audio equipment with 1 microphone for each table.</li> <li>● 2 LCD projectors and 2 screens</li> <li>● Internet connection that can accommodate 90 people accessing internet simultaneously and zoom connection (30mbps or more with min. 3 access points)</li> </ul> |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Qualifications**

- 5-star hotel, located in **Kabupaten Badung, Bali, Indonesia**
- Have facilities that covering the need mentioned above

**II. Questions**

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

|                                  |                                                                     |
|----------------------------------|---------------------------------------------------------------------|
| Name of contact person at UNFPA: | <b>Mayadewi</b>                                                     |
| Email address of contact person: | <b><a href="mailto:indn.bids@unfpa.org">indn.bids@unfpa.org</a></b> |

*Mayadewi*

The deadline for submission of questions is **6 October 2023**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**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 (in form of hotel or resort) 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:

- a) **Signed Declaration Form, to be submitted strictly in accordance with the document.**
- b) **Price quotation, to be submitted strictly in accordance with the price quotation form**

Both parts of 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, and are to be sent by email to the contact person indicated below no later than: **Monday, 16 October 2023 at 23:59 Jakarta Time<sup>1</sup>.**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Name of contact person at UNFPA: | <b><i>Mayadewi</i></b>            |
| Email address of contact person: | <b><i>indn.bids@unfpa.org</i></b> |

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/23/012 – Accommodation and Meeting Package 3 – 8 December 2023**. 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 technical compliance and the total cost of the services (price quote).

#### VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a **Purchase Order and 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.

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



#### **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](mailto: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](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

|                                                      |                                             |
|------------------------------------------------------|---------------------------------------------|
| Name of Bidder:                                      |                                             |
| Date of the quotation:                               | <a href="#">Click here to enter a date.</a> |
| Request for quotation N <sup>o</sup> :               | <b>UNFPA/IDN/RFQ/23/012</b>                 |
| Currency of quotation:                               | <b>IDR</b>                                  |
| <b>Validity of quotation: until 31 December 2023</b> |                                             |

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

**TABLE 1: Price Quote/Offer:**

| Item               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | UOM  | Qty | Day/<br>Night | Unit cost<br>(IDR) | Total (IDR) |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|---------------|--------------------|-------------|
| 1                  | Accommodation: single occupancy<br>(included breakfast and internet connection)<br>Check in <b>3 December 2023</b><br>Check out <b>8 December 2023</b>                                                                                                                                                                                                                                                                                                                                                                     | Room | 90  | 5<br>nights   |                    |             |
| 2                  | Meeting package that provides 1 time meal<br>(Lunch) and 2 times coffee break for each day<br><br><b>4 to 7 December 2023</b> <ul style="list-style-type: none"><li>Venue able to accommodate at least 15 roundtables (6 people in 1 table)</li><li>Standard audio equipment with 1 microphone for each table</li><li>2 LCD projectors and 2 screens</li><li>Internet connection that can accommodate 90 people accessing internet simultaneously and zoom connection (30mbps or more with min. 3 access points)</li></ul> | Pax  | 90  | 4<br>days     |                    |             |
| <b>Total Price</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |     |               |                    |             |



**Table 2: Offer to comply with other conditions and related requirements**

| Other Information pertaining to our Quotation are as follows                                                                                                               | Your Responses<br>Choose your answer and cross in the box provided |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------|
|                                                                                                                                                                            | Yes, we will comply                                                | No, we can not comply |
| Validity of Quotation until 31 December 2023                                                                                                                               |                                                                    |                       |
| Comply to meet:<br>- all requirements stated in the section I: Service Requirements<br>- all provisions of the UNFPA’s General Condition of Contract: De Minimis Contracts |                                                                    |                       |
| After the closing date (RFQ submission deadline), if required, the bidders(s) will be contracted to provide document(s) and clarification(s) related to the submission     |                                                                    |                       |

*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/23/012** 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              |  |



## DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

|    |                                                                                                                                                                  |                          |                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. | The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES                      | NO                       |
|    | a. Fraud;                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
|    | b. Corruption;                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | c. conduct related to a criminal organization;                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | d. money laundering or terrorist financing;                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|    | e. terrorist offences or offences linked to terrorist activities;                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
|    | f. sexual exploitation and abuse;                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
|    | g. child labour, forced labour, human trafficking; or                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
|    | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.      | <input type="checkbox"/> | <input type="checkbox"/> |

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



|    |                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

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United Nations Population Fund  
7<sup>th</sup> Floor Menara Thamrin  
Jl. MH Thamrin Kav. 3, Jakarta 10250  
Email: [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.unfpa.org)

Name of the Company:

Postal Address:

Email:

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United Nations Population Fund  
7<sup>th</sup> Floor Menara Thamrin  
Jl. MH Thamrin Kav. 3, Jakarta 10250  
Email: [ind.bids@unfpa.org](mailto:ind.bids@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](#)