



Date: 28 November 2020

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/IDN/RFQ/20/020**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following production:

Lot	Document Name*	Printing Quantity	Expected Delivery
Lot 1	Design and Printing MISP Lessons Learned (Indonesian Version and English Version): a. Dokumentasi Pembelajaran dari Paket Pelayanan Awal Minimum Kesehatan Reproduksi di Sulawesi Tengah b. Documentation of Lessons Learned from the Minimum Initial Services Package for Reproductive Health in Central Sulawesi, 2018-2019	a. 150 Exemplars b. 50 Exemplars	21 December 2020
Lot 2	Design and Printing Buku Saku (Indonesian Version) Buku Saku Pengelola Program Kesehatan Reproduksi Remaja Pada Krisis Kesehatan – Bahasa Indonesia	150 Exemplars	21 December 2020
Lot 3	Design and Printing Guide Book (Indonesian Version) Panduan Perlindungan Hak Perempuan dari Diskriminasi dan Kekerasan Berbasis Gender dalam Situasi Pandemi	300 Exemplars	Final Layout: 8 December 2020; Final Printing: 21 December 2020
Partial Bid is allowed Details Specification, timeline, material is described in Annex IV			

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



**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA with the above mentioned product. The selected vendor is expected to provide such product, based on specific Purchase Orders submitted to the vendor.

**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. Ati Suwarna Dewi</i>
Tel N <sup>o</sup> :	<i>+62 21 29802300</i>
Email address of contact person:	<i>idn.bids@unfpa.org</i>

The deadline for submission of questions is **Tuesday, 1 December 2020 at 17:00 Jakarta Time<sup>1</sup>**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

**III. Content of quotation**

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

- a) Price quotation, to be submitted strictly in accordance with Price Quotation Form and must be signed by the company's relevant authority and submitted in PDF format.
- b) Copy of legal documents (establishment in Indonesia)

**IV. Instructions for submission**

Quotations should be prepared based on the guidelines set forth in Section III above, properly filled out and signed, to be sent by e-mail to **idn.bids@unfpa.org no later than: Friday, 4 December 2020 at 23:59 Jakarta Time<sup>2</sup>**.

Please note the following guidelines for the submission:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/20/020 – Design and Printing**. 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 they are in large electronic files, it is recommended that these be sent separately before the deadline.
- Sample of all items and material for bags must reach the address stated in Section III above, before the deadline.

**V. Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications (Annex IV) and the total cost of the goods (price quotation).

**VI. Award Criteria**

UNFPA shall award a Purchase Order to the lowest priced bidder(s) whose bid has been determined to be substantially compliant with the bidding documents, including the maximum allowable lead time. Since partial bids are allowed, the lowest evaluated bidder will be evaluated by item type.

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



**VII. 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 goods specified in this RFQ without any change in unit prices or other terms and conditions.

**VIII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

**IX. 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](#).

**X. 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](#).

**XI. 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 [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org).

**XII. 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>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/IDN/RFQ/20/020
<b>Currency of quotation :</b>	IDR
<b>Delivery charges based on the following 2010 Incoterm:</b>	N/A
<b>Validity of quotation:</b> <i>(The quotation must 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.
- The format provided shall be used as a model in preparing the Price Quotation.
- 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 Proposal will be rejected.

Lot	Product Name and Description	QTY	Unit price (IDR)	Total price (IDR)	Delivery Schedule* (calendar days)
Lot 1	Design and Printing MISP Lessons Learned (Indonesian Version and English Version) a. Dokumentasi Pembelajaran dari Paket Pelayanan Awal Minimum Kesehatan Reproduksi di Sulawesi Tengah; b. Documentation of Lessons Learned from the Minimum Initial Services Package for Reproductive Health in Central Sulawesi, 2018-2019.	a. 150 Exemplar  b. 50 Exemplar	[insert unit price]	[insert total price]	[insert total calendar day]
Lot 2	Design and Printing Buku Saku Pengelola Program Kesehatan Reproduksi Remaja Pada Krisis Kesehatan – Bahasa Indonesia	150 exemplar	[insert unit price]	[insert total price]	[insert total calendar day]
Lot 3	Design and Printing Panduan Perlindungan Hak Perempuan dari Diskriminasi dan Kekerasan Berbasis Gender dalam Situasi Pandemi	300 exemplar	[insert unit price]	[insert total price]	[insert total calendar day]
<b>TOTAL</b>				[insert total price]	

Partial bid is allowed

\*from the date of order confirmation by UNFPA



*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/IDN/RFQ/20/020 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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7<sup>th</sup> Floor Menara Thamrin  
Jl. M.H. Thamrin Kav.3, Jakarta 10250  
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/20/020**

<b>1. Organizational Information</b>	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co. Ltd, NGO/institution/other (specify)	
<b>Organizational Type:</b> 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	
Production Capacity	
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/20/020**

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

*\*Indicate relevant contracts to the one requested in the RFQ: description of products, services or works provided to clients.*

*\*\*To be attached: 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**  
**DESCRIPTION OF SPECIFICATION, MATERIAL AND TIMELINE**  
**Design/Layout and Printing**

**1. MISP Lessons Learned (Bahasa Indonesia and English Version)**

- a. Dokumentasi Pembelajaran dari Paket Pelayanan Awal Minimum Kesehatan Reproduksi di Sulawesi Tengah.
- b. Documentation of Lessons Learned from the Minimum Initial Services Package for Reproductive Health in Central Sulawesi, 2018-2019.

**Specification**

Design/Layout:

- Layout size: 21 x 21 cm
- Details editing of spelling, spacing and punctuation
- Cover design, content layout design, chart and table redesign and divider per chapter
- Final soft file deliverable: file ready to print and file in design format

Printing (150 exemplar Indonesian version and 50 exemplar English):

- Size: 21cm x 21cm
- Paper: Magno satin 250gr, laminated doff (cover & divider)
- Magno satin 150gr (content)
- Printing: 4/4 full color
- Finishing: Perfect Binding, laminating doffs (each chapter is divided by picture)
- Pictures provided by UNFPA

**Material**

Both Indonesian and English Version material is in size A4, 38 pages will need approximately 18 picture dividers (pictures will be sent later).

For Main Material please click the following:

[https://drive.google.com/drive/folders/1\\_0Mt2MZZhg1P0vEDWZJa9z0V8QozRwp2?usp=sharing](https://drive.google.com/drive/folders/1_0Mt2MZZhg1P0vEDWZJa9z0V8QozRwp2?usp=sharing)

**Timeline and Delivery**

Expected Delivery for final printing: 21 December 2020

**2. Buku Saku Pengelola Program Kesehatan Reproduksi Remaja Pada Krisis Kesehatan – Bahasa Indonesia**

**Specification**

Design/Layout:

- Layout size: 21 x 21 cm
- Details editing of spelling, spacing and punctuation
- Cover design, content layout design, chart and table redesign and divider per chapter
- Final soft file deliverable: file ready to print and file in design format

Printing (150 exemplar)

- Size: 21cm x 21cm
- Paper: Magno satin 250gr, laminated doff (cover & divider)



- Magno satin 150gr (content)
- Printing: 4/4 full color
- Finishing: Perfect Binding, laminating doffs (each chapter is divided by picture)
- Pictures provided by UNFPA and UNWOMEN

#### **Material**

Main content in size A4, 24 pages, annexes (Forms) in size A4, approximately 58 pages and will need approximately 7 picture dividers (pictures will be sent later)

For Main Material and Annexes, please click the following:

[https://drive.google.com/drive/folders/1aYtYKFdg\\_Qr1zwlP9Usaxval6eNX6K8?usp=sharing](https://drive.google.com/drive/folders/1aYtYKFdg_Qr1zwlP9Usaxval6eNX6K8?usp=sharing)

#### **Timeline**

Expected Delivery for final printing: 21 December 2020

### **3. Panduan Perlindungan Hak Perempuan dari Diskriminasi dan Kekerasan Berbasis Gender dalam Situasi Pandemi**

#### **Specification**

Design/Layout:

- Layout size: 21 x 21 cm
- Details editing of spelling, spacing and punctuation
- Cover design, content layout design, chart and table redesign and divider per chapter
- Final soft file deliverable: file ready to print and file in design format

Printing (300 exemplar)

- Size: 21cm x 21cm
- Paper: Magno satin 250gr, laminated doff (cover & divider)
- Magno satin 150gr (content)
- Printing: 4/4 full color
- Finishing: Perfect Binding, laminating doffs (each chapter is divided by picture)

#### **Material**

Material is in size A4, 64 pages, will need approximately 9 picture dividers, 1 page executive summary still under development.

For Main Material please click the following:

<https://drive.google.com/drive/folders/1Mlmy3xQeLYUUibHi5OnFH3wRnrc748Ba?usp=sharing>

#### **Timeline**

- Expected Delivery for final layout: 8 December 2020
- Expected Delivery for final printing: 21 December 2020

#### **Delivery:**

100 exemplar to UNFPA office (Jakarta)

100 exemplar to UNWOMEN office (Jakarta)

100 exemplar to Ministry Women Empowerment and Child Protection (Jakarta)