REQUEST FOR QUOTATION

Dear Sir/Madam,

UNFPA hereby solicits a quotation for:

Design and printing of the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Book titled “Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
<td>3,500 set</td>
</tr>
<tr>
<td>2. Book titled “Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
<td>3,500 set</td>
</tr>
</tbody>
</table>

This Request for Quotation is open only to all legally-constituted companies that located in Indonesia (local companies) that can provide the requested services.

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](https://www.unfpa.org)

II. Service Requirements / Specifications

As per Annex 2.

III. Questions

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Ms. Ira Novita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:idn.bids@unfpa.org">idn.bids@unfpa.org</a></td>
</tr>
</tbody>
</table>

Questions will be answered in writing.
IV. Content of quotations
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 the price quotation form.

b) Copy of legal documents (establishment in Indonesia).

The above (a) and (b) must be signed by the bidding company’s relevant authority. All of the above must be submitted in PDF format.

V. Instructions for submission
Quotations 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 e-mail to idn.bids@unfpa.org no later than: Tuesday, August 24th 2021 at 23:59 Jakarta Time.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: Request for Quotation - Design and Printing of Books. 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 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.

- 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 compliance to the service and specification requirements stated in the Annex 2 and the price quotation.

VII. Award Criteria
In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that quote the lowest-priced technically acceptable offer, whose bid has been determined to be compliant with the RFQ documents.

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.

---

1 http://www.timeanddate.com/worldclock/city.html?n=69
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, Procurement Services Branch 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**

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[insert bidder name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of the quotation:</td>
<td>[insert quotation date]</td>
</tr>
<tr>
<td>Currency of quotation:</td>
<td>IDR</td>
</tr>
<tr>
<td>Validity of quotation:</td>
<td>[insert quotation validity]</td>
</tr>
</tbody>
</table>

- The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used 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.

**TABLE 1: Price:**

<table>
<thead>
<tr>
<th>No</th>
<th>Description*</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit cost (IDR)</th>
<th>Total (IDR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design cost:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Book titled “Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
<td>Set</td>
<td>1</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
</tr>
<tr>
<td>b.</td>
<td>Book titled “Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
<td>Set</td>
<td>1</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
</tr>
<tr>
<td>2. Printing and packing cost:**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Book titled “Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
<td>Set</td>
<td>3,500</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
</tr>
<tr>
<td>b.</td>
<td>Book titled “Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
<td>Set</td>
<td>3,500</td>
<td>[insert unit cost]</td>
<td>[insert total cost]</td>
</tr>
</tbody>
</table>

* Specification details as described in Annex 2
**including the set box, and delivery to the address stated in Annex 2
### TABLE 2: Time Frame

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
</table>
| 1  | **Draft 1 of design:**  
  - Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan  
  - Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan | [insert ... working days from PO date]                                                              |
| 2  | **Draft 2 of design:**  
  - Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan  
  - Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan | [insert ... working days from number (1)]                                                             |
| 3  | **Final design:**  
  - Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan  
  - Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan | [insert ... working days from number (2)]                                                             |
| 4  | **Dummy printing (1 copy each):**  
  - Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan  
  - Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan | [insert ... working days from number (3)]                                                             |
| 5  | **Printing, packing and delivery to address stated in annex 2:**  
  - Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan  
  - Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan | [insert ... working days from number (4)]                                                             |
TABLE 3: Samples of Design Created/Developed (minimum 2 samples required)

<table>
<thead>
<tr>
<th>No</th>
<th>Book / Document Title</th>
<th>Link or pdf copy as attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[insert book / document title]</td>
<td>[insert link to the book / document] or [provide pdf copy as attachment]</td>
</tr>
<tr>
<td>2</td>
<td>[insert book / document title]</td>
<td>[insert link to the book / document] or [provide pdf copy as attachment]</td>
</tr>
<tr>
<td>3</td>
<td>Please add more rows when necessary</td>
<td></td>
</tr>
</tbody>
</table>

TABLE 4: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:

<table>
<thead>
<tr>
<th>Other Information</th>
<th>Your Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Delivery Lead Time as per the quoted in Table 2, with maximum delay two calendar days</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>Validity of Quotation is at least 3 months after the RFQ submission deadline</td>
<td>[insert answer]</td>
</tr>
<tr>
<td>All Provisions of the UNFPA General Terms and Conditions</td>
<td>[insert answer]</td>
</tr>
</tbody>
</table>

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/21/013 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
ANNEX 1:
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 2:
SERVICE REQUIREMENTS AND SPECIFICATIONS

Purpose and Objectives
1. Design and printing of the following:

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1    Book titled “Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
</tr>
<tr>
<td>2    Book titled “Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”</td>
</tr>
</tbody>
</table>

To access the link, please send request to idn.bids@unfpa.org

2. After design and printing completed, delivery to the following address:
   UNFPA
   7th Floor Menara Thamrin
   Jl. M.H. Thamrin Kav. 3
   Jakarta 10250

The work shall commence immediately upon awarding of Purchase Order. Payment will be made upon the completion of design and printing, and delivery to the above address.

Design of books:
Reference:
- Design reference 1 terlampir
- Design reference 2 terlampir

Printing and packing of books:
1. “Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”
   Ukuran      : B5 (17,6 x 25 cm)
   Cover       : Art Carton 260 gram
   Cover depan : Logo Kemenkes, logo Germas dan judul (serta desain)
   Cover belakang : Tulisan Direktorat Kesehatan Keluarga, Dirjen Kesehatan Masyarakat Kementerian Kesehatan Republik Indonesia, logo kemenkes, UNFPA dan pemerintah Kanada serta tulisan "pedoman ini disusun atas kerjasama Kementerian Kesehatan, UNFPA dan pemerintah Kanada melalui Project BERANI"
2. “Algoritma Tata Laksana Pelayanan Kesehatan bagi Korban Kekerasan Seksual Pedoman Pelayanan dan Rujukan Kekerasan terhadap Perempuan dan Anak (KtP/A) bagi Petugas Kesehatan”

Ukuran : B5 (17,6 x 25 cm)
Cover : Art Carton 260 gram
Cetak Cover : 4/0
Cover depan : Logo Kemenkes, logo Germas dan judul (serta desain)
Cover belakang : Tulisan Direktorat Kesehatan Keluarga, Dirjen Kesehatan Masyarakat Kementerian Kesehatan Republik Indonesia, logo kemenkes, UNFPA dan pemerintah Kanada serta tulisan "algoritma ini disusun atas kerjasama Kementerian Kesehatan, UNFPA dan pemerintah Kanada melalui Project BERANI"
Isi : Matte Paper 120 gram
Cetak Isi : 4/4
Jumlah Halaman : 25-30 halaman (spasi 1,15)
Finishing : UV 2 muka cover, jahit kawat
Jumlah Eksemplar : 3,500

Penambahan foto baru untuk buku pedoman ± 5-10 buah (didalam buku sudah ada beberapa foto yang digunakan, penambahan foto baru ini diluar foto yang sudah ada di draft buku)

Penambahan box set tempat 2 buku tersebut. Box set terbuat dari karton yang agak tebal sehingga tidak mudah terlipat (tertekuk). Tinggi dan panjang box set sesuai dengan tinggi dan panjang buku sementara untuk lebar box set disesuaikan dengan ketebalan 2 buku yang ada).

Packing: disesuaikan dengan tinggi dan panjang box set yang berisi buku-buku hasil konfirmasi UNFPA atas dummy printing.

Contoh bentuk box set: