



Date: 12 November 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/IDN/RFQ/21/021

Dear Sir/Madam,

UNFPA hereby solicits a quotation for printing of the following:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Book titled "The Guideline on FGM/C Prevention Advocacy guideline for Health Sector"	As per annex II	set	8,000
2	IEC Flipchart	As per annex II	set	8,000

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver 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. Ira Novita</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

Questions will be answered in writing.



III. 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) must be signed by the bidding company's relevant authority.
All of the above must be submitted in PDF format.

IV. Instructions for submission

Quotations 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 e-mail to indn.bids@unfpa.org no later than: **Friday, November 26th 2021 at 23:59 Jakarta Time¹**.

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/21/021 - Printing**. 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.

V. Overview of Evaluation Process

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

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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 services 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 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>



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 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.

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

Name of Bidder:	[insert bidder name]
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/IDN/RFQ/21/021
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	[insert quotation validity]

- 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:

No	Description*	Unit	Qty	Unit cost (IDR)	Total (IDR)
1. Design cost:					
a.	Book titled "The Guideline on FGM/C Prevention Advocacy guideline for Health Sector"	Set	8,000	[insert unit cost]	[insert total cost]
b.	IEC flipchart	Set	8,000	[insert unit cost]	[insert total cost]
Total					[insert total cost]

* Specification details as described in Annex II

TABLE 2: Time Frame

No	Deliverables	Expected Timeline	Your Responses		
			Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
1	Dummy printing (1 of each): <ul style="list-style-type: none"> • Book titled "The Guideline on FGM/C Prevention Advocacy guideline for Health Sector" • IEC flipchart 	2 working days from UNFPA order confirmation	[insert answer]	[insert answer]	[insert answer]
2	Review and clearance by UNFPA	2 working days from number (1) above	[insert answer]	[insert answer]	[insert answer]



3	Printing, packing and delivery to UNFPA Jakarta	3 working days from number (2) above	[insert answer]	[insert answer]	[insert answer]
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TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time as per the quoted in Table 2, with maximum delay two calendar days	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is at least 3 months after the RFQ submission deadline	[insert answer]	[insert answer]	[insert answer]
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/21/021 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



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: ind.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](#)



ANNEX II: SERVICE REQUIREMENTS AND SPECIFICATIONS

Purpose and Objectives

1. Printing of the following:

	Item
1	Book titled "The Guideline on FGM/C Prevention Advocacy guideline for Health Sector"
2	IEC Flipchart

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

2. 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 printing, and delivery to the above address.

Printing and packing:

Printing Specification:

1. The Guideline on FGM/C Prevention Advocacy guideline for Health Sector:

Title : Pedoman Bagi Tenaga Kesehatan dalam Pencegahan Praktik Pemotongan dan Pelukaan Genitalia Perempuan (P2GP)
Size : B5 (17,6 x 25 cm)
Cover : Art Carton 260 gram
Cover print (Cetak Cover): 4/0
Content : Matte Paper 120 gram
Content print (Cetak Isi) : 4/4
Pages : 25 halaman
Finishing : UV 2 muka cover, jahit kawat
Quantity : 8,000 exp



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: ind.bids@unfpa.org
Website: indonesia.unfpa.org

2. IEC Flipchart:

Content

Size : 30 cm x 35 cm
Material : Art Carton 230 gram
Printing : Sparasi 4/4
Finishing : Laminating Doff

“Dudukan”

Size (Ukuran Badan) : 30 cm x 36.5 cm
Size (Ukuran Alas) : 30 cm x 8 cm x 8 cm
Material : Board 2,5 – 3 mm
Finishing : Lapis Linen
Binding : Spiral Kawat
Pages : 19 halaman
Quantity : 8,000 exp

Packing: as appropriate.