



Date: 27 December 2016

REQUEST FOR QUOTATION
RFQ N° UNFPA/BKK/RFQ/16/012
Provision of Three Photo Exhibitions for the UNFPA Asia-Pacific Human Rights
Commemoration

Dear Sir/Madam,

UNFPA Asia and the Pacific Regional Office in Bangkok (UNFPA APRO) hereby solicits a quotation for the following service: Design, construction and decoration of 3 photo exhibitions for the Event 'UNFPA Asia-Pacific Human Rights Commemoration, which is scheduled for Saturday 25 February 2017 from 09.00-17.00 hrs. The service will comprise the design of the photo exhibitions, construction including logistics, setup, tear down and equipment, printing of the photos (36 photos maximum) as well as decorations as specified in the proposed design and mutually agreed with UNFPA APRO.

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

II. Service Requirements

UNFPA APRO is looking for qualified service providers for providing a photo exhibition on three collections for the following event:

- Background information
 - Type of Event: Talk event with 12 speakers from Thailand and abroad, focusing on many aspects of Human Rights, organized by UNFPA APRO
 - Audience: ca. 330 people. Some are from abroad. Most of the audiences reside in Thailand from different age groups ranging from university students to working people and government officials. (All the revenue from the selling of event tickets goes to a non-profit foundation working closely with UNFPA Thailand to assist vulnerable women and children.)
 - Event Date: Saturday 25 February 2017 from 09.00 – 17.00 hrs.
 - Event Venue: C-ASEAN, Cyber World Tower, Ratchadapisek Road (Floor plan of the Multi-Function Hall of the C-ASEAN is attached)
 - Photo exhibitions to be situated outside the auditorium

- Objective
 Provide photo exhibition for event on Human Rights on the 25 February that meets the here mentioned requirements.
 The photo exhibition includes the following three photo collections:
 - Teenage Pregnancy – For more information about the collection, please visit <http://tanaphono55.wixsite.com/tanaphon/teenage-pregnancy>
 - A River Runs with Her – For more information about the collection, please visit <http://www.christinemcnab.com/her-stories>
 - Successors of Traditions – For more information about the collection, please visit <http://www.svidensky.com/artprints>
- Outputs / Deliverable(s)
 - **10-12 photographs** for each collection with a **minimum size of 0.65m x 0.65m** must be exhibited.
 - Text information in English regarding photographer, title of photograph and collection as well as details on collection must be displayed.
 - The design of the exhibition matches with each photo collection and reflects the theme of Human Rights in a warm, humane and touching tone.
 - Each collection must be separately presented within indicated area (floor plan attached).
- Inputs provided by UNFPA APRO
 - UNFPA APRO will provide the supplier with all photographs in a digital format and other relevant information (titles of photographs, text etc.) by e-mail latest **Friday, 13 January 2017**.
 - The supplier will be granted access to the exhibition area on 24th and 25th February.

- Timing / Schedule

Submission of final design draft by e-mail	Monday, 23 January, end of business day
Submission of final concept by e-mail	Friday, 17 February, end of business day
Construction of exhibition at site	Friday, 24 February 2017, 9:00 – 20:00 hrs.
Event including exhibition	Saturday, 25 February 2017, 9:00 – 17:00 hrs.
Dismantling of exhibition at site	Saturday, 25 February 2017, 17:00 – 20:00 hrs.

REMARK: It should be noted that UNFPA APRO estimated that the budget for this work does not exceed THB 100,000.

III. Questions

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

Name of contact person at UNFPA:	<i>Nantiya Tipmanee</i>
Tel N ^o :	<i>02 687 0107</i>
Fax N ^o :	<i>02 280 1550</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>



The deadline for submission of questions is **Friday, 6 January 2017 end of business day (Bangkok time)**.
Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations

Quotations should be submitted in a single e-mail. Quotations must contain:

- a) Price quotation, to be submitted strictly in accordance with the price quotation form.
- b) Technical proposal, in response to the requirements outlined in the service requirements including
 - o Samples of your previous work to show your capacity in design and artwork for photo exhibitions.
 - o Information on company portfolio and on experience with medium and large scale events.

All parts of the quotation must be signed by the bidding company's relevant authority and submitted by e-mail.

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 e-mail to the contact person indicated below no later than: **Monday, 9 January 2017, end of business day (Bangkok time)**.

Name of contact person at UNFPA:	<i>Nantiya Tipmanee</i>
Address of contact person:	<i>United Nations Population Fund Asia and the Pacific Regional Office in Bangkok 12th Floor, Block B, UN Secretariat Building Rajdamnern Nok Avenue, Bangkok 10200 Tel 02 687 0107</i>

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/16/012– Provision of Three Photo Exhibitions for the UNFPA Asia-Pacific Human Rights Commemoration.**

- Proposals that do not contain the correct e-mail 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 are sent separately before the deadline.

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 and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements and in accordance with the evaluation criteria below.

	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Warm, humane and touching mood and tone of exhibition design	100		20%	
Viewers can easily access and understand the topic of Human Rights	100		25%	
Design meets balance between education and entertainment	100		20%	
Each of the three collections is adequately represented	100		20%	
Portfolio and experience with similar medium and large scale events	100		15%	
<i>Grand Total All Criteria</i>	400		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the



quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (THB)}}{\text{Quote being scored (THB)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VII. Award Criteria

UNFPA shall award a Purchase Order to the Bidder that obtains the highest total score.

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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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 Head of the Business Unit at Ms. Yoriko Yasukawa at Yasukawa@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, 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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/BKK/RFQ/16/012
Currency of quotation :	THB
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	120 days

Conditions of the price quotation

- The quoted price must be **in Thai Baht and exclusive of all taxes**, since UNFPA is exempt from taxes.
- All related functions of production (material, lighting, etc.) are included in the price.

THB

REMARK: It is estimated that the budget for this work does not exceed THB 100,000.

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/BKK/RFQ/16/012 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	



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Website: www.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:
Floor plan C-ASEAN, Cyber World Tower

