



Date: 8th July 2019

REQUEST FOR QUOTATION
RFQ N°: UNFPA/BKK/RFQ/19/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Provision of Design Services”

UNFPA requires the “Provision of Design Service” as specified in the Terms of Reference (ToR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

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. Specific Service Requirements:

UNFPA APRO is looking for qualified service providers for providing Design Services for our publications, including printed and online materials and communication items. The objective of the RFQ is to identify a supplier who can provide UNFPA with ‘Provision of Design Services’ as indicated in the Term of Reference (TOR). The selected vendor is expected to sign the three-year Long Term Agreement (LTA) with UNFPA APRO to provide the ‘Provision of Design Services’ to have a standard price list which selected vendor and UNFPA can use the services upon needs and requirement.

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>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	<i>+66 2 687 0159</i>
Email address of contact person:	<i>kiatniyomrung@unfpa.org</i>

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The deadline for submission of questions is **Monday, 15th July 2019 at 17:00 hours, Bangkok time.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm and financial and managerial capacity to provide the services including evidence of ownership of software and equipment.
2. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid. Please also attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR.
4. The bidders must present at least eight examples (four of Print artwork design and four of Digital Design) that accurately reflects your creative approach and range of experience. Please list the name of the person who designed each product.
5. Copies of current certificates such as company registration certificate, VAT/Tax Registration Certificate and etc.

- 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 IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to Email address for bid submission at apro-procurement@unfpa.org no later than: **Monday, 22nd July 2019 at 17:00 hours, Bangkok time.**

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Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/19/004 – “Provision of Design Services”**. 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.

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 for technical compliance prior to the comparison of price quotes.

Technical Evaluation

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

Criteria	(A) Maximum Points	(B) Points attained by bidders	(C) Weight (%)	(B) X (C) = (D) Total points
Company profile <ul style="list-style-type: none"> • Experience and expertise of the company, including the ownership of software and equipment 	100		15%	
<ul style="list-style-type: none"> • The quality and capacity of key staff 	100		15%	
Process <ul style="list-style-type: none"> • Adequate approach to the design process, including methodology 	100		10%	
Portfolio	100		30%	

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<ul style="list-style-type: none"> A creative, diverse and innovative print media portfolio that meets the needs of UNFPA 				
<ul style="list-style-type: none"> A creative, diverse and innovative digital media portfolio that meets the needs of UNFPA 	100		30%	
Grand Total All Criteria	500		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
<ul style="list-style-type: none"> Significantly exceeds the requirements 	90 – 100
<ul style="list-style-type: none"> Exceed the requirements 	80 - 89
<ul style="list-style-type: none"> Meets the requirements 	70 - 79
<ul style="list-style-type: none"> Partially meets the requirements 	1 - 69
<ul style="list-style-type: none"> Does not meets 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 will receive points in inverse proportion according to the following formula

$$\text{Financial Score} = \frac{\text{Lowest Bid (THB)}}{\text{Bid being Scored (THB)}} \times 100 \text{ (Maximum Score)}$$

Total Evaluation

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

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

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VII. Award Criteria

UNFPA shall award a Long Term Agreement with duration of (three (3) years with the possibility to extend for one year and another one year to the bidder whom obtain 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 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 Designated staff to receive procurement related complaints: Ms. Annette Sachs Robertson, Deputy Regional

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United Nations Population Fund
Asia and Pacific Regional Office (APRO)
4th Floor United Nations Service Building
E-mail: apro-procurement@unfpa.org
Website: <https://asiapacific.unfpa.org/>

Director, UNFPA Asia and the Pacific Regional Office in Bangkok at robertson@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Designate Official, 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).

A handwritten signature in blue ink is located in the bottom right corner of the page.



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/BKK/RFQ/19/004
Currency of quotation:	THB
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

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

Item	Hourly rate In Thai Baht (THB)	Daily rate in Thai Baht (THB)	Remark
Type A: Print artwork design			
• brochures			
• reports			
• leaflets			
• booklets			
• newsletters			
• books			
• folders			
• banners			
• posters			
• packaging for promotional material			
• Illustration			
• wall coverings			
• signage			
• postcards			
• business cards			
• adverts			
Type B: Digital design (standard)			
• up to 30 seconds			

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• up to 60 seconds			
• up to 3 minutes			
• up to 5 minutes			
Type C: Digital design (animation/illustration)			
• up to 30 seconds			
• up to 60 seconds			
• up to 3 minutes			
• up to 3 minutes			
Other (please specify)			

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BKK/RFQ/19/04 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	

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](#)

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