



Date: 19 October 2018

## **REQUEST FOR QUOTATION RFQ N° UNFPA/LKA/RFQ/18/02**

Dear Sir/Madam,

UNFPA hereby solicit a quotation for the following service:

### **Event Management, Production, and Installation of a Photo / Video Public Exhibition**

UNFPA requires the provision of event management services, including production and installation of a photo/video public exhibition to be displayed in Colombo from 24 November – 10 December 2018.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services as specified in this document.

#### **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 childbirth is safe and every young person's potential is fulfilled.

UNFPA is the UN's sexual and reproductive health agency. In Sri Lanka, UNFPA is the lead UN agency working to address gender-based violence.

#### **Service Requirements/Terms of Reference (ToR)**

##### **Objectives and Scope of the Services**

- **Background information:**

The 16 Days of Activism Against Gender-based Violence is an international campaign to challenge violence against women and girls. The campaign runs every year from 25 November (the International Day for the Elimination of Violence Against Women) to 10 December (International Human Rights Day).

Each year, UNFPA marks the 16 days through a global campaign. This year, the global social media campaign led by UNFPA HQ in New York, focuses on the issue of sexual harassment in public transport in Sri Lanka.

A national study carried out by UNFPA Sri Lanka in 2016, revealed that 90% of women and girls aged 15 – 35 years, have been sexually harassed at least once in their life time on public buses or trains. The survey also revealed that only 4% reported incidents to the authorities. Learn more about the study [here](#).

In order to raise awareness on the issue and to highlight the need for women and girls to speak up, UNFPA in partnership with the Colombo Municipal Council (CMC), plans to install a photo / video public exhibition on the CMC Grounds, in front of Town Hall, Colombo. The exhibition will be officially launched on the evening of 24 November 2018 with high-level officials, and will be open to the public until 10 December 2018.



- **Development objective(s)**

To raise awareness on the issue of sexual harassment in public transport and to urge victims and bystanders to speak up

- **Activities**

Activities include but are not limited to the following:

**1. Production, Installation, and Managing of Public Photo / Video Exhibition Dome + Cube**  
**(Reference visual)**

- Main Structure      01no 40ft x 20ft Steel Frame Work Dome  
                                 01nos 25ft x 12ft Steel Frame Work Cube
- Cooling System      20nos Wall Fans (17Days)  
                                 10nos Exhaust fan (17Days)
- Lights                    144nos Picture Frame Lights  
                                 25nos LED Lights  
                                 30nos LED Par Cans
- Display                 04nos 55" TV with Cabling (17Days)  
                                 04 Output Media Server (17Days)
- Sound                    12nos Mini PA with Mixer & Mic (17Days)  
                                 02nos Wireless Mic  
                                 02nos 2.1sound System
- Power                    12nos Power Outlets (17Days)  
                                 03nos Breaker / Main Box (17Days)  
                                 01nos Main Cable (17Days)
- Frames                 48nos 4ft x 5ft Photo Portrait (Photo Print)  
                                 48nos 4ft x 5ft Eco Board with Steel Frame Work  
                                 48nos 3ft x 4ft Photo Portrait (Photo Print)  
                                 48nos 3ft x 4ft Eco Board with Steel Frame Work  
                                 48nos 2ft x 2.5ft Photo Portrait (Photo Print)  
                                 48nos 2ft x 2.5ftEco Board with Steel Frame Work
- Floor Board            03nos Floor Walkway Boards (17Days)
- LED wall                01no 08ft x 06ft Curved Led Wall (17Days)
- Security                 02nos Security Guards (7pm - 9am) (17Days)

**2. Event management of Official Opening on 24 November 2018**

- Furniture                06nos Cocktail Tables  
                                 06nos Sofa Set With Coffee Table (Black)
- Food & Bev              100nos Cocktail Menu
- Sounds                    01nos PA  
                                 02nos Wireless Mic  
                                 02nos Headset Mic

- **Outputs / Deliverable(s)**

The event management company is required to complete the following deliverables:

Phases	Tasks	Deliverables	Timeline
1	Preparation, planning, and coordination of complete exhibition, including structure and content	3 meetings with UNFPA to clearly brief and present all preparation work as requested	12 November 2018
2	Hiring of equipment, security, and other related services / material	Document specifying services / material hiring requirements	16 November 2018
3	Completion of project as requested	Installation, delivery, and removal of exhibition	10 December 2018

- **Timing / Schedule**

Duration: 5 weeks (5 November – 10 December 2018)

Expected places of travel: Within Colombo

**Questions**

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

Name of contact person at UNFPA:	<i>Geetha Fernando</i>
Tel N°:	<i>+94112580840 ext.3004</i>
Email address of contact person:	<a href="mailto:srilanka.office@unfpa.org">srilanka.office@unfpa.org</a>

The deadline for submission of questions is **12 noon on 26 October 2018**, Sri Lanka time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

**II. Content of quotations**

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

- Price quotation to be submitted strictly in accordance with the price quotation form (**ANNEX 1**)
- Technical proposal should include organization profile and company registration with details of track record relevant to the assignment

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

**III. Instructions for submission**

Quotations should be prepared based on the guidelines set forth in Section II above, along with a properly filled out and signed price quotation form, to be sent by e-mail to the contact person indicated below no later than **Friday, 2 November 2018 at 12 noon Sri Lanka Time.**

Name of contact person at UNFPA:	<i>Geetha Fernando</i>
Email address:	<a href="mailto:srilanka.office@unfpa.org">srilanka.office@unfpa.org</a>

**Please note the following guidelines for electronic submissions:**

- The following reference must be included in the email subject line:  
**RFQ No UNFPA/LKA/RFQ/18/02 – Event Management, Production, and Installation of a Photo / Video Public Exhibition**
- Quotations 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 company details are in large electronic files, it is recommended that these be sent separately before the deadline.

**IV. Overview of Evaluation Process**

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**

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference, using the criteria below.

1. 5 year experience in provision of event management services	Maximum points = 40
2. Experience in public exhibitions / installations within the last 24 months, and experience working with UN agencies	Maximum points = 30
3. Team of at least 10 persons with the necessary skills and capacity to deliver the scale of the project	Maximum points = 30
<b>Maximum points of evaluation</b>	<b>100</b>

**Financial Evaluation**

The financial bid will only be evaluated if the technical bid achieves a minimum of 70 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The maximum number for the price bid is 30. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula.

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

**Total Score**

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

**V. Award Criteria**

UNFPA shall award a **Professional Service Contract on a fixed-cost basis** to the Bidder(s) that obtain the highest total score.



**VI. 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.

**VII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and acceptance of the milestone deliverables linked to payment as specified in the contract.

**VIII. 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](#).

**IX. 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](#).

**X. 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 country office **Ritsu Nacken, Representative** at [nacken@unfpa.org](mailto:nacken@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the country office, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XI. 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).

**Fraud & Corruption**

UNFPA is committed to preventing, identifying and addressing all acts of fraud against UNFPA, whether committed by UNFPA staff members or third parties involved in UNFPA activities. To this effect UNFPA has

developed its Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, establish a procedure applicable to detect fraud and to enforce its [Anti-Fraud Policy](#).

UNFPA requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNFPA contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices. For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
- “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

The [United Nations Supplier Code of Conduct](#) is fully endorsed by UNFPA. UNFPA expects that all suppliers who wish to do business with UNFPA will embrace this code of conduct. The UN Code of Conduct is available in 6 languages.

### **Zero Tolerance**

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this, UNFPA personnel are prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and/or any other forms of benefits. Vendors are therefore requested not to send or offer gifts or hospitality to UNFPA personnel.

### **UNFPA will:**

- reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNFPA contract.
- declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNFPA contract.
- refer the matter to national authorities through the UNFPA Legal Unit, OED.



UNFPA may conduct audits and investigations relating to any aspect of a UNFPA contract or the award thereof. Suppliers, their subsidiaries, agents, intermediaries and principals must provide their full and timely cooperation with any such audit or investigation.

Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the vendor and production of all documents requested, including financial records, pertaining to the contract. Failure to fully cooperate with UNFPA investigations may be considered a breach of contract and will be referred to the vendor sanction mechanism, which, inter alia, may lead to one or several of the following: termination of the contract; suspension of the supplier; removal of the supplier from UNFPA's list of registered suppliers.

All individuals who suspect that a supplier has engaged in fraud and corruption shall promptly report that information to the [UNFPA Office of Internal Audit and Investigation Services](#) (OAIS) - which is the administrative entity of UNFPA mandated to conduct investigations in UNFPA, as well as to the Chief, Procurement Service Branch (PSB). The Chief, PSB, shall keep such information confidential until s/he has consulted with OAIS.

UNFPA has established a confidential [Investigation Hotline](#) for reporting suspicions of fraud and corruption directly to OAIS.

(Note: The hotline is managed in accordance with strict OAIS protocol, which ensures that access to hotline data is restricted and accessible only to a limited number of authorized individuals within OAIS.)