



Date: 11 February 2020

## **REQUEST FOR QUOTATION RFQ N° UNFPA/LKA/RFQ/20/01**

Dear Sir/Madam,

UNFPA hereby solicit a quotation for the following service:

### **Event Management, Production, and Installation of a Virtual Reality Public Exhibition**

UNFPA requires the provision of event management services, including production and installation of a Virtual Reality Public Exhibition to be displayed in Colombo from 10 March – 15 March 2020.

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:**

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 2019, leading up to International Women's Day, UNFPA together with the Colombo Municipal Council, Ministry of Women and Child Affairs & Dry Zone Development, and the Ministry of Transport & Civil Aviation launched a public exhibition titled 'Does She Travel Safe?' featuring real stories of women and girls who have faced sexual harassment in public transport. As part of the exhibition, UNFPA in partnership with Civil Society Organizations and Activists, conducted awareness sessions for school students, bus drivers and conductors, and to the public, on how to speak up, intervene and be the change. The photo and video collection was developed as part of a collaboration between UNFPA and 'Cheer Up Luv' – an initiative by UK photographer, Eliza Hatch.

As a follow up to activities carried out in 2019, this year in the lead up to International Women's Day, UNFPA aims to maintain the top of the mind awareness on this 'National issue' with a mixed media experiential and interactive installation. This installation will employ modern Virtual Reality technology to give the public an experience on a crowded bus and provide them with an opportunity to intervene and come to the rescue of

a person being harassed. The interactive element continues with an animated video that highlights the cycle of violence that befalls the survivor. Interactive panels will provide the audience with recourse mechanisms and options of intervention.

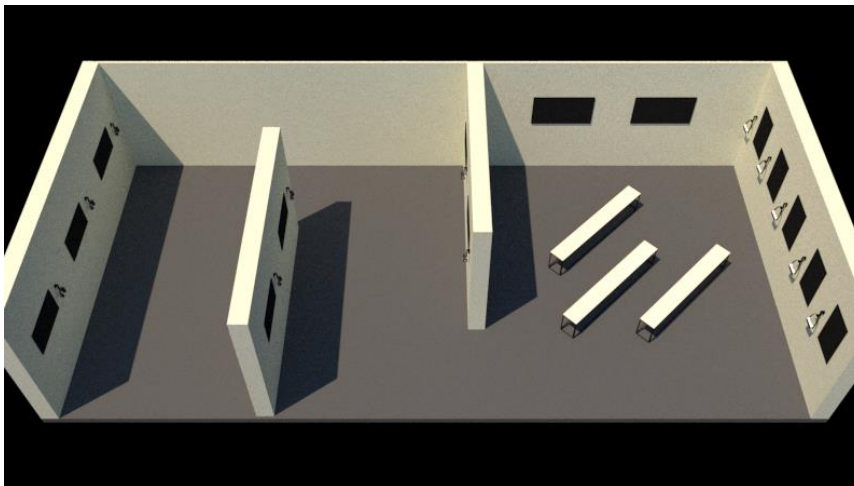
- **Activities**

Activities include but are not limited to the following:

***The structure, fixtures and supplies are required for 5 days of the event, and additional days required by the supplier for installation and removal.***

- 1. Production, Installation, and Managing of VR experience***

- Main Structure 45ft x 20ft x 18ft -H Tent Structure  
 Interior Paneling & Structure for walls (the interior will be divided into 3 room spaces as per the picture below)



- Covering 45ft x 18ft - H printed structure of a Bus  
 02 20ft x 18ft - H printed Bus Structure
- Flooring 48ft x 24ft Floor Board
- Cooling System 06 AC Units (2 units per room) (5 days)
- VR & Software System 02 VR systems for 10 setups  
 One system for 03 Touch setups  
 Q&A Recording for 06 Touch setups  
 09 Laptops
- Lights for area illumination (inside and outside) and branding  
 25nos LED Lights  
 30nos LED Par Cans
- AV & Display 10 42" TV  
 09 40" Touch Displays  
 09 Head Sets
- Sounds 03 Mini public address systems with Mixer & Mic

Wireless Mic

- Power 20 Power Outlets – in each rooms  
03 Breakers / Main Box  
01 Main Cable
- Branding 08 4ft x 8ft panel with Matt Flex Print  
08 8ft x 8ft panel with Matt Flex Print
- Volunteer Area 01 20ft x 20ft Tent  
04 tables and 15 chairs  
01 water dispenser with 15 19L Water Bottles
- **Adequate Security & janitorial staff to be provided by the event management company. Minimum 02 Security Guards and one janitorial staff**
- **The event management company to identify a place around town hall area to hire a generator in case of an emergency power cut.**

**2. Event management of Official Opening on 10 March 2020 (separate outside event)**

- Stage One Stage 16ft x 08 ft x 1.5ft-H with a grey carpet & side covering  
Podium with Branding
- LED Wall 12ft x 10ft LED wall
- Sounds 02 Podium mics  
01 FM Mics  
01 PA sound system
- Lights 08 LED Wash lights  
06 GL Parcans  
20 LED Par cans
- AV 02 Laptops with an HDMI splitter (8-port) and switcher
- Furniture 10 Black Cocktail Tables  
100 black banquet chairs
- Food & Bev Cocktail Menu for 100 persons  
(2 types of non-alcoholic drinks)  
(5 types of food items)
- Photographer 2 photographers

• **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	18 February 2020

		preparation work as requested	
2	Hiring of equipment, security, and other related services / material	Document specifying services / material hiring requirements	21 February 2020
3	Completion of project as requested	Installation, delivery, and removal of exhibition	10 March 2020

- **UNFPA has the right to amend the above listed requirement any time before awarding the contract.**
- **Timing / Schedule**  
 Duration: 1 weeks (10 March to 15 March 2020)  
 Expected places of travel: Within Colombo
- **Validity period of the quotation submitted:** 3 Months from the submission date.

### Questions

Questions or requests for further clarifications should be submitted via email to the contact person below:

Name of contact person at UNFPA:	<i>Le-Anne Fernando</i>
Tel N°:	<i>+94112580840 ext.3009</i>
Email address of contact person:	<a href="mailto:lfernando@unfpa.org">lfernando@unfpa.org</a>

The deadline for submission of questions is **12 noon on 13<sup>th</sup> February 2020**, Sri Lanka time.

### II. Content of quotations

Quotations must contain the following two separate attachments:

- Price quotation to be submitted strictly in accordance with the price quotation form (ANNEX I, page 8)
- 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.

### 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 in a sealed envelope to the bid box at the UNFPA reception no later than **Friday, 14 February 2020 at 12 noon Sri Lanka Time.**

Name of contact person at UNFPA:	<i>Upul Maanage</i>
Email address:	<a href="mailto:maanage@unfpa.org">maanage@unfpa.org</a>

### 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 the contract 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.



United Nations Population Fund  
No. 202-204, Baudhaloka Mawatha  
Sri Lanka  
E-mail: [srilanka.office@unfpa.org](mailto:srilanka.office@unfpa.org)  
Website: <http://srilanka.unfpa.org>

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

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





**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](#)

**PRICE QUOTATION FORM**

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/LKA/RFQ/20/01
<b>Currency of quotation:</b>	LKR
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

**Price Quotation Form**

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (LKR)
1.		EA			
2.		EA			
3.		EA			
4.		EA			
5.		EA			
6.		EA			
7.		EA			
8.		EA			
9.		EA			
10.		EA			
<b>GRAND TOTAL</b>					

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/20/01 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.	
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Sri Lanka  
E-mail: [srilanka.office@unfpa.org](mailto:srilanka.office@unfpa.org)  
Website: <http://srilanka.unfpa.org>

Name and title	Date and place	