Date: 01 Aug 2023

**REQUEST FOR QUOTATION**

**RFQ Nº LKA/RFQ/2023/14**

**“Venue for A Residential Workshop”**

Dear Madam / Sir,

UNFPA requires the provision of conference venue and accommodation facilities for organizing a 4-day residential workshop from 29 August to 01 September 2023. A total of 35 participants and 2 facilitators (Approximately) are expected to attend the retreat.

UNFPA hereby solicits a quotation for a **beachfront hotel in Hikkaduwa, Kalutara or Galle**.

**Service Requirements:**

1. **Accommodation**

| **Description** | **Quantity** | **Unit Cost per pax, without taxes** | **Applicable Taxes & SC per pax.** |
| --- | --- | --- | --- |
| 1. Accommodation for 3 pax, for advanced preparations, if required, on 28 August 2023 (Upon confirmation only) | **3 pax** | Pax Cost | SC:TDL:VAT: |
| 2. Accommodation for 4 days/3 nights as follows, for 37 pax:Day 1 – 29 Aug 2023 - Single room with dinner. early check in at 10 a.m.Day 2 – 30 Aug 2023 - Single room with breakfast, & dinnerDay 3 – 31 Aug 2023 - Single room with breakfast, & dinnerDay 4 – 1 Sep 2023 - Single room with breakfast. Late check out at 3 p.m. |
| 2.1 Single Room, Half Board (Room, Dinner, Breakfast) | 37 pax | Pax Cost | SC:TDL:VAT: |
| 2.2 Single Room, B&B (Room, Breakfast) | 37 pax | Pax Cost | SC:TDL:VAT: |
| 3 Conference package which includes:* Air-Conditioned Conference Venue adequate for the number of participants, with adequate space for activities, games and breakout rooms / spaces. This should include adequate outdoor space
* Buffet Lunch
 | 37 pax | Pax Cost | SC:TDL:VAT: |
| 3.1 Half day facility (lunch and one coffee break) on day 1 and day 4  | 37 pax | Pax Cost | SC:TDL:VAT: |
| 3.2 Full day facility (lunch and two coffee breaks ( on day 2 and 3 | 37 pax | Pax Cost | SC:TDL:VAT: |
| 4 Venue / suitable space for a social event with dinner for 1 night, on 31 August. Dinner to be served during the social event at the designated venue.  | 1 event, 37 pax | Pax Cost | SC:TDL:VAT: |

Flexibility on change of dates and cancellation policy (Time frame and policy to be indicated specifically)

1. **Workshop facilities:**

| **Description** | **Quantity** |
| --- | --- |
| 1. Workshop venue for 4 days (Half day on day 1 & 4). The workshop venue should be capable of:
* Hosting 40 people with banquet style seating arrangements and a lectern with mic.
* Should have direct sunlight through windows/ doors that can be opened and kept open during part of the workshop.
* Movable chairs (Qty:37) and tables (minimum Qty: 6). Tables should not be smaller than 1.5 square meters each.
* Free wall space to stick flipchart paper on different sides of the main workshop venue.
* 1 additional workshop room for breakout sessions to accommodate 8 people (space with some seating that participants could go for group discussion).
* Garden area suitable for outdoor team building activities
 | 1 venue x 4 days (onsite) |
| 1. Projector and screen (complete set)
 | 1 set x 4 days |
| 1. Wi-Fi access/Internet connection package with internet speed of 15 – 20 mbps
 | 1 package x 4 days |
| 1. Cordless handheld microphones with indoor sound system
 | 3 mics x 4 days |
| 1. Flipcharts, stands, white board with pens
 | 6 per day x 4 days |
| 1. Extension cords (as appropriate) for four days
 | 6 |
| 1. Mints, distilled water (glass bottles, no plastic) for four days
 | As appropriate |
| 1. Buffet Lunch and Refreshments morning and afternoon (tea and coffee with 2 snacks)

Morning & Afternoon tea and coffee with 2 items of snacks or a mix of snacks and fruits. Dietary requirements will be communicated upon confirmation.  | 37 packs x 4 days |
| 1. Sanitizers with dispenser at the workshop venue
 | As appropriate at the entrance and at each table |

1. **Transportation**

| **Description** | **Quantity** |
| --- | --- |
| Transport for 37 persons (approx.) from Colombo to the Hotel and back to Colombo, in an airconditioned luxury bus. Pick up / drop off address: United Nations Compound, 202, Baudhaloka Mw, Colombo 7.**Pick up on 29 Aug 2023 at 8 a.m.****Depart Hotel on 1 Sep 2023 at 3 p.m.**  | As appropriate for 37 pax |

This Request for Quotation is open to all legally constituted business entities (PLCs, Limited liability companies, incorporated partnerships or sole proprietorships. Quotations from individuals are not accepted) that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative. Kindly note that upon successful selection, you will be required to submit your company profile, a copy of your company registration and a copy of the recently audited accounts for review purposes.

1. **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 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](http://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above-mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

1. **Questions**

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

| Name of contact person at UNFPA: | *Yashara Nathaniel* |
| --- | --- |
| Tel Nº: | *0779 492374* |
| Email address of contact person: | *nathaniel@unfpa.org* |

The deadline for submission of questions is **04 August 2023 on or before 5.00 pm, Sri Lankan time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the service requirements.
2. Price quotation, to be submitted strictly in accordance with Price Quotation Form.

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

1. **Instructions for submission**

Proposals 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 email to the contact person indicated below no later than: **Wednesday 09 August 2023 at 5:00 PM, Sri Lankan time[[1]](#footnote-0).**

| Name of contact person at UNFPA: | *Nashika S Perera* |
| --- | --- |
| Email address of contact person: | Lk-procurement@unfpa.org |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: **RFQ No. LKA/RFQ/2023/14– RFQ Venue for Residential Workshop.** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email 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.
* UNFPA is exempt from paying VAT. All quotations must be submitted without VAT.
1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications 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.

1. **Award**

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

1. **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 goods specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract/purchase order.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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 Mr. Kunle Adeniyi, Representative at adeniyi@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.

1. **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 Nº:** | LKA/RFQ/2023/14 |
| **Currency of quotation:** | LKR |
| **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 VAT**, since UNFPA is exempt from VAT

Price Schedule below:

| **Price Quotation Form** |
| --- |
| Item | Product Name & Description | UOM | Unit Price | Number of Units | Total (LKR) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  |
| GRAND TOTAL |  |



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/23/14 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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-0)