Date: May 12, 2022

**REQUEST FOR QUOTATION**

**RFQ Nº LKA/RFQ/2022/03**

**“Venue for residential workshop”**

Dear Sir/Madam,

UNFPA requires the provision of venue and accommodation for organizing a 4-day residential workshop in June 2022. A total of 25 participants (19 from the Sri Lanka office and 6 from the Maldives office) and 2 facilitators are expected to attend the retreat.

UNFPA hereby solicits a quotation for a beachfront hotel within 3 hours travel distance from colombo.

**Service Requirements:**

1. **Accommodation**

|  |  |
| --- | --- |
| **Description** | **Quantity** |
| 1. Accommodation for 4 days/3 nights as follows:   Day 1 - single room with lunch and dinner\*  Day 2 - single room with breakfast, lunch and dinner  Day 3 - single room with breakfast, lunch and dinner\*  Day 4 - single room with breakfast and lunch    Prices should be provided for two options.  option 1: check-in on 13 June 2022 and late check-out on 16 June 2022  option 2: check-in on 4 July 2022 and late check out on 7 July 2022 | 27 pax |
| 1. Space for social events with dinner for 2 nights (Day 1 and Day 3)\* | 2 events |
| 1. Accommodation and meals for an advanced preparation team that will check in a day earlier (12 June or 3 July). | 2 pax |
| 1. Flexibility on change of dates and cancellation policy (Time frame and policy to be indicated specifically) | N/A |

\* Dinner to be provided at the social event location.

1. **Workshop facilities:**

|  |  |
| --- | --- |
| **Description** | **Quantity** |
| 1. Workshop venue for 4 days. The workshop venue should be capable of:  * Hosting 27 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:27) and tables (minimum Qty: 5). 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). | 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 microphone | 3 mics x 4 days |
| 1. Flipcharts, stands, white board with pens | 5 per day x 4 days |
| 1. Extension cords (as appropriate) for four days | 5 |
| 1. Mints, distilled water (glass bottles, no plastic) for four days | As appropriate |
| 1. Refreshments morning and afternoon (tea/coffee with 2 snacks) | 27 pacx x 4 days |
| 1. Sanitizers with dispenser at the workshop venue | As appropriate at the entrance and at each table |

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 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](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 **17 May 2022 on or before 4.00 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: **Monday 23rd May 2022 at 4:00 PM, Sri Lankan time[[1]](#footnote-1).**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Nashika S Perera* |
| Email address of contact person: | [Lk-procurement@unfpa.org](mailto: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/2022/03– 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.

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](mailto: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](mailto: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/2022/03 |
| **Currency of quotation:** | LKR |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

Example 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/22/03 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-1)