



Date: 09 March 2021

REQUEST FOR QUOTATION
RFQ N° UNFPA/LAO/RFQ/21/01

Dear Sir/Madam,

UNFPA hereby solicits a quotation to the hotel for event organizing services of the following items:

No	Service packages	Nature of the required Specifications	Unit of Measure	Quantity
1	Full day meeting package	<ul style="list-style-type: none"> - Function room rental and setup arrangement - Free flow of coffee & tea throughout the meeting - 2 times coffee break - 1 lunch - 1 unit of white board - 1 unit of flip chart - 1 set of LCD screen and projector - 4 units of wireless microphone and sound system - Meeting setup with delegate amenities (Water, mints, pencil & notepad) - 1 set of flower arrangement on registration table - 1 unit of podium - Dedicated event manager - Internet WIFI 	Persons	<ul style="list-style-type: none"> - Below 30 - 31 to 50 - 51 to 70 - 71 to 100 - 101 to 150 - 151 to 200 - 201 to 250 - 251 to 300
2	Half day meeting package	<ul style="list-style-type: none"> - Function room rental and setup arrangement - Free flow of coffee & tea throughout the meeting - 1 time coffee break - 1 lunch - 1 unit of white board - 1 unit of flip chart - 1 set of LCD screen and projector - 4 units of wireless microphone and sound system - Meeting setup with delegate amenities (Water, mints, pencil & notepad) - 1 set of flower arrangement on registration table - 1 unit of podium 	Persons	<ul style="list-style-type: none"> - Below 30 - 31 to 50 - 51 to 70 - 71 to 100 - 101 to 150 - 151 to 200 - 201 to 250 - 251 to 300



		- Dedicated event manager - Internet WIFI		
3	Full day meeting, Headset devices	- Headset simultaneous interpretation system - Supporting English - Lao channel	Each	- Below 30 - 31 to 50 - 51 to 70 - 71 to 100 - 101 to 150 - 151 to 200
4	Half day meeting package	- Headset simultaneous interpretation system - Supporting English - Lao channel	Each	- Below 30 - 31 to 50 - 51 to 70 - 71 to 100 - 101 to 150 - 151 to 200
5	Full day, Video conference equipment	- Video conference equipment connecting with Zoom, 1 channel webinar interpretation function	Set	1
6	Half day, Video conference equipment	- Video conference equipment connecting with Zoom, 1 channel webinar interpretation function	Set	1
7	Full day, Video conference equipment	- Video conference equipment connecting with Zoom, 2 channels webinar interpretation function	Set	1
8	Half day, Video conference equipment	- Video conference equipment connecting with Zoom, 2 channels webinar interpretation function	Set	1

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to perform in the country, or through an authorized representative.

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](#)

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 Terms of References submitted to the vendor.



II. Questions

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

Name of contact person at UNFPA:	<i>Souksavanh Saiyabouth</i>
Tel N°:	<i>00856-21-267635</i>
Email address of contact person:	Saiyabouth@unfpa.org

The deadline for submission of questions is **16 March 2021 at 16:00 hrs.**

(<https://www.timeanddate.com/worldclock/laos/vientiane>). Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. 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 specifications should comply with:
 - The bidder shall be required to quote for all items.
- b) 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.

IV. 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 the contact person indicated below no later than: **25 March 2021 at 17:00 hrs** (<https://www.timeanddate.com/worldclock/laos/vientiane>).

Name of contact person at UNFPA:	<i>Vongdara Souphanouvong</i>
Tel N°:	<i>00856-21-267633</i>
Email address of contact person:	laos.office@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/LAO/RFQ/21/01. Quotation to the hotel for event organizing 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.

V. 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.



VI. Award

UNFPA shall award a De Minimis Contracts / Work Order for **one-year contract** with possibility extension to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. 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.

VIII. Payment Terms

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

IX. 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](#).

X. 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](#).

XI. 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, **Ms. Mariam A. Khan, Representative** at email address: mkhan@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.

XII. Disclaimer



United Nations Population Fund
Ban Hatsady, Lane Xang Avenue,
P.O. Box 345, Vientiane, Lao PDR
Tel: [+856 \(0\) 21 267 777](tel:+85621267777)
Fax: [+856 \(0\) 21 267 799](tel:+85621267799)
www.lao.unfpa.org

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).

Vilaykham Lasasimma

Operations Manager

Date: _____



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/LAO/RFQ/21/01
Currency of quotation:	LAK
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule below:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (LAK)
1					
2					
3					
4					
5	Delivery Charges based on the following 2010 Incoterm, to: DAP United Nations Population Fund Ban Hatsady, Lane Xang Avenue, P.O. Box 345, Vientiane, Lao PDR	Each		1	
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ N° UNFPA/LAO/RFQ/21/01** 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.
Name and title	Date and place



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**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](#)