



Date: 22 August 2016

**Request for Quotation**  
**RFQ No. UNFPA/LAO/16/03**

Dear Sir/Madam,

UNFPA, United Nations Population Fund, an international development agency, hereby solicit your quotation for the Building a home-page for compiling and visualising adolescent health data and research as well as creating a platform for existing resources from Laos, Cambodia, Myanmar and Vietnam

**I. Background**

National Institute of Public Health (NIOPH) together with UNFPA and MCNV will host an adolescent research day on the 26<sup>th</sup> of October 2016. One of the purposes of the research day is to draft a research agenda focusing on adolescent health research as well as establish a network for sharing of resources, publications, funding opportunities and enabling collaboration between institutions and across countries.

To facilitate communication and sharing of resources, NIOPH and UNFPA will launch a new webpage during the research day. The webpage will be administered under NIOPH and supported by the UNFPA. The website should have the following features:

- Document sharing (upload and download of reports and publications)
- A page where funding opportunities and conferences can be advertised/posted
- A page giving an overview of participating organisations
- A page giving an overview of the ongoing/planned research initiatives by organisation in the region
- A page with links to other useful resources and contact information

Membership form – where the institution/organization can upload their current work/update their current work and remove upon completion

**II. Scope of work and Tasks**

Develop and design the website with a focus on simplicity and clarity. The webpage should be user-friendly and should also function on a tablet or a phone.

Expected results:

The expert/consultant is expected to explore similar global practices and identify and develop the most suited model/ structure of webpage for UNFPA Lao PDR's adolescent research resources.

More specifically the expert is expected to:

1. Advise the UNFPA Lao PDR and its relevant IP, government officials on expected results for establishing this website as well as developing a roadmap for establishing the website and articulate the scope, scale, and size of the website.
2. Develop a guiding manual for the operations, maintenance and troubleshooting of the website.
3. Act as resource person and train administrative staff on website troubleshooting and management/maintenance.
4. Provide support to the UNFPA Lao PDR and its relevant IPs, government officials on a need basis to improve/update the website.



5. Develop and test design options and create the website in collaboration with UNFPA Lao PDR and relevant IPs
6. Have produced the final website ready to go live by the end of October 2016.

### III. Duration and working schedule

The website should go live no later than October 26<sup>th</sup>, however a beta version of the website should be developed and tested in advance to ensure an up-and-running website with existing resources on the day of its launch.

### IV. Delivery dates and how work will be delivered

4.1 Develop a Roadmap for developing the website for UNFPA Laos adolescent research resources and Design and develop beta website for UNFPA Lao PDR adolescent research resources (2-3 days)

- Consult UNFPA and NIOPH to confirm the scope, scale, and size of the website;
- Prepare a roadmap and outline of the website in consultation with UNFPA & NIOPH

#### Deliverable:

- Roadmap and concept/ website layout
- Draft outline of the website including the tracking system
- Draft outline of the training for Administrative Staffs on the website
- First beta-version of the website finalised and tested with UNFPA Lao PDR
- Plan for revisions and improvement of website

UNFPA Lao PDR reserves the right to comment on the report before finalizing.

4.2 Complete Website and Design and develop guidance on operations, maintenance and troubleshooting of the website (4-5 days)

#### Deliverables:

- Completed Website Published and Operationalized
- Workshop for Administrative Staff of the website delivered
- UNFPA Lao PDR/IPs input and final approval of website design

### V. Place where services are to be delivered

Preferably in Vientiane, however it can also be home-based

### VI. Qualifications and experience requirement

The firm will need to have the following competencies/experience

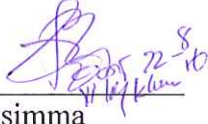
- Previous expertise in developing and designing webpages,
- Sufficient English

A prospective bidder requiring any clarification on the bid solicitation documents may notify to **Vilaykham Lasasimma, Operations Manager, email address: [lasasimma@unfpa.org](mailto:lasasimma@unfpa.org)** no later than **29 August 2016 at 16:00 hrs** (Reference: <http://www.timeanddate.com/worldclock/laos/vientiane>).

If you are interested in submitting a quotation for these items, kindly fill in the attached quotation submission form and send by email or be submitted in sealed envelope to the address indicated below no later than **01 September 2016 at 16:00 hrs** (Reference: <http://www.timeanddate.com/worldclock/laos/vientiane>).



Name of Contact Person in UNFPA: Vilaykham Lasasimma  
Street address: Ban Phonesavanh Tai, Sisattanak District, Vientiane Capital  
Lao PDR.  
Tel No.: 856-21 315547, 353050, 353049, 353048  
Fax No.: 856-21 353051  
Email address: [laos.office@unfpa.org](mailto:laos.office@unfpa.org)

Certified by:   
Vilaykham Lasasimma  
Operations Manager  
Date: 22 - Aug - 2016

Suppliers perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract, may complain to the UNFPA Head of the Business Unit Ms. Frederika MEIJER and email address [meijer@unfpa.org](mailto:meijer@unfpa.org). Should the protestor be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the protestor may contact the Chief of the Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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

**Term and conditions:**

- Price validity: 3 months after closing date. No changes allowed during this period
- Price should be tax free
- Price should be quoted in US Dollar
- Conversion to single currency: For conversion into single currency for evaluation purposes the applicable UN exchange rate will be used on the date of opening of proposal.
- Payment term: Payment will be made by cheque or bank transfer if required by supplier within 30 days upon receipt of invoice.
- General Term and Conditions for contract: See enclosed
- Partial bid submitted will be rejected

**Evaluation criteria of Quotation:**

The evaluation committee (PRC) will examine of request for quotation to determine whether they are completed, whether the documents have been properly signed and whether the offer complies with Specifications required and complies with SOP.

In case of discrepancy in unit price and total price the unit price should prevail.

**The contract or work order will be awarded to the company offered lowest responsive offer.**



**Quotation Form**

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Request for Quotation No: RFQ No. UNFPA/LAO/16/03

Currency of Bid price: \_\_\_\_\_

Delivery time (weeks from receipt of order till dispatch): \_\_\_\_\_

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 3 months after the Closing date.): \_\_\_\_\_

**Price Schedule:**

Item No.	Description	price/unit	Quantity	Transportation cost to UNFPA Country Office	Total amount	Delivery schedule

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA and we will abide by this quotation until it expires.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place