



RFQ Reference: RFQ/UNDP/SPOI/153201/028/2021 – Event Organizer for Sustainable Palm Oil Initiative's Series of Webinar	Date: 10 September 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

A handwritten signature in black ink, appearing to be 'M. Kurnia'.

Signature: _____

Name: Martin Stephanus Kurnia

Title: Head of Procurement

Date: 10 September 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Please refer to the etendering system with event ID: IDN10- 0000010373</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>For eTendering method, click the link https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> • The Event ID for etendering system: IDN10 - 0000010373 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p>

	<p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in;</p> <p><input checked="" type="checkbox"/> United States Dollars or</p> <p><input checked="" type="checkbox"/> Local Currency : IDR (Mandatory for Local Bidders)</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p>

	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Bahasa Indonesia for any legal certificate issued by the local government Including documentation including catalogues, instructions and operating manuals. Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> Other List of relevant experiences in managing five (5) virtual events in the past two (2) years
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other (Please refer to the payment schedule mentioned in the TOR)
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFQ requirements

	<input checked="" type="checkbox"/> Others upon acceptance and approval of each deliverable
Contact Person for correspondence, notifications and clarifications	E-mail address: vita.andriana@undp.org and yusef.millah@undp.org <u>Attention: Quotations shall not be submitted to this address but through eTendering system. Otherwise, offer shall be disqualified.</u> <u>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</u>
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 (two) days before the submission deadline. Responses to request for clarification will be communicated by etendering system and UNDP Global Website by 2 (two) days before the deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others submission of all required documents as mentioned above and TOR (qualifications)
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	20 September 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
Other Information	Bid Conference through zoom meeting Day/Date: Friday, 17 th of September 2021 Time: 02.00 p.m (Jakarta Time) Zoom Link: https://undp.zoom.us/join/81165991033 Meeting ID: 811 6599 1033 Password: undpspoi

	<p>Detailed Terms of Reference as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system” (https://etendering.partneragencies.org) as written in the method of submission. If you have not registered in the system before, you can register by logging in using:</p> <p>Username: event.guest Password: why2change</p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to yusef.millah@undp.org and vita.andriana@undp.org.</p> <p>Please note that ATLAS has following minimum requirements for password:</p> <ol style="list-style-type: none"> 1.Minimum length of 8 characters; 2.At least one capital letter; and 3.At least one number. <p>New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.</p> <p>For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.</p> <p>The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p> <p>You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Term of Reference

RFQ – Event Organizer for Sustainable Palm Oil Initiative’s Series of Webinar

1. Background

Agriculture sector has a strategic role in Indonesia’s economy whereas its contribution (BPS, 2020) is one of the three largest to Indonesia’s overall Gross Domestic Production. More specifically, plantation sub-sector has a significant potential with its contribution amounted 25,71% towards Agriculture, Forestry and Fishery sector’s GDP in 2019. As the world’s largest oil palm producer, oil palm becomes Indonesia’s main commodity in plantation sub-sector. Based on the data from Central Statistical Agency (2020), the total of oil palm plantation areas in Indonesia in 2019 was 14,7 million hectares, which increased approximately 1,88% from the previous year. Similarly, the oil palm production (CPO) also experienced an increase of 12,92% from 42,9 million tons in 2018 to 48,42 million tons in 2019. Despite the COVID-19 pandemic challenge, oil palm strives to contribute significantly to Indonesia’s export values amounting of 22,97 billion rupiahs.

Taking this into account, the Government of Indonesia aims to increase CPO production to 92,45 million tons or more than 78% of the current CPO production, as stipulated in 2045 National Palm Oil Industry Guide Map. This strategy aligns with the global market demand of sustainable palm oil which prevents deforestation or degradation of peatland due to land expansion. To further strengthen the Government of Indonesia’s commitment on sustainable palm oil, Ministry of Agriculture and United Nations Development Programme (UNDP) established a partnership through the Sustainable Palm Oil Initiative (SPOI) project that focuses on developing and implementing national action plan on sustainable palm oil as stipulated in the Presidential Instruction No. 6 Year 2019.

Since 2017, the SPOI project has been facilitating the local government in three pilot project area to develop a land-use plan that promotes conservation efforts and economic development. Additionally, the project also enhances communication and network between palm oil buyers in Europe and the palm oil producing companies in Indonesia to raise the global market’s awareness on Indonesia’s efforts towards sustainable palm oil. Aligned with SDG 5 Gender Equality, the project also facilitates a study on gender mainstreaming into Indonesia’s policies and regulations on palm oil.

To further raise the stakeholders’ awareness on the project’s activities and achievements, the project plans to hold series of webinar from September 2021 to February 2022. To ensure that the series of webinar is arranged and organized accordingly, the project seeks to hire an event organizer.

2. Objectives

- a. To share knowledge on the latest regulation on conservation and High Conservation Values in Indonesia
- b. To showcase the project’s conservation efforts in Indonesia
- c. To socialize the study of gender mainstreaming in Indonesia’s palm oil policies and regulations
- d. To connect the palm oil buyers and producers in Europe and Indonesia

3. Venue

All events will be held online using zoom platform

4. Scope of Works

The selected vendor will deliver services on series of online webinar for Sustainable Palm Oil Initiative project from September 2021 to February 2022. There are ten topics of webinar that will guide the selected vendor on organizing those events. Each webinar will last for 3 hours at the maximum.

Table 1. List of expected outputs and schedule

Expected Outputs	Schedule	Description
Topic #1 Conservation Webinar #1: High Conservation Values in ISPO Certification		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	4 th week of September	<p>Panelists:</p> <ol style="list-style-type: none"> 1. Ministry of Environment and Forestry, Directorate General of Natural Resources and Ecosystem Conservation (KSDAE): HCV policy and regulation in Indonesia 2. Ministry of Agriculture, Directorate General of Plantation: HCV management and other protected areas in agriculture sector 3. Musim Mas: HCV management in palm oil company's concession <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 150 people) 2. Related government agencies (approximate 20 people) 3. Non-governmental organization and/or CSOs (approximate 50 people) 4. SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #2 Launching Event: Gender Policy Paper		

Expected Outputs	Schedule	Description
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	1 st week of October	<p>Panelists:</p> <ol style="list-style-type: none"> 1. Ministry of Agriculture 2. Coordinating Ministry of Economic Affairs 3. Ministry of Women Empowerment and Child Protection: The importance of gender mainstreaming in palm oil sector 4. Mardha Tillah: Gender policy paper result <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 150 people) 2. Related government agencies (approximate 20 people) 3. Non-governmental organization and/or CSOs (approximate 50 people) 4. SPOI team (10 people)
4. One short article about the webinar	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #3 Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Italy and Indonesia)		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	2 nd week of October	<p>Panelists:</p> <ol style="list-style-type: none"> 1. CMCC Foundation: socio-economic aspects of palm oil production and the achievement of SDGs 2. Coordinating Ministry for Economic Affairs: correlation between Indonesia's National Action Plan for Sustainable Palm Oil 2019-2024 and SDGs National Attainment 3. Triputra Agro Persada: Private Sector's Contribution Towards SDGs Achievement Through Sustainable Palm Oil Practices: Indonesian Experience 4. Ferrero: Private Sector's Contribution Towards SDGs Achievement Through Sustainable Sourcing Practices: Italian Experience

Expected Outputs	Schedule	Description
		<p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> Public audience (approximate 150 people) Related government agencies (approximate 20 people) Non-governmental organization and/or CSOs (approximate 50 people) SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #4 Conservation Webinar #2: Conservation Efforts Outside of Protected Forest Area		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	4 th week of October	<p>Panelists:</p> <ol style="list-style-type: none"> Ministry of Environment and Forestry, Directorate General of Natural Resources and Ecosystem Conservation (KSDAE): MOEF's strategy and efforts to conserve biodiversity in non-forested area KALFOR: UNDP's efforts to support forest conservation in APL area South Tapanuli's Government: South Tapanuli's strategy in conserving HCV at district level <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> Public audience (approximate 150 people) Related government agencies (approximate 20 people) Non-governmental organization and/or CSOs (approximate 50 people) SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)

Expected Outputs	Schedule	Description
Topic #5 Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Poland and Indonesia)		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	2 nd week of November	<p>Panelists:</p> <ol style="list-style-type: none"> 1. Polish Coalition for Sustainable Palm Oil (expert member): socio-economic aspects of palm oil production and the achievement of SDGs 2. Coordinating Ministry for Economic Affairs: correlation between Indonesia's National Action Plan for Sustainable Palm Oil 2019-2024 and SDGs National Attainment 3. Dharma Satya Nusantara: Private Sector's Contribution Towards SDGs Achievement Through Sustainable Palm Oil Practices: Indonesian Experience 4. Jeronimo Martin: Private Sector's Contribution Towards SDGs Achievement Through Sustainable Sourcing Practices: Italian Experience <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 150 people) 2. Related government agencies (approximate 20 people) 3. Non-governmental organization and/or CSOs (approximate 50 people) 4. SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #6 Conservation Webinar #3: Success Story of Conservation Efforts		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	4 th week of November	<p>Panelists:</p> <ol style="list-style-type: none"> 1. Environment Office: Sustainable Peat Management Policy in Pelalawan District

Expected Outputs	Schedule	Description
		<p>2. APRIL Group: Ecosystem restoration in Kampar Peninsula: Achievement and Challenges</p> <p>3. Directorate of Peat Damage Control (PKG): Peat Protection and Management Plan as corrective action to manage peat area in Indonesia</p> <p>4. Environment and Forestry Office in Central Kalimantan: Peat Management Regulation in Central Kalimantan Province</p> <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> Public audience (approximate 150 people) Related government agencies (approximate 20 people) Non-governmental organization and/or CSOs (approximate 50 people) SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #7 Webinar Series: #ApaKataPekebun Seri 3 – Smallholders and ISPO		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	2 nd week of December	<p>Panelists:</p> <ol style="list-style-type: none"> Ministry of Agriculture Coordinating Ministry for Economic Affairs Farmers Group – Aceh Farmers Group – South Sumatera Farmers Group – West Kalimantan Farmers Group – South Kalimantan LEI <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> Public audience (approximate 150 people) Related government agencies (approximate 20 people)

Expected Outputs	Schedule	Description
		3. Non-governmental organization and/or CSOs (approximate 50 people) SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #8 Conservation Webinar #4: Smallholders and Conservation Efforts		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	4 th week of December	<p>Panelists:</p> <ol style="list-style-type: none"> 1. Ministry of Agriculture, Directorate General of Plantation: ISPO regulation for smallholders: Biodiversity Management in Smallholders' oil palm plantation 2. HCV Consortium: Techniques of biodiversity management in oil palm plantation 3. Palm Oil Smallholders Association (SPKS): Smallholders' Achievement and Challenges in Conserving Biodiversity <p>Moderator: National TV anchor/moderator</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 150 people) 2. Related government agencies (approximate 20 people) 3. Non-governmental organization and/or CSOs (approximate 50 people) 4. SPOI team (10 people)
Topic #9 Launching Event: NAP SPO x SDGs Alignment Report		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	3 rd week of January	<p>Panelists:</p> <ol style="list-style-type: none"> 1. Ministry of Agriculture 2. Coordinating Ministry for Economic Affairs

Expected Outputs	Schedule	Description
		3. Ministry of National Development Planning 4. Dr. Maria Radyati Moderator: National TV anchor/moderator Participants: 1. Public audience (approximate 150 people) 2. Related government agencies (approximate 20 people) 3. Non-governmental organization and/or CSOs (approximate 50 people) 4. SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
Topic #10 Launching Event: Gender-disaggregated Data and Indicator Report		
1. One (1) online preparation meeting	2 weeks before the event	Participants: SPOI team and selected bidder
2. Rehearsal	One day before the event	Participants: SPOI team, panelists and selected bidder
3. Webinar event	2 nd week of February	Panelists: 1. Ministry of Agriculture 2. Coordinating Ministry for Economic Affairs 3. Ministry of Women Empowerment and Child Protection 4. Consultant Moderator: National TV anchor/moderator Participants: 1. Public audience (approximate 150 people) 2. Related government agencies (approximate 20 people) 3. Non-governmental organization and/or CSOs (approximate 50 people) 4. SPOI team (10 people)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be

Expected Outputs	Schedule	Description
		published in SPOI E-Newsletter and social media (twitter, FB, Instagram)
4. One feature/article about the talk show	One week after the event	Article submitted to SPOI Communication & Knowledge Management Officer to be published in SPOI E-Newsletter and social media (twitter, FB, Instagram)

In pursuing the above-mentioned objective and expected outputs, the selected vendor will be responsible to implement the following more detail sub-activities:

1) Pre-event:

- a. Conduct preparation meeting with UNDP-SPOI and resource persons
- b. Prepare visual design options as follows:
 - Zoom background
 - Graphics for multi-speaker display
 - Backdrop still image
 - Bumper slide and bumper video
 - Speaker introduction
 - Flyer/poster (full color square size)
 - Certificate design (bilingual with full color A4)
 - Select MC and Moderator (one person) with national TV Anchor experience
 - Select a note taker with experience in 3 (three) national and international events
- c. Support the event promotion activities, including information dissemination to wider public using social media, direct email marketing (i.e.: Mailchimp), and media invitation.
- d. Prepare the technical aspects of broadcasting system in Zoom platform (HD) and YouTube Livestream.

2) D-Day:

- a. Provide briefing session for all speakers
- b. Oversee and coordinate the webinar broadcasting system in Zoom platform and YouTube Livestream
- c. Ensure the interpreter (Indonesian to English, vv.) feature in Zoom platform can be utilized
- d. Provide moderator and MC service with the following roles:
 - Give introduction (including the housekeeping) and closing remarks (including the conclusion) of the event
 - Ensure the event flow according to the agreed agenda
 - Facilitate the discussion and Q&A session throughout the event
- e. Provide transcription service in Indonesian, and translate it into English, to be uploaded as subtitle for YouTube Livestream after the event
- f. Select and provide note-taker service, to develop minutes of meeting
- g. Control the traffic in Zoom and YouTube Livestream platform (including mute, unmute, facilitating chatbox, etc.)

- h. Oversee the waiting room feature in Zoom platform
- i. Provide the allowance payment for all speakers
- j. Facilitate the use of polling feature in Zoom platform (if needed, TBC)

3) Post-event:

- a. Conduct evaluation meeting with UNDP-SPOI
- b. Develop one short article on the webinar event (2-3 pages)
- c. Prepare the Implementation Report including all the required documents for provision of allowance as outlined in **Attachment 1**.
- d. Support the certificate distribution (with auto-filling system, if possible) and the event materials through Cloud link
- e. Upload the Indonesian and English subtitle in YouTube platform

4) Institutional Arrangement

The selected bidder will work under direct supervision of SPOI project and will be directly responsible for reporting, findings, progress, issues and challenges as well as to seek for acceptance and/pr validation of milestones.

The selected bidder should liaise with SPOI project to discuss about content, panelists, moderators and participants of each event. Approval from SPOI project is needed in every decision.

All social media of SPOI will be provided by SPOI committee as admin. The selected bidder should confirm the access of social media account with admin. All publication including article and poster should subject to approval from SPOI including poster design.

Upon signing of the contract, the selected vendor is expected to attend an inception meeting with UNDP/Project to review the scope of work, deliverables and reach an agreement for those aspects.

The selected vendor will coordinate intensively with SPOI project and will take full responsibility for the overall management of activities, and bears all substantive, operational and financial requirement.

5. Qualifications of the Successful Service Provider

The selected bidder must have the following qualifications:

- Have managed a minimum of five (5) virtual events in the past two (2) years;
- Experience in managing two (2) events for national government and/or international organizations;
- Experience in managing webinar using online platform;
- Company with valid registration in performing the required service.

The selected bidder shall have the following competencies:

- Having excellent organizational and facilitation skills
- Capability to work under pressure and within budget limits
- Ability to deliver the expected outcome in a timely manner
- Strong familiarity working with Zoom platform

6. Qualification of Key Personnel

- a. Event Producer (1 person)
 - Bachelor's Degree in any discipline
 - Minimum 5 years working experience on communication/media/event organizer
- b. Assistant Producer (1 person)
 - Bachelor's Degree in any discipline
 - Minimum 3 years working experience on communication/media/event organizer
- c. Communication Specialist (1 person)
 - Bachelor's Degree on communication, media, advertisement, marketing
 - Minimum 5 years of experiences in the field of communication, social media, digital campaign and digital creative
 - Has experience on writing article for media and op-eds
- d. Operator/technician (2 persons)
 - 3 years Diploma in any discipline
 - Minimum 3 years working experience on communication/media/event organizer
- e. IT (1 person)
 - 3 years Diploma on computer science, informatic, engineering
 - Minimum 3 years working experience on IT/media/event organizer
- f. Guest Booker (1 person)
 - 3 years Diploma on marketing, sales or related discipline
 - Minimum 1 years working experience on media/event organizer
- g. Graphic Designer (1 person)
 - 3 years Diploma on graphic design
 - Minimum 3 years working experience on media/event organizer
- h. Admin (2 persons)
 - 3 years Diploma on marketing, sales or related discipline
 - Minimum 3 years working experience on media/event organizer

7. Deliverable and Schedule of Payment

Payment	Budget	Deliverables	Indicative Timeline
1 st payment	10% of total budget	Implementation Report on Conservation Webinar #1: High Conservation Values in ISPO Certification webinar, covering the following information:	4 th week of September

Payment	Budget	Deliverables	Indicative Timeline
		<ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	
2 nd payment	10% of total budget	Implementation Report on Launching Event: Gender Mainstreaming Policy webinar, covering the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) Short article on webinar event	1 st week of October
3 rd payment	10% of total budget	Implementation Report on Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Italy and Indonesia) webinar, covering the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	2 nd week of October
4 th payment	10% of total budget	Implementation Report on Conservation Webinar #2: Conservation Efforts Outside of Protected Forest Area webinar, covering the following information:	4 th week of October

Payment	Budget	Deliverables	Indicative Timeline
		<ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	
5 th payment	10% of total budget	Implementation Report on Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Poland and Indonesia) webinar, covering the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	2 nd week of November
6 th payment	10% of total budget	Implementation Report on Conservation Webinar #3: Success Story of Conservation Efforts webinar, covering the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	4 th week of November
7 th payment	10% of total budget	Implementation Report on Webinar Series: #ApaKataPekebun Seri 3 – Smallholders and ISPO , covering the following information:	2 nd week of December

Payment	Budget	Deliverables	Indicative Timeline
		<ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	
8 th payment	10% of total budget	<p>Implementation Report on Conservation Webinar #4: Smallholders and Conservation Efforts webinar, covering the following information:</p> <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	4 th week of December
9 th payment	10% of total budget	<p>Implementation Report on Launching Event: NAP SPO x SDGs Alignment Report webinar, covering the following information:</p> <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	3 rd week of January
10 th payment	10% of total budget	<p>Implementation Report on Launching Event: Gender-disaggregated Data and Indicator Report webinar, covering the following information:</p>	2 nd week of February

Payment	Budget	Deliverables	Indicative Timeline
		<ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Minutes of meeting • Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) • Transcript of the event (uploaded as subtitle in YouTube platform) • Short article on webinar event 	

Attachment 1. List of Required Documents

The event organizer shall submit all the following documents in each deliverable, which are:

1. Attendance list

The attendance list must capture the following information: name of participant, gender, name of institution, position or title in the institution, email address, handphone number, location of participants during the webinar (at home or office).

2. Bank account

For each payment to the resource person, moderator and note taker, copy of the ID card and bank account in softcopy should be attached to the invoice.

3. Photo of event

Group photo of the online webinar presenting all the resource persons, moderator and note taker with the virtual background is required to be submitted in the invoice.

4. Payment by bank transfer

The bank transfer receipt to the resource persons, moderator and note taker should be included in the invoice.

5. Copy of Webinar Invitation

The copy of webinar invitation duly signed by the invitee should be included as supporting document in the invoice.

6. Summary of expenditures (with the statement of anti-fraud) to be paid

The template of summary of expenditure will be provided by the project team. The event organizer shall fill the summary of expenditure template, then send it to the project for review and approval.

7. Zoom recording

The zoom recording should comprise the full video and audio recording of the webinar, including the subtitles, if any.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/SPOI/131511/028/2021 – Event Organizer for Sustainable Palm Oil Initiative's Series of Webinar	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for	<input type="checkbox"/> Yes <input type="checkbox"/> No

example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/SPOI/153201/028/202 1 – Event Organizer for Sustainable Palm Oil Initiative's Series of Webinar	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	1st Deliverable (10% out of total contract): Implementation Report on Conservation Webinar #1: High Conservation Values in ISPO Certification webinar, covering the following information: <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
2.	2nd Deliverable (10% out of total contract): Implementation Report on Launching Event: Gender Mainstreaming Policy webinar, covering the following information: <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 	

	<ol style="list-style-type: none"> 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) <p>Short article on webinar event</p>	
3	<p>3rd Deliverable (10% out of total contract):</p> <p>Implementation Report on Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Italy and Indonesia) webinar, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
4	<p>4th Deliverable (10% out of total contract):</p> <p>Implementation Report on Conservation Webinar #2: Conservation Efforts Outside of Protected Forest Area webinar, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
5	<p>5th Deliverable (10% out of total contract):</p> <p>Implementation Report on Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Poland and Indonesia) webinar, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 	

	5. Short article on webinar event	
6	<p>6th Deliverable (10% out of total contract):</p> <p>Implementation Report on Conservation Webinar #3: Success Story of Conservation Efforts webinar, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
7	<p>7th Deliverable (10% out of total contract)</p> <p>Implementation Report on Webinar Series: #ApaKataPekebun Seri 3 – Smallholders and ISPO, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
8	<p>8th Deliverable (10% out of total contract)</p> <p>Implementation Report on Conservation Webinar #4: Smallholders and Conservation Efforts webinar, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
9	<p>9th Deliverable (10% out of total contract)</p> <p>Implementation Report on Launching Event: NAP SPO x SDGs Alignment Report webinar, covering the following information:</p>	

	<ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
10	<p>10th Deliverable (10% out of total contract)</p> <p>Implementation Report on Launching Event: Gender-disaggregated Data and Indicator Report webinar, covering the following information:</p> <ol style="list-style-type: none"> 1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event 	
Total Price		

Breakdown of Fees

Personnel / other elements	Number of Personnel	UOM	Qty	Unit Price	Total Price
Personnel	a		b	c	a x b x c
Event Producer	1	Man-days	90		
Assistant Producer	1	Man-days	90		
Communication Specialist	1	Man-days	30		
Operator/technician	2	Man-days	30		
IT	1	Man-days	30		
Guest Booker	1	Man-days	30		
Graphic Designer	1	Man-days	60		
Admin	2	Man-days	60		
Allowances					
Resource person allowance	40	Persons	1	600.000	
Moderator allowance	1	Person	10		

Note taker allowance	1	Person	10		
Internet allowance for resource persons	40	Persons	1	100.000	
Other expenses (if any)					
Zoom webinar	1	Subscription	6		
Communication					
Other Costs: (please specify)					
Total					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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