



December 12, 2024

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/USA/RFP/24/029

For the establishment of a:

LONG TERM AGREEMENT

In regards to:

SUPPLY/PROVISION OF LOGISTICS AND EVENT MANAGEMENT TO UN ARMENIA

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency on behalf of UN Armenia and its specialized agencies, is seeking qualified Bids for the provision of **Logistics and event management services to support of UN's Programmes located in Armenia**. Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Contractual Forms

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 20 Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 20 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.



All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **January 20, 2025, at 15:00 Copenhagen time.**¹

- a. Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 20.4 Submission of electronic Bids, should reach the email inbox of Bidtender@unfpa.org not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
5. Bids received after the stipulated date and time will be rejected.
6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: *Corporate Procurement Service Team* at scmu.cpt@unfpa.org no later than **January 10, 2025** and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: *John Restrepo, Contract Associate* email: restrepo@unfpa.org

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](https://www.ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.
10. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Process reviewed and approved by:

John Restrepo
Contract Associate

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



United Nations Population Fund
Supply Chain Management Unit (SCMU)
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Website: www.unfpa.org

Supply Chain Management Unit (SCMU)
UNFPA



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SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. UNFPA's Supply Chain Management Unit (SCMU) wishes to enter into non-exclusive Long Term Agreements (LTAs) with qualified suppliers for *services* in support of UN's *Programmes*, located in *Armenia*.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign non-exclusive Long-Term Agreements (LTAs) with multiple suppliers (at least three suppliers) for Three Years. In addition to the initial term, the LTA(s) will have the option of Two-year extension, subject to satisfactory performance and price competitiveness.
- 1.3. In the event of UNFPA signing an LTA the following shall apply:
 - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, located in Armenia.
 - 1.3.2. The LTA template specified in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE, shall be used.
 - 1.3.3. UNFPA will not be committed to purchase any minimum quantity of the goods/services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any costs in the event that no purchase is made under any resulting LTA. All reductions in market prices provided by the supplier will be passed on in full to UNFPA.
 - 1.3.4. The successful Bidder(s) shall have the right to review their prices every 12 months from commencement of the LTA, and shall notify UNFPA in writing 30 days prior to the 12-month period of a proposed price decrease or increase. The successful Bidder(s) shall provide proper justification for any price increase. UNFPA shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the successful Bidder(s) in writing of its decision.
- 1.4. Upon the establishment of the LTA(s) with successful Bidder(s). Secondary Bidding procedures are described in Section 36.

2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested *services* and have legal capacity to perform in the country, or through an authorized representative.
- 2.2. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - 2.2.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.

- 2.2.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 19 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
- 2.2.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
- 2.2.4. The following information must be disclosed in the Bid:
 - 2.2.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
 - 2.2.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
 - 2.2.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.3. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
 - 2.3.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - 2.3.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
 - 2.3.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - 2.3.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.5. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.
- 2.6. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
 - 2.6.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
 - 2.6.2. All parties to the JV shall be jointly and severally liable; and
 - 2.6.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded an LTA, during the validity of the LTA.

3. Cost of Bid

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.



4. Fraud and Corruption

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
 - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - 4.4.4. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 4.4.5. "Obstructive practice" means acts intended to materially impede the exercise of UNFPA's contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
 - 4.4.6. "Unethical practice" means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA's procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. 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.

4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)

5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

6. Disclaimer

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder Declaration Form
Annex E:	Bidder's Previous Experience
Annex F:	Price Schedule Form
Annex G:	Joint Venture Partner Information Form
Annex H:	Checklist of Bid Forms
Section VII:	Contractual Forms
Annex A:	Template of Proposed Long Term Agreement
Annex B:	Bank Guarantee for Advance Payment
Annex C:	Performance Security

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.



- 7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.
- 7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

8. Clarifications of Bidding documents

- 8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

John Restrepo, Contract Associate at restrepo@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **January 10, 2025**, at 15:00 Copenhagen time².

- 8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org)
- 8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

- 9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.
- 9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.
- 9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid

- 10.1. Bid documents and all related correspondence will be written in English.
- 10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above

² <http://www.timeanddate.com/worldclock/city.html?n=69>



shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices

- 11.1. All prices shall be in US dollars (USD) only. Should the submitted Bid result in a LTA, UNFPA will enter the services into an e-procurement system maintained by SCMU that can only accommodate USD. Bidder(s) shall indicate in their offers the currency they would have used for a Bid in the absence of currency constraint. In order to mitigate financial risks, if the value of the USD changes by more than 10% against the indicated currency during the validity of the LTA, the successful Bidder may be asked to adjust the LTA USD prices using the UN exchange rate on the day of Bid submission deadline. The monthly [UN Operational Rate of Exchange \(UNORE\)](#) will be used to determine the percentage of change in USD value against the indicated currency.
- 11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the LTA.

12. Most favored pricing

- 12.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

13. Validity of Bids

- 13.1. Bids must remain valid for 120 calendar days after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

14. Documents establishing eligibility and conformity to Bid documents

- 14.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 17 Technical Bid and 18 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
- 14.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

15. Technical Bid

- 15.1. Documents establishing the eligibility of the Technical Bid:
- 15.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of

the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.

- 15.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
- 15.1.3. Completed Bidder Declaration Form; SECTION VI – ANNEX D: BIDDER DECLARATION FORM
- 15.1.4. Completed Bidder's Previous Experience; SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE in PDF format.
- 15.1.5. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in SECTION II – ANNEX B: INSTRUCTIONS FOR PREPARING TECHNICAL BID in PDF format
- 15.1.6. Supporting documents/information per the Supplier Qualification Requirements; SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 15.1.7. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 15.1.8. Copy of last three years of audited financial statements.

16. Financial Bid

- 16.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 16.2. Please consider the following information when completing the Price Schedule Form:
 - 16.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX F: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
 - 16.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
 - 16.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
 - 16.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

17. Partial Bids

- 17.1. Partial Bids are allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

18. Submission, sealing, and marking of Bids

- 18.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

18.2. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 20.3.

18.3. Submission of electronic Bids

18.3.1. Bidders must enter the following text in the subject line: UNFPA/USA/RFP/24/029, **Company Name**, and specify “Technical Bid” or “Financial Bid”. Example below:

18.3.1.1. UNFPA/USA/RFP/24/029 **[Company name]**, Technical Bid email X

18.3.1.2. UNFPA/USA/RFP/24/029 **[Company name]**, Financial Bid

18.3.1.3. Submissions without this text in the subject line may be rejected.

18.3.2. Electronic submissions must be sent only to Bidtender@unfpa.org. Bids received at Bidtender@unfpa.org mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

18.3.3. The total size of the email submission must **not exceed 20 MB**, including e-mail body, attachments, and headers.

18.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses 17 & 18. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.

18.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Corporate Procurement Service Team at: scum.cpt@unfpa.org

19. Deadline for submission of Bid and late Bids

19.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.

19.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

20. Modification and withdrawal of Bids

20.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.

20.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.

20.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 20 - Submission, sealing and marking of Bids based on the approach utilized. The

respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.

20.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

21. Storage of Bids

21.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA’s RFP.

E. BID OPENING AND EVALUATION

22. Bid opening

22.1. UNFPA will conduct an internal Bid opening on January 20, 2025 at 17:00 Copenhagen time³ at the office of the SCMU.

22.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders’ names and submitted documents shall be announced and recorded on the Technical Bid opening report.

22.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.

22.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders’ names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.

22.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

23. Clarification of Bids

23.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

24. Preliminary examination of Bids

24.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.

24.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.

³ <http://www.timeanddate.com/worldclock/city.html?n=69>

24.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- 24.3.1. Affects in any substantial way the scope, quality, or services specified; or
- 24.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the LTA; or
- 24.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

24.4. UNFPA considers material deviations to include, but not be limited to the following:

24.4.1. During preliminary examination of Bids

- 24.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
- 24.4.1.2. The Bidder indicates in the Bid that they do not accept important LTA conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
- 24.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
- 24.4.1.4. Non-eligibility of the Bidder;
- 24.4.1.5. Financial information is included in the Technical Bid.

24.4.2. During technical evaluation of Bids and qualification of Bidders:

- 24.4.2.1. Bids do not reach the minimum threshold on technical score.
- 24.4.2.2. The Bidder does not meet the minimum conditions for qualification.

24.4.3. During Financial evaluation of Bids:

- 24.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 27.1.3
- 24.4.3.2. Required price components are missing;
- 24.4.3.3. The Bidder offers less quantity than what is required

24.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

25. Non-conformities, errors, and omissions

25.1. Provided that a Bid is substantially responsive:

- 25.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 25.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 25.1.3. UNFPA shall correct arithmetical errors on the following basis:

- 25.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
- 25.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

26. Evaluation of Bids

- 26.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
- 26.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 26.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of LTA award shall not be disclosed to Bidders or any other person not officially concerned with such process until the LTA award is published.
- 26.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or LTA award decisions may result in the rejection of its Bid.
- 26.5. Notwithstanding from the time of Bid opening to the time of LTA award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

27. Technical evaluation

- 27.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

EVALUATION OF TECHNICAL PROPOSALS FOR LOGISTICS AND MANAGEMENT SERVICES	EVENT	Evaluated Companies				
		Max weight	A	B	C	D
1. Organizational and Technical capacity of the company		33				
History of company, its general reputation, competence and reliability		6				
Proven experience in delivering parallel events in different cities for UN, International NGOs', international organizations, embassies, multinational organizations; references & recommendation needed		6				
Proven positive experience in delivering events to the United Nations in Armenia (recommendation letters/reports needed)		8				
At least 5 years previous experience in the same field at the local market with dedicated team to facilitate/support events.		6				



Annual report or audited financial statement, annual turnover	3				
Operational bank account with the ability to handle cash disbursements using banking, mobile or other similar modes	4				
2. Personnel	6				
Experience of managers and other personnel; CVs requested	6				
3. Logistics & Event Management services offered: quality and completeness	35				
Availability of contracts with hotels/conference halls/centers etc. in all provinces	4				
Ability to process official security clearance and campaign's permit	7				
Quality of transportation services - availability of vehicles: moto-cars, mini- vans and mini-buses (same or previous year model- trusted brands)	5				
Financial capability to meet ad hoc requests noting that UN agencies never pays in advance. Payments against completing agreed deliverables	5				
Capability to design the event flow and methodology; example of previous conducted events and references to confirm	5				
Positive experience on similar Programme/Projects within Armenia (please list in details and photos whenever applicable)	6				
Ability to submit English reports	3				
4. Proposed approach	19				
Does the proposal correspond to the TOR	8				
Working hours suggested are acceptable, existence of the service/ assistance beyond working hours and during weekends is available	5				
Quality of submitted samples and pictures of products and services	6				
5. Supplier Relations	2				
Supplier relations with UNFPA and other UN Agencies in Armenia, suggested regular meetings with UNFPA/other UN Agencies	2				
6. Performance Evaluation and Review	5				
System of quality control of the services established	3				
Suggested system of notification of UNFPA/other UN agencies if any deficiencies detected and corrective actions taken. Ability to respond to the enquiry within one working day	2				
TOTAL POINTS RECEIVED	100				

27.2. Scoring Scale System

27.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100

Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

28. Supplier qualification requirements

28.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed LTA.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
1	Legal and regulatory requirements	UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)	
2	Bidder is established as a company and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		
4	Financial stability		
5	Bidder is experienced and technically capable of delivering the LTA		

28.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the LTA satisfactorily before deciding on award.

28.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

29. Financial evaluation

29.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 28.2 and is considered qualified through the supplier qualification process described in clause 30. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

29.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX F: PRICE SCHEDULE FORM. The maximum number of points for the

Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

30. Total score

30.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

$$\text{Total Score} = 70\% \text{ Technical Score} + 30\% \text{ Financial Score}$$

F. AWARD OF LONG TERM AGREEMENT AND FINAL CONSIDERATIONS

31. Award of long term agreement (LTA)

31.1. UNFPA intends to award multiple LTA(s); for at least 3 companies (up to Six LTAs), to the Bidder(s) that obtains the highest, second highest and the third highest combined score of the Technical and Financial evaluation.

31.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

32. Rejection of Bids and annulments

32.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/Purchase Orders or if the Bidder from UNFPA's perspective is not in a position to deliver Purchase Orders that will be issued pursuant to the LTA(s).

32.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the LTA without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

32.3. Bidders waive all rights to appeal against the decision made by UNFPA.

33. Right to vary requirements and to negotiate at time of award

33.1. At the time of award of the LTA and any Purchase Order(s) pursuant to the LTA UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP without any change in the hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

33.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the LTA to ensure that the Financial Bid is competitive on all aspects of the price.

33.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

33.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

34. Signing of the long term agreement (LTA)

- 34.1. The procurement official will send the successful Bidder(s) the LTA valid for initial duration of Two (2) years with possibility of renewal; based on satisfactory performance and written notification, for additional Three (3) years; maximum LTA duration is Five (5) years, which constitutes notification of award. Successful Bidder(s) shall sign and date the LTA, and return it to UNFPA within 10 calendar days of receipt of the LTA. To facilitate the process of signing the LTA, Bidders are expected to have reviewed the LTA template found in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE of the Bidding documents prior to submitting a Bid. After receipt of any Purchase Order(s) issued pursuant to the signed LTA, the successful Bidder shall deliver the goods and/or services in accordance with the delivery schedule outlined in the Purchase Orders.
- 34.2. The LTA will be established between the successful Bidder(s) and UNFPA to allow UNFPA to contract the provision of the specified goods/services. The resultant Agreement represents an offer on the part of the successful Bidder(s) to provide UNFPA with goods/services, at the prices agreed and under the Conditions of Contract detailed for the duration of the Agreement. These Agreements will not be considered as contracts, nor oblige UNFPA to any financial commitment whatsoever. Only Purchase Orders made pursuant to such Agreements will constitute a commitment on UNFPA's part.
- 34.3. UNFPA reserves the right to discontinue the agreements if the supplier's performance is not satisfactory to UNFPA.
- 34.4. Upon the establishment of the LTA with successful Bidder(s), the following secondary Bidding procedures will be followed each time there is a requirement for the goods and/or services (noting that UNFPA reserves the right to conduct secondary Bidding in the future through an on-line system):
 - 34.4.1. A Request for Quotation (RFQ) will be sent to all the firms with whom an LTA has been signed for the required goods/services.
 - 34.4.2. Bidder(s) will be required to provide their best FCA and CPT prices (for goods)/rates (for services), bearing in mind that the FCA/CPT prices (for goods)/rates (for services) cannot exceed the maximum ceiling unit prices in the LTA.
 - 34.4.3. Bidder(s) will normally be given a maximum of two weeks to provide a quotation. Depending on the complexity of the request and the destination, more time may be given.
 - 34.4.4. Quotations will be evaluated based on the lowest price most technically acceptable methodology. At the moment of submitting the RFQ the procurement official will provide indications on the evaluation parameters.
 - 34.4.5. UNFPA reserves the right to either purchase CPT or FCA to nearest airport/port and to contract the freight component separately, whichever combination is in the best interest of UNFPA.
 - 34.4.6. UNFPA reserves the right to accept all or part of the Quote.

- 34.4.7. Depending on the quantities being requested at the secondary Bidding stage or the complexity of the need, Bidders may be requested to provide a performance security.
- 34.4.8. The successful Bidder(s) may be requested to quote for goods and/or services not covered by the LTA; these should be clearly identified as non-LTA items in the Quote.
- 34.4.9. Bidder(s) invited to a secondary Bidding that systematically fail to respond regularly to UNFPA RFQs without valid justification may not continue to be invited to submit Quotes.

35. Publication of Contract Award

- 35.1. UNFPA will publish the contract award on [United Nations Global Marketplace](#) with the following information: Supplier Name and Country, Description of the Goods or Services and the date of the contract.
- 35.2. Additionally, for every Purchase Order UNFPA will publish on [United Nations Global Marketplace](#), unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Purchase order amount and the issue date of the purchase order.

36. Payment Provisions

- 36.1. UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

37. Bid protest

- 37.1. Any Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a LTA may lodge a complaint directly to the Chief, Supply Chain Management Unit (SCMU) at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the supplier within 10 calendar days, if required, advise the Bidder on further recourse.

38. Documents establishing sustainability efforts of the Bidder

- 38.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Supply Chain Management Unit at procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.

SECTION II: TERMS OF REFERENCE (TOR)

Background

To achieve time and cost efficiency while ensuring outstanding quality of service, UNFPA Armenia CO on behalf of UN Armenia and its specialized agencies envisages to enter Long Term Agreements with 2 qualified local Service Providers for the provision of Event Management Services throughout the country (covering all regions of Armenia) for an initial period of two years with the option to extend for one additional year, subject to a satisfactory performance evaluation.

It is anticipated to award the contract to up to 6 qualified Service Providers (SP). The 1st choice service provider will be expected to be performing services for all events, budget of which is estimated up to a certain threshold.

For the events valued above the mentioned threshold, secondary competition is envisaged between the 1st SP and the 2nd SP.

The average annual volume of events conducted by (UN Agency) is expected approximately 100 events across the country in total for about USD 1,200,000.00 (one million two hundreds thousand US Dollars). Any agreement resulting from this Request for Proposal carries with it no guarantee of future business levels.

Purpose

The most competent Event Management service providers, as referred to in this TOR, shall apply for the announced Request for Proposal (RFP) aiming at provision of venue/accommodation/meals, training and conference facilities for UN staff and its consultants/guests for official business purposes.

The application (technical and financial) should maximally meet the requested criteria – this is the main pre-requisite of submitting a successful RFP (more details on submission procedure are available in the RFP).

Objective

UNFPA on behalf of UN Armenia and its specialized agencies residing in Armenia is hereby requesting proposals from Event Management service providers who are interested to cooperate in provision of various accommodation/workshop/conference facilities regularly required by the UN in Armenia. Having signed LTA with the duly selected service providers in requested area will release the procedural burden of going through tendering and selection procedures for any UN Agency who is mentioned in the list of co-signatories to it. It is a time/energy/effort-saving agreement based on proper selection process and mutual trust, which overall leads to successful cooperation.

Activities to be carried out is divided into two groups as per the following schedules:

- Services to be quoted for a fixed price, these prices will be used for the duration of the contract.
- Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement.



1. Services to be quoted for a fixed price, these prices will be used for the duration of the LTA contract.

Item	Service Description	Pricing methodology
1- Transportations & Airport Pickup: using same or previous year Vehicle Models including driver, fuel , at least 120 KM per day free, recommended brands such as: EU, Japanese or Korean brands, all safety and security tools including First Aid kits available in each vehicle		
1.1	Bus 50 Pax	Per hour rate
1.2	Minibus 11 pax	Per hour rate
1.3	Coaster 32 Pax	Per hour rate
1.4	Coaster 20 Pax	Per hour rate
1.5	Four wheels (4X4) Land Cruiser 5 & 7 seats	Per hour rate
1.6	Sedan vehicles 5 -7 seats	Per hour rate
1.7	Extra KM charges	Per hour rate
1.8	Overnight charges for driver	Per hour rate
2- Food & Beverage Meals: catering outside hotels in/out		
2.1	One coffee break including soft drink and water;(Please specify contains of each meal)	Per pax
2.2	2 coffee breaks (morning and afternoon) including soft drinks and water; (Please specify contains of each meal	Per pax
2.3	Lunch: hot meals + water and juice/soft drink; Please specify contains of each meal	Per pax
3. Event Equipment (Audio / Visuals, Setup), Theatre Performance, Concerts, Marathons..etc in/out		
3.1	Sound system including 2 speakers, mixer, cables, technician	Per day
3.2	Extra wireless hand mics	Unit/day
3.3	Extra wireless clip or head mics	Unit/day
3.4	Extra Conference microphone - wired	Unit/day
3.5	Extra Conference microphone (wireless)	Unit/day
3.6	LCDs plasma screen	Unit/day
3.7	LED Comfort screens	Per meter square / day



3.8	Projector	Unit/day
3.9	Live streaming solution (system, equipment, operator)	System/day
3.10	4G/5G internet connection (backup)	Unit/day
4 - Professional Support Services		
4.1	Protocol coordinator	Per day
5 - Event Production, branding & visibility		
5.1	Booth Set-up (Wood, Printing, Set-up, Equipment)	Per meter square
5.2	Display Stand 100*200 cm outdoor self-standing	Per meter square
5.3	Exhibitions stands/boxes L 60cm*W 40cm*H 100cm (for displaying items on top of it)	Per Unit
5.4	Backdrop/ Media Wall (high quality printed banner on wooden frame full colors, one side printing)	Per meter square
5.5	X Banners; full colors one side printing 1*2m	Per Unit
	X Banners; full colors one side printing 0.80*2m	Per Unit
5.6	Roll-ups ; full colors, one side printing, 0.80*2m	Per Unit
	Roll-ups ; full colors, one side printing, 1*2m	Per Unit
	Roll-ups ; full colors, one side printing, 1.5*2m	Per Unit
5.7	Pop-ups PVC sheets, full colors, one side printing 250*300 cm	Per Unit

	Pop-ups PVC sheets, full colors, one side printing 300*300 cm	Per Unit
	Pop-ups PVC sheets, full colors, one side printing 400*300 cm	Per Unit
6 - Simultaneous Interpretation for live and virtual events: Equipments		
6.1	Interpretation system including isolated, booth, CU, transmitters and interpreter console	Per day/Cabin
6.2	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 50 pax	Per day
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 100 pax	Per day
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 300 pax	Per day
6.3	Headset/Interpretation receivers	Per unit/day
6.4	Handheld wireless microphone	Per unit/day
	Wired microphone	Per unit/day
	Conference microphone	Per unit/day
	Neck microphone	Per unit/day
7 -Branding and Promotional Items: design and production for small quantities (digital and offset).		
7.1	Flyers/leaflets; A5 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit
	Flyers/leaflets; A4 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit
	Flyers/leaflets; A5 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit
	Flyers/leaflets; A4 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit
7.2	Folded Flyers/leaflets; A5 closed A4 open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit
	Folded Flyers/leaflets; A4 closed A3 Open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit
7.3	Brochures; A5 , folded, full colors, two sides printing, +200gr 8 pages	Per unit
	Brochures; A4 folded, full colors, two sides printing, +200gr 8 pages	Per unit
7.4	Paper Folders; fit for A4 papers (22cm*32cm); two sides printing, full colors, laminated matte/glossy with 2 pockets	Per unit

7.5	Booklets; A5 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit
	Booklets; A4 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding.	Per unit
	Booklets; A4 size, 12-20 pages including covers full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit
7.6	Block note; A5 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit
	Block note; A4 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit
	Block note; A5 size, full colors cover, 100 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit
	Block note; A4 size, full colors cover, 100 papers, 80gr, inner 1 color printing without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit
7.7	Desk Calendar; full colors, hard cover, laminated matte/glossy, A5 with double wire binding, 300-350gr 12 pages	Per unit
7.8	Posters; 50cm*70cm, full colors, one side printing 350gr, Couche, laminated matte/glossy with holes and double face-adhesive	Per unit
7.9	Invitation cards with envelopes, folded & unfolded, A5, full colors one side printing	Per unit
7.10	Invitation cards with envelopes, folded & unfolded, A5, full colors two sides printing	Per unit
7.11	Branded Envelopes, A5, full color, one side printing, self-adhesive, +80gr	Per unit
	Branded Envelopes, A4, full color, one side printing, self-adhesive, +80gr	Per unit
	Branded Envelopes, A3, full color, one side printing, self-adhesive, +80gr	Per unit
	Branded Envelopes, American Size, full color, one side printing, self-adhesive, +80gr	Per unit
7.12	Caps; free size, cotton, printed, full colors	Per unit

	Caps; free size, cotton, embroidery, full colors	Per unit
7.13	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , S-XXL sizes	Per unit
	T-shirts; 65-95% cotton long sleeves, different colors, full colors printing A4 one side; S-XXL sizes	Per unit
	T-shirts dry fit short sleeves, V/round neck, different colors, full colors printing A4 in one side, S-XXL sizes	Per unit
	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit
	T-shirts; 65-95% cotton long sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit
	T-shirts; extra side printing	Per unit
7.14	Polo-shirts; 65-95% cottons short sleeves, different colors, full colors A4 printing in one sides,	Per unit
	Polo-shirts; 65-95% cotton long sleeves, different colors, full colors A4 printing in one side,	Per unit
	Milton Polo- Shirts: school shirts, long sleeves, different colors, embroidery logos on one side, children sizes 6- 18 Years	Per unit
	Polo-shirts ; extra side printing	Per unit
7.15	Branded pens; one side printing, Plastic pen	Per unit
	Branded pens; one side printing/engraving, metal pen	Per unit
7.16	Tote Bags; 40*35cm, Long or short handle, full colors printing in one side	Per unit
	Tote Bags; 50*60cm, Long or short handle, full colors printing in one side	Per unit
	Standard youth Back bag with branding in one side	Per unit

	Tote Bags; extra side printing	Per unit
7.17	Mugs; White Ceramic, full printing in full colors, microwave-safe	Per unit
8 - Film Making ; Personnel & Equipment, Supply Media Material (USB, CDs, Media Cards)		
8.1	Photography / videography interviews Sound Equipment	Daily rate
8.2	Photography / videography interviews Light Equipment	Daily rate
8.3	Videographer up to 8 hours (with FHD camera and lenses set)	Daily rate
8.4	Photographer up to 8 hours (with FHD camera and lenses set)	Daily rate
8.5	Digital/SLR Camera Including Batteries, Memory Cards, and Lenses	Daily rate
8.6	Branded USB 32 GB with material (metal, wood or plastic with engraving or printing)	Per unit
9 - Postproduction and Editing (Video 3 - 5 Minutes duration)		
9.1	Editor	Per minute
9.2	Translation and Subtitles	Per minute
9.3	Voice Over	Per minute
9.4	video animation 2D / infographic video	Per minute
10 - Social Media Services		
10.1	Social Media Campaign Management	Per week
10.2	Video graphics (1 minute)	Per minute
10.3	Boosting/Promoting Posts for Increasing Likes and shares (Min 100,000 Like/Share) Facebook, Instagram and Twitter	CPM cost per mile
10.4	Boosting/Promoting Posts for Increasing Views (Min 100,000 View)	CPM cost per mile
11 - Management fees for conducting events on behalf of the UN agencies: Event Management fees will be paid whenever there is a whole event to be handled by the vendor		
11.1	Capitol	Percentage of the total expenses covered by the vendor
11.2	Outside the capitol (including vendor charges for accommodation, travel & meals)	Percentage of the total expenses covered by vendor

2. Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement. Please mark YES or NO for each of the following services describing your ability to Perform the services under this category according to UNFPA conditions;

Item	Service description	Pricing methodology	YES/NO
12 - Hotel Services (Accommodations, catering, rentals....) inside/outside: Minimum quality and service standard provided based on UNDSS list of recommended hotels (different categories in each Governorate). UNDSS List attached			
12.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ..etc Plus the agreed management fees	
12.2	Booking accommodation inside Youth Centers, Military & Governmental hotels and/or any other special requests.		
12.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms , VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, parking..etc		
13 - Rental of Venue other than hotels in/out side, based on the needs and number of participants			
13.1	Inside Governmental entities	Original stamped invoices, and pre-approved quotation for non-receipted expenses plus agreed management fees	
13.2	Other locations as requested		
13.3	Conference Halls		
14 - Custom Catering services for events: form catering providers and Hotels			
14.1	Seated Dinner	original invoices by food supplier is required plus agreed management fees	
14.2	Outdoor Catering services		
14.3	Other catering & cutlery services (knives, forks, and spoons used for eating or serving food)		
15 - Stationary items for events: items to be procured on behalf of UN Agencies for the use during the events			
15.1	Event stationeries: notebooks, pens, flipcharts including paper sheets, markers, white& colored papers, sticky notes, staplers, punchers, cutters, scissors ...etc.	To be settled against pre-approved quotation & original invoices plus agreed management fees	
16 - Public Relations Services: Very well public relations network with Media including (but not limited to):			
16.1	Master of Ceremony	Pre-approved quotation and/or signed contract with service provider plus agreed management fees	
16.2	Media Coverage/Journalists		

1. The Service Provider is to provide offers containing information on suitable and available conference facilities and event management related services to meet the requirements of UN Agency request in accordance with sub-providers' actual price-lists and with prices/minimum discounts fixed in financial proposal. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
2. The Service Provider has to ensure that the recommended venues have the following facilities and conditions:

General Facilities and Conditions:

- Availability of discount rate for all type of services.
- Availability of security system in venues: fire safety system, surveillance camera in the key areas, outside lighting of territory; medical center, firefighting and police stations at 15 minutes response distance.
- Availability of space for temporary parking.
- Availability of electricity back-up/generator, cold/hot water, heating system, A/C and ventilation systems, elevator (for cases when venue is on 2nd floor or higher), water closets nearby the event room.
- Availability of internet connection with internal and external hotel/venue area coverage.
- Accessibility for people with disabilities to the building, conference hall and rooms.
- Availability of restaurant and bar, gym, swimming pool.
- Possibility of early check-in.
- Possibility to minimize the timing for cancelation charges.
- Acceptance of international and local credit cards.

More detailed requirements to be provided with each request for services.

3. The successful Service Providers shall provide full, prompt, accurate and expert event management products and services to UN Agencies in Armenia from 09:00 am to 18:00 pm during working days. In addition, the Service Providers will provide for 24 hours a day emergency service, as well as for services during weekends and official holidays where emergency event management service is required, including requests originated in English language. Service Provider's employees shall always be reachable by phone.



4. In case the requested event management services cannot be confirmed, the Service Providers to notify UN Agency of the problem and provide, where possible, alternative quotations for consideration.
5. The Service Provider is to accurately advise UN Agency of deadlines and other relevant information every time to avoid cancellations of bookings which may result in cancellation charges.
6. The Service Provider is to ensure that quotations/invoices for event management services are issued based on the special agreed minimum discounts and/or price rates fixed in the LTA.
7. The Service Provider is to provide UN Agency travelling participants with the required transportation means to and from the event with online/offline relevant information on event venue, security procedures, road/traffic conditions, weather conditions, etc.
8. The Service Provider is to process changes/cancellations duly authorized by UN Agency to agreed event management services as required.
9. The Service Provider is to absorb charges for event management service cancellation and/or change which are due to no UN Agency fault.
10. The Service Provider is to deliver event management services based on proper authority from the relevant UN Agency requesting unit.
11. The Service Provider is to provide emergency event management services after working hours or at a weekend as requested.
12. The Service Provider is to ensure that the quoted offers to meet the minimum specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
13. The Service Provider is to make timely arrangements for serving meals (lunch, coffee breaks, dinner, reception) in line with the approved UN Agency request. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
14. The Service Provider to make timely arrangements for and ensure electronic and audio-visual equipment are rented, installed and fully functional (screen, LCD, pointers, notebooks/laptops, desktop, printers, photocopy machine, conference system, system for simultaneous translation, tape recorder, lightning, cable extension, etc.). Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
15. The Service Provider is to timely arrange an event consumable: flipchart paper, markers, participant folder with stationery and materials, name tag, direction signs holders, name

tent holders, etc. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.

16. The Service Provider is to arrange internet access in the venue areas, seating and venue arrangement/decoration, direction guiding signs. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
17. The Service Provider is to arrange participants' registration to the event, including (a) creation of participant list; (b) invitation of participants (if required); (c) staffing of event reception/registration desk; (d) monitoring of and reporting on actual attendance at the event. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
18. The Service Provider is to arrange copying and printing of information materials for the participants as per samples/design layouts provided by UN Agency requesting unit request. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
19. The Service Provider is to liaise and coordinate with conference venue management on all the organizational issues.
20. The Service Provider assigns a dedicated managing official to serve as focal point for communication with UN Agency.
21. The Service Provider assigns competent staff to facilitate UN Agency workshops, conferences and events.
22. The Service Provider provides accessibility for UNDSS staff to conduct security assessment of the hotel/venue when requested.

Accommodation:

- Availability of standard single and double rooms to accommodate the required number of people.
- Other room types may be offered as per request.
- Possibility of early check-in.
- Possibility of room upgrades (provision of double room at the rate of a single room)
- Accessibility for people with disabilities to the rooms.
- Availability of internet connection in rooms
- Availability of basic facilities in the rooms: tea/coffee facilities, bathroom, A/C, heating system, TV, telephone, constant hot and cold water.
- Conformity with basic cleanliness standards.



1. The Service Provider is to provide offers arranged in appropriate formal quotation with information on suitable and available accommodation to meet the requirements of UN Agency request in accordance with prices/discounts fixed in financial proposal. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
2. The hotel accommodation may be subject to the UN' security clearance that the Service Provider should confirm with UN before reservation.
3. In the event the requested accommodation services cannot be confirmed, the Service Providers to notify UN Agency requesting unit of the problem and provide, where possible, alternative quotations for consideration.
4. The Service Provider to ensure that invoices for accommodation services are issued based on the special agreed minimum discounts and/or price rates fixed in LTA
5. The Service Provider to process duly authorized by UN Agency changes/cancellations to agreed accommodation services as required.
6. The Service Provider to absorb charges for accommodation service cancellation and change
7. which are due to no UN Agency's fault;
8. The Service Provider to deliver accommodation services based on proper authority from the relevant UN Agency requesting unit.
9. The Service Provides to provide emergency accommodation services after working hours or at a weekend as requested.
10. The Service Provider to ensure that the quoted offers to meet the minimum specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
11. The Service Provider to make the requested room reservations for lodging accommodations in accordance the special agreed minimum discounts. This service shall include initiating and confirming reservations, communicating the reservation status with the UN Agency, and confirming the all-inclusive or any other type of rate requested at which the reservation is made. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.
12. The Service Provider negotiates with the sub-contractor for possibility of early check-in and room upgrades.
13. The Service Provider should assist UN Agency (when necessary) in negotiating with sub-contractors on preferred accommodation conditions and deadlines for UN Agency.

Conference Facilities:

- Availability of conference rooms for the required number of meeting/ training/ conference participants:
 - 10-30 people (theatre style or U-shape style)
 - 30-50 people (theatre style or U-shape style)
 - 50-70 people (theatre style or U-shape style)
 - 70-100 people (theatre style or U-shape style)
 - 100 and more people (theatre style or U-shape style)
 - Accessibility for people with disabilities
 - Availability of proper cooling/heating system
 - Availability of stationary supplies: flip charts, markers, pens, pencils and notepads.
 - Half day meeting package (1 coffee/tea break inclusive of bottled water, snacks, assorted fruit bowls, lunch)
 - Full day meeting package (2 coffee/tea breaks inclusive of bottled water, snacks, assorted fruit bowls, lunch)
 - Availability of necessary equipment:
 - ✓ Audio/Sound system
 - ✓ Video system /TV/DVD and overhead projector with screen
 - ✓ Full set of Infrared Simultaneous Interpretation System for 2 and 3 channels including but not limited to:
 - table microphones
 - wireless ear-phones
 - sound amplification equipment
 - for 2 channels: 1 two-place soundproof booth + 1 panel for translators
 - for 3 channels: 2 two-place soundproof booth + 2 panels for translators
1. The Service Provider ensures that all equipment to be installed and tested at least 1.5 hours in advance, before the event.
 2. The Service Provider ensures trouble-free operation of the equipment during the event.
 3. The Service Provider assigns qualified IT personnel to assist in IT equipment set-up during the conference.



Catering Service:

- Breakfast
 - Lunch
 - Dinner
 - Coffee break
1. The Service Provider informs if meal is included in the room rate or is charged separately.
 2. The Service provider provides details of the menu, indicates if the menu is standard or selective. In case if selective menu is available, the composition of menu should be agreed between Service Provider and UN Agency.
 3. Coffee break details and composition should be agreed beforehand between Service Provider and UN Agency.

Transportation:

1. The Service Provider is to arrange transportation of event participants to and from venue of the event(s).
2. The Service Provider is to provide in-country transportation services when needed, including airport pick-up and drop-off.
3. The Service Provider ensures safe and secure transportation of event participants.

Copying and Printing Service:

This service may include, but not limited to copying and printing of event related information documents (black & white and colored), such as agenda, nametags, leaflets etc. Specific requirements for each call-off request will be provided/agreed in writing prior to commencement of the services.

Specific Requirements:

The set of qualifications/requirements as well as detailed instruction on how to apply can be found in the Request for Proposal (RFP). In order to fit to the requirements set forth in the RFP and become a successful partner for the UN and its specialized agencies, the successor companies that will be awarded UN LTA, is to comply to the below specific requirements as well:

- Responsiveness to queries and quality assurance: The Contractor shall assign a focal point(s) with always reachable contact information who will be assigned specifically to work with UN and its specialized agencies. This person(s) should be able to successfully liaise/co-ordinate/respond to inquiries received from UN and its specialized agencies in a timely and proper manner.
- Pricing and any other change as compared to the initial agreement (LTA): The LTA holder shall notify UN focal point(s) assigned for UN and its specialized agencies (as mentioned in the LTA



agreement) immediately in case of any advantageous/disadvantageous technical changes and/or downward/upward pricing of the Services during the validity time of this Agreement. UN then shall consider the impact of any such event and may request an amendment to the initial Agreement. Only after the Amendment to the initial agreement is signed and shall come into effect, the changes imposed by the contractor can be applied. Please note that provided prices cannot be changed at least one year starting from the date of signing the LTA. In case of price changes after one year period service provider must inform UNFPA contact person officially in form of written letter. Otherwise the LTA prices will be considered as default prices and effective at the moment of service requirement.

- UN and its specialized agencies are supporting Green Policy: The Contractor must be able to demonstrate that all the services provided to UN and its specialized agencies are environmentally friendly and do in no case harm our environment.

Qualifications and Experience Requirements

- Organization registered and legally operating in the Republic of Armenia.
- Qualifications or specialized knowledge required for the organization of small- and large-scale events.
- 5 year experience in organizing events and similar activities.
- Availability of a key staff with knowledge of English and Armenian languages, who demonstrates ability to work in harmony with UN personnel, highly motivated, with strong interpersonal, organizational and communication skills, positive and professional approach.
- Work experience with UN is an asset.

SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16.1

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of the entire Bid.



United Nations Population Fund
Supply Chain Management Unit (SCMU)
Marmorvej 51, 2100 Copenhagen, Denmark
Email: scmu.cpt@unfpa.org
Website: www.unfpa.org

SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

Provision of Services	For contract/PO values equivalent or over USD 100,000 covering services	English	French	Spanish
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SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

LTA RATES	The rates charged for the services performed shall not be adjustable.
GOODS AND SERVICES DEFINED	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p>
KEY PERFORMANCE INDICATORS	<p>Successful Bidder's performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Goods and Services:</p> <ul style="list-style-type: none"> • Timely delivery of goods and services based on client requirements • Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) • Effective and timely communication and documents handling • Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions) <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
PAYMENT TERMS	<p>UNFPA's policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA's policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount.</p>



	Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.
LIQUATED DAMAGES	In the event of a LTA being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the LTA and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 3% of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.

SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements

- 1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: Provision of Services (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

2. Legal status of the Bidder

- 1.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
- 1.2. In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an agent in the country that is equipped and able to carry out the supplier's maintenance, training, repair and spare parts-stocking obligations prescribed in the SECTION I: INSTRUCTIONS TO BIDDERS and SECTION II: TERMS OF REFERENCE (TOR)

3. Bidder's eligibility

- 2.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (SECTION VI – ANNEX A: BID SUBMISSION FORM)
- Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
 - Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

4. Financial stability

- 3.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.
- 3.2.



Financial Ratio	2020	2021	2022	2023
Current ratio				
Quick ratio				
Debt ratio				
.....				

3.3. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.

3.4. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

5. Experience and Technical Capacity

- Company's managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period.



SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

Description		Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder's Previous Experience	Mandatory	PDF
Annex E:	Price Schedule Form	Mandatory	PDF & Excel
Annex F:	Joint Venture Partner Information Form	Optional	PDF
Annex G:	Checklist of Bid Forms	Not Applicable	Not Applicable



SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

To:	UNFPA <i>[Insert name of Office]</i>	Date:	
	<i>[Insert name of Procurement Official]</i>	Email:	<i>[Insert E-mail of Procurement Official]</i>
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>[Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject:	UNFPA/USA/RFP/24/029		

- ☐ YES, we intend to submit a bid in response to the above mentioned RFP.
- ☐ NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated
- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

- ☐ YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
- ☐ No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

Name:		E-mail:	
Post Title:		Telephone	



SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA

[Insert Address of office coordinating Bid process]

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/USA/RFP/24/029 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.

Original term/condition per RFP UNFPA/USA/RFP/24/029 and the subsequent revisions	Proposed deviation (alternate clause), by the undersigned	Reason for proposing alternate clause

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

	On behalf of Business Authority	On behalf of Legal Authority
Signature:		
Name:		
Title:		
Name of Company:		
Telephone:		
Email:		



SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/USA/RFP/24/029,

1. Organizational Information	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification	
International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to Bid)	

3. Expertise of Staff	
Total number of staff	
Number of staff involved in similar supply LTAs	



4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



SECTION VI – ANNEX D: BIDDER DECLARATION FORM

UNFPA/USA/RFP/24/029,

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ⁴ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

⁴ “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:



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Website: www.unfpa.org

UNGM N°:

Postal Address:

Email:



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SECTION VI – ANNEX E: BIDDER’S PREVIOUS EXPERIENCE

Order No. & Date	Description ⁵	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:		Countersigned by and stamp of Chartered Accountant	
Name and title:		Name and title:	
Name of Company:		Name of Company:	
Telephone:		Telephone:	
Email:		Email:	
Date:		Date:	

⁵ Please indicate relevant contracts to the one requested in the RFP.

SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex F: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 20 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Item	Service Description	Pricing methodology	Price
1- Transportations & Airport Pickup: using same or previous year Vehicle Models including driver, fuel , at least 120 KM per day free, recommended brands such as: EU, Japanese or Korean brands, all safety and security tools including First Aid kits available in each vehicle			
1.1	Bus 50 Pax	Per hour rate	
1.2	Minibus 11 pax	Per hour rate	
1.3	Coaster 32 Pax	Per hour rate	
1.4	Coaster 20 Pax	Per hour rate	
1.5	Four wheels (4X4) Land Cruiser 5 & 7 seats	Per hour rate	
1.6	Sedan vehicles 5 -7 seats	Per hour rate	
1.7	Extra KM charges	Per hour rate	
1.8	Overnight charges for driver	Per hour rate	
2- Food & Beverage Meals: catering outside hotels in/out			Price
2.1	One coffee break including soft drink and water;(Please specify contains of each meal)	Per pax	
2.2	2 coffee breaks (morning and afternoon) including soft drinks and	Per pax	

	water; (Please specify contains of each meal		
2.3	Lunch: hot meals + water and juice/soft drink; Please specify contains of each meal	Per pax	
3. Event Equipment (Audio / Visuals, Setup), Theatre Performance, Concerts, Marathons..etc in/out			Price
3.1	Sound system including 2 speakers, mixer, cables, technician	Per day	
3.2	Extra wireless hand mics	Unit/day	
3.3	Extra wireless clip or head mics	Unit/day	
3.4	Extra Conference microphone - wired	Unit/day	
3.5	Extra Conference microphone (wireless)	Unit/day	
3.6	LCDs plasma screen	Unit/day	
3.7	LED Comfort screens	Per meter square / day	
3.8	Projector	Unit/day	
3.9	Live streaming solution (system, equipment, operator)	System/day	
3.10	4G/5G internet connection (backup)	Unit/day	
4 - Professional Support Services			Price
4.1	Protocol coordinator	Per day	
5 - Event Production, branding & visibility			Price
5.1	Booth Set-up (Wood, Printing, Set-up, Equipment)	Per meter square	
5.2	Display Stand 100*200 cm outdoor self-standing	Per meter square	
5.3	Exhibitions stands/boxes L 60cm*W 40cm*H 100cm (for displaying items on top of it)	Per Unit	
5.4	Backdrop/ Media Wall (high quality printed banner on wooden frame	Per meter square	

	full colors, one side printing)		
5.5	X Banners; full colors one side printing 1*2m	Per Unit	
	X Banners; full colors one side printing 0.80*2m	Per Unit	
5.6	Roll-ups ; full colors, one side printing, 0.80*2m	Per Unit	
	Roll-ups ; full colors, one side printing, 1*2m	Per Unit	
	Roll-ups ; full colors, one side printing, 1.5*2m	Per Unit	
5.7	Pop-ups PVC sheets, full colors, one side printing 250*300 cm	Per Unit	
	Pop-ups PVC sheets, full colors, one side printing 300*300 cm	Per Unit	
	Pop-ups PVC sheets, full colors, one side printing 400*300 cm	Per Unit	
6 - Simultaneous Interpretation for live and virtual events: Equipment			
6.1	Interpretation system including isolated, booth, CU, transmitters and interpreter console	Per day/Cabin	
6.2	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 50 pax	Per day	
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 100 pax	Per day	
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 300 pax	Per day	
6.3	Headset/Interpretation receivers	Per unit/day	

6.4	Handheld wireless microphone	Per unit/day	
	Wired microphone	Per unit/day	
	Conference microphone	Per unit/day	
	Neck microphone	Per unit/day	
7 -Branding and Promotional Items: design and production for small quantities (digital and offset).			
7.1	Flyers/leaflets; A5 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit	
	Flyers/leaflets; A4 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit	
	Flyers/leaflets; A5 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit	
	Flyers/leaflets; A4 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit	
7.2	Folded Flyers/leaflets; A5 closed A4 open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit	
	Folded Flyers/leaflets; A4 closed A3 Open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit	
7.3	Brochures; A5 , folded, full colors, two sides printing, +200gr 8 pages	Per unit	
	Brochures; A4 folded, full colors, two sides printing, +200gr 8 pages	Per unit	
7.4	Paper Folders; fit for A4 papers (22cm*32cm); two sides printing, full colors, laminated matte/glossy with 2 pockets	Per unit	
7.5	Booklets; A5 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit	
	Booklets; A4 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding.	Per unit	
	Booklets; A4 size, 12-20 pages including covers full colors, two sides printing, laminated matte/glossy, inner	Per unit	

	pages 170gr outer covers 250gr, stitching and 2 staples binding		
7.6	Block note; A5 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit	
	Block note; A4 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit	
	Block note; A5 size, full colors cover, 100 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit	
	Block note; A4 size, full colors cover, 100 papers, 80gr, inner 1 color printing without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit	
7.7	Desk Calendar; full colors, hard cover, laminated matte/glossy, A5 with double wire binding, 300-350gr 12 pages	Per unit	
7.8	Posters; 50cm*70cm, full colors, one side printing 350gr, Couche, laminated matte/glossy with holes and double face-adhesive	Per unit	
7.9	Invitation cards with envelopes, folded & unfolded, A5, full colors one side printing	Per unit	
7.10	Invitation cards with envelopes, folded & unfolded, A5, full colors two sides printing	Per unit	
7.11	Branded Envelopes, A5, full color, one side printing, self-adhesive, +80gr	Per unit	
	Branded Envelopes, A4, full color, one side printing, self-adhesive, +80gr	Per unit	
	Branded Envelopes, A3, full color, one side printing, self-adhesive, +80gr	Per unit	
	Branded Envelopes, American Size, full color, one side printing, self-adhesive, +80gr	Per unit	
7.12	Caps; free size, cotton, printed, full colors	Per unit	

	Caps; free size, cotton, embroidery, full colors	Per unit	
7.13	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , S-XXL sizes	Per unit	
	T-shirts; 65-95% cotton long sleeves, different colors, full colors printing A4 one side; S-XXL sizes	Per unit	
	T-shirts dry fit short sleeves, V/round neck, different colors, full colors printing A4 in one side, S-XXL sizes	Per unit	
	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit	
	T-shirts; 65-95% cotton long sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit	
	T-shirts; extra side printing	Per unit	
7.14	Polo-shirts; 65-95% cottons short sleeves, different colors, full colors A4 printing in one sides,	Per unit	
	Polo-shirts; 65-95% cotton long sleeves, different colors, full colors A4 printing in one side,	Per unit	
	Milton Polo- Shirts: school shirts, long sleeves, different colors, embroidery logos on one side, children sizes 6- 18 Years	Per unit	
	Polo-shirts ; extra side printing	Per unit	
7.15	Branded pens; one side printing, Plastic pen	Per unit	
	Branded pens; one side printing/engraving, metal pen	Per unit	
7.16	Tote Bags; 40*35cm, Long or short handle, full colors printing in one side	Per unit	
	Tote Bags; 50*60cm, Long or short handle, full colors printing in one side	Per unit	

	Standard youth Back bag with branding in one side	Per unit	
	Tote Bags; extra side printing	Per unit	
7.17	Mugs; White Ceramic, full printing in full colors, microwave-safe	Per unit	
8 - Film Making ; Personnel & Equipment, Supply Media Material (USB, CDs, Media Cards)			
8.1	Photography / videography interviews Sound Equipment	Daily rate	
8.2	Photography / videography interviews Light Equipment	Daily rate	
8.3	Videographer up to 8 hours (with FHD camera and lenses set)	Daily rate	
8.4	Photographer up to 8 hours (with FHD camera and lenses set)	Daily rate	
8.5	Digital/SLR Camera Including Batteries, Memory Cards, and Lenses	Daily rate	
8.6	Branded USB 32 GB with material (metal, wood or plastic with engraving or printing)	Per unit	
9 - Postproduction and Editing (Video 3 - 5 Minutes duration)			
9.1	Editor	Per minute	
9.2	Translation and Subtitles	Per minute	
9.3	Voice Over	Per minute	
9.4	video animation 2D / infographic video	Per minute	
10 - Social Media Services			
10.1	Social Media Campaign Management	Per week	
10.2	Video graphics (1 minute)	Per minute	
10.3	Boosting/Promoting Posts for Increasing Likes and shares (Min 100,000 Like/Share) Facebook, Instagram and Twitter	CPM cost per mile	
10.4	Boosting/Promoting Posts for Increasing Views (Min 100,000 View)	CPM cost per mile	
11 - Management fees for conducting events on behalf of the UN agencies: Event Management fees will be paid whenever there is a whole event to be handled by the vendor			

11.1	Capitol	Percentage of the total expenses covered by the vendor	
11.2	Outside the capitol (including vendor charges for accommodation, travel & meals)	Percentage of the total expenses covered by vendor	

Item	Service description	Pricing methodology	YES/NO
12 - Hotel Services (Accommodations, catering, rentals....) inside/outside: Minimum quality and service standard provided based on UNDSS list of recommended hotels (different categories in each Governorate). UNDSS List attached			
12.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ..etc Plus the agreed management fees	
12.2	Booking accommodation inside Youth Centers, Military & Governmental hotels and/or any other special requests.		
12.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms , VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, parking..etc		
13 - Rental of Venue other than hotels in/out side, based on the needs and number of participants			
13.1	Inside Governmental entities	Original stamped invoices, and pre-approved quotation for non-receipted expenses plus agreed management fees	
13.2	Other locations as requested		
13.3	Conference Halls		
14 - Custom Catering services for events: form catering providers and Hotels			
14.1	Seated Dinner	original invoices by food supplier is required plus agreed management fees	
14.2	Outdoor Catering services		
14.3	Other catering & cutlery services (knives, forks, and spoons used for eating or serving food)		
15 - Stationary items for events: items to be procured on behalf of UN Agencies for the use during the events			
15.1	Event stationeries: notebooks, pens, flipcharts including paper sheets, markers, white& colored papers, sticky notes, staplers, punchers, cutters, scissors ...etc.	To be settled against pre-approved quotation & original invoices plus agreed management fees	
16 - Public Relations Services: Very well public relations network with Media including (but not limited to):			
16.1	Master of Ceremony	Pre-approved quotation and/or signed contract with service provider	
16.2	Media Coverage/Journalists		



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		plus agreed management fees	
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Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: *[insert date (as month, day, and year) of Bid Submission]*

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Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i>
4. JV's party year of registration: <i>[Insert JV's Part year of registration]</i>
5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's party authorized representative information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties

SECTION VI – ANNEX H: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder's internal reference and does *not* need to be submitted with the Bid.

ACTIVITY	LOCATION	YES/NO/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you completed the Bidder's Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder's Previous Experience Form?	SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX F: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form?	SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of your company's registration in the country of operation?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you prepared a copy of the previous year's audited Company Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	& Section I: Instructions to Bidders clause 2.4		
Have you provided a copy of any of your company's environmental or social	Section I: Instructions to Bidders, clause 39		

polices, and any related documentation?			
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 40		
Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids) or clause 20.4 (hard copy Bids) or clause 20 (Submission through an online system)?	Section I: Instructions to Bidders, clause 20.3 & 20.4		
If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 20.3.3)	Section I: Instructions to Bidders, clause 20.3.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e., <ul style="list-style-type: none"> - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements 	SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's managerial capability? <ul style="list-style-type: none"> - Details of company's managerial structure. - Quality assurance systems in place. 	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		



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Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?	SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE		
Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats?	Section I: Instructions to Bidders, clauses 17 & 18		



SECTION VII: CONTRACTUAL FORMS

Below find an overview of the attached contractual forms for this RFP.

Description		Status	Preferred file for submission
Annex A:	Long Term Agreement Template	Mandatory	PDF
Annex B:	Bank Guarantee for Advance Payment	Not Applicable	PDF
Annex C:	Performance Security	Not Applicable	PDF



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SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE