Date: *July 19, 2019*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LBN/RFQ/19/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Company tasked to organize the Canada Fund closure event”**

UNFPA requires the provision of an event organization company that would be tasked to plan, coordinate, follow up and organize the event in collaboration with UNFPA, its partners and stakeholders. The objective of this task is to showcase achievements, strategic partnerships and concrete outcomes realized through the implementation of the various projects activities. The event should engage and feature beneficiaries who have been empowered as a result of the project activities and should adopt several interactive, innovative and lively activities based on the achieved outcomes of the projects.

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

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us).

1. **Service Requirements/Terms of Reference (ToR)**

**Background**

To date the Syrian crisis is in its eighth year. Lebanon is hosting over 1.5 million (registered and non-registered) Syrian refugees, which represent more than 25% of the total population. Women and children constitute an estimated 79% of the refugee population in Lebanon[[1]](#footnote-1). The majority of Syrian refugees live among the Lebanese communities scattered in more than 1,750 locations. This large influx of displaced from Syria is placing enormous pressure on the country, especially those in vulnerable areas, where refugee concentrations are greatest. After eight years of conflict and protracted displacement, increasing economic pressure coupled with poor living conditions and inter-cultural tensions triggered serious protection concerns, including Sexual and Gender-Based Violence (SGBV) in general and early marriage/domestic violence in particular within both Lebanese and displaced communities.

With the generous contribution of the Canadian Government, UNFPA has been supporting the implementation of a 3 years national programme (i.e. 2017-2019) that responds to the humanitarian needs and is aligned with the Lebanon Crisis Response Plan as well as UNFPA Lebanon programmatic priorities for the 2017-2020 programme cycle. The Canada funded programme consists of several institutional and community-based projects implemented through a wide range of partners (estimated at around 10) including local and professional entities aimed at reinforcing awareness, knowledge, and the capacity of local structures (i.e. municipalities, community networks, local and religious leaders) on gender equality, women empowerment, gender-based violence and sexual and reproductive health so they become agents of positive change in their respective communities. While all these thematic areas were addressed throughout the projects, yet the focus on the projects were mainly to promote access and utilization for family planning and to mitigate/prevent girls’ marriage especially among the Syrian refugee communities.

As the donor funds come to an end in September 2019, UNFPA and its partners are planning to organize an event to celebrate the three-year collaboration and its achievements. This event is expected to bring in all partners, actors, stakeholders and many beneficiaries who will showcase some concrete outcome and impact of the projects and activities implemented during those 3 years.

**Objective**

Based on the above, the Lebanon CO is seeking to engage an event organization company that would be tasked to plan, coordinate, follow up and organize the event in collaboration with UNFPA, its partners and stakeholders. The event is suggested to last for 3-4 hours somewhere outside Beirut and preferably in a region where projects and activities were implemented. The event is expected to host around 600- 800 persons.

The objective of this task is to showcase achievements, strategic partnerships and concrete outcomes realized through the implementation of the various projects activities. The event should engage and feature beneficiaries who have been empowered as a result of the project activities and should adopt several interactive, innovative and lively activities based on the achieved outcomes of the projects.

Lastly, this event will serve as a recognition and appreciation to the partners and donor for supporting and responding to the identified needs and hence contributing to the wellbeing of the targeted beneficiaries.

**Output**

The event is successfully carried out as per agreed plans and expected results.

**Duration**

Duration of the contract is expected to be for a period of two months starting August 1 to September 30, 2019.

**Tasks**

Under the guidance of UNFPA, the company will be requested to carry out the following tasks:

* Review all related documents such as partners’ project activity reports, training reports, documentation of good practices, newsletters, etc.;
* Meet up with UNFPA concerned personnel to get a good understanding about the project activities and outcomes;
* Develop a detailed plan and timeline for the two-month consultancy in collaboration and as agreed with UNFPA;
* Engage with UNFPA and its partners to discuss possible and complementary activities during the event;
* Create an innovative concept relevant to the event around which the activities during the event will be featured;
* Coordinate closely with UNFPA partners to ensure proper follow up and implementation of activities planned for and during the event;
* Following UNFPA’s identification of venue and handling of payment, to coordinate with UNFPA and the selected venue to secure logistics, food, and seating plan/overall set-up;
* Secure photographer/videographer to document the event and shoot a short documentary (4-5 minutes);
* Propose a branding concept to be used for various purposes i.e. design an invitation card, print on rollups/posters, use on T-shirts and caps, use in social media package (see below), etc.;
* Develop a social media campaign package (i.e. posts and hashtags);
* Ensure proper implementation of planned activities during the event;
* Submit a final report with pictures, quotes, and outcome of the event

**Required Expertise**

* Registered company
* Minimum 5 to 6 years of experience in event organizing
* Availability of multi-disciplinary team
* Excellent coordination and planning skills
* Relevant experience with NGOs and UN agencies is an asset
* Relevant experience in concept innovation and content creation
* Broad knowledge of the Lebanese context and event venues nationwide

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Rayane Abou Jaoude* |
| Tel Nº: | *+961 70 20 27 21* |
| Fax Nº: | *+961 1 962 581* |
| Email address of contact person: | *aboujaoude@unfpa.org* |

The deadline for submission of questions is July 31, 2019. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than **Thursday, August 8, 2019** to **info-lebanon@unfpa.org**.

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/LBN/RFQ/19/001. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first (at 70%), prior to the evaluation and scoring of price quotations (at 30%). Bidders scoring 42/70 on the technical evaluation will continue for the price evaluation.

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements/TORs listed above and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) | 100 |  | 15% |  | |
| Specific experience and expertise relevant to the assignment | 100 |  | 30% |  | |
| Profile of the company and relevance to the project | 100 |  | 15% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

1. **Award Criteria**

UNFPA shall award a Contract for Professional Services with duration of two months to the lowest-priced technically acceptable offer.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of Office/Assistant Representative at kurdahi@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of Office/Assistant Representative, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LBN/RFQ/19/001 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

**Annex II – Price list form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff | Daily Rate | Days to be Committed | Total |
| 1. Professional Fees | | | | | |
| 1.1 | Review all related documents and develop a detailed plan and timeline |  |  |  |  |
| 1.2 | Creation an innovative concept relevant to the event and coordination with UNFPA and partners |  |  |  |  |
| 1.3 | Development of a social media package |  |  |  |  |
| 1.4 | Implementation of event and preparation of a short documentary |  |  |  |  |
| 1.5 | Submission of a final report |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LBN/RFQ/19/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX III: Format of Bidder’s Previous Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description (1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** |
| **From** | **To** | **(Currency)** |
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1. Company shall indicate the description of products, services or works provided to their clients. Please indicate relevant contracts.
2. Company shall provide at least three relevant samples of similar activities.

# ANNEX IV: Bidders Identification Form (cont.)

Ref. UNFPA/LBN/RFQ/19/001

1. Company/Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address, Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Business License Number (سجل تجاري) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Legal Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Type of Company: Natural Person  Co.Ltd.  Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Organizational Type: Manufacturer  Wholesaler  Trader  Other:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Number of Staff to be dedicated to this contract (please attached their CVs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Years working with UN organizations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and UNFPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX V:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. http://data.unhcr.org/syrianrefugees/country.php?id=122 [↑](#footnote-ref-1)