



Date: 5 October 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/ASRO/RFQ/22/010

Dear Sir/Madam,

The United Nations Population Fund, Arab States Regional Office (UNFPA ASRO), on behalf of UNFPA ASRO Comms team, is intending to organize **Annual Regional Communications Workshop 20-22 November**, the meeting will be hybrid, for around 28 pax in person and other participants who will join virtually, as per the attached TOR and price quotation form

This Request for Quotation is open to all legally-constituted hotels located in the 5th settlement that can provide the requested services and have the legal capacity to deliver the requested, or through an authorized representative.

I. About UNFPA

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth 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 in the Arab region, please visit our website: arabstates.unfpa.org

II. Technical specification: Annex I

Objective

The UNFPA ASRO Comms team seeks to organize its Annual Regional Communications Workshop 20-22 November in Cairo/Egypt

Questions

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

Name of contact person at UNFPA:	<i>Ola El Guebaly</i>
Tel N°:	<i>00201015150297</i>
Email address of contact person:	elguebaly@unfpa.org

The deadline for submission of questions is **12 October 2022 – 4pm Cairo time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



III. Content of quotations

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

- a) **Price quotation, to be submitted strictly in accordance with the price quotation form.**

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

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than **19 October 2022, at 4pm Cairo time.**

Name of contact person at UNFPA:	<i>Ola El Guebaly</i>
Email address of contact person:	asro.tenders@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line **UNFPA/ASRO/RFQ/22/010 to organize Annual Regional Communications Workshop 20-22 November in Cairo/Egypt**. Offers that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

IV. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order (PO) to the Bidder(s) that obtain the highest total score.



VI. 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.

VII. 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.

VIII. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

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

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

IX. 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](#).

X. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Laila Baker, at lbaker@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XI. Disclaimer

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



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/ASRO/RFQ/22/010
Currency of quotation:	EGP
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 2 months after the submission deadline.)</i>	

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

Item	Description	Unit	Number Requested	Price per unit	Total
1. Professional Fees					
1	<ul style="list-style-type: none"> ● Large meeting room with clear daylight (to permit enough social distance between participants) Meeting room with round tables (5 per table) * <u>3 days</u> ● Open buffet lunch for all participants with soft drink and mineral water * <u>3 days</u> ● Morning coffee break, including fresh juice, for all participants * <u>3 days</u> ● Afternoon coffee break, including fresh juice, for all participants * <u>1 day (21 Nov)</u> ● mineral water * <u>3 days</u> ● candy* <u>3 days</u> ● pens * <u>3 days</u> ● sanitizers * <u>3 days</u> ● tissues * <u>3 days</u> 	pax	28 *3=84		
	● 2 Flipchart * <u>3 days</u>	each	2*3 = 6		
	● Video Conference device with Camera to cover the whole workshop* 1 day (22 Nov)	each	1*1=1		
	● Laptop with USB wide angle camera to cover the whole workshop* 3 Days	each	1*3=3		
	● Sound System Audio to be connected to the video Conference	each	1*3 = 3		



	& Meeting Participants audio * 3 days				
	● 3 Wireless Microphones * 3 days	each	3*3 = 9		
	● 2 Speakers * 3 days	each	2 *3 = 6		
	● Wireless Internet connection for all participants in the meeting with a minimum speed of 80MB. *3 days	each	1*3 = 3		
	● Wireless Internet connection for all participants in the meeting with average speed. *3 days	each	1*3 = 3		
	● Dedicated LAN connection with assigned speed (min 10mbps) for the Video Conference * 3 days	each	1*3 = 3		
	● Backup Internet connection: Main in the hotel with 4G backup connection (tested in the location from any mobile operator) * 3 days	each	1*3 = 3		
	● Power distributions beside all tables (for laptop and mobile chargers) * 3 days	each	1*3 = 3		
	● LED 4*3 screen, to display the speakers' presentations and zoom links * 3 days	each	1*3 = 3		
	● Technical staff on site to support in case anything goes wrong during the event * 3 days	per	1*3 = 3		
Total Meeting package					EGP
2. Accommodations					
	Expected to be 21 +/- single rooms, based on Bed and Breakfast basis, for 4 nights · Check in: 19 November 2022 · Check out: 23 November 2022 · Early check in and late check out possibility	Single room/night/BB	21*4=84		
Total Accommodation					USD

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed UNFPA/ASRO/RFQ/22/010 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers.



United Nations Population Fund
70A, ElNahda street, Intersection with street #22,
Maadi Sarayat
Cairo, Egypt
Tel: +202 25223908
E-mail: asro.tenders@unfpa.org
Website: www.unfpa.org

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



TERMS OF REFERENCE

UNFPA ASRO Comms team is intending to organize its Annual Regional Communications Workshop 20-22 November in Cairo/Egypt in Cairo/Egypt, **the meeting will be hybrid, 28 participants in person and 20 participants will join virtually.**

Meeting Date and time: November 20-22 **from 8:00 am till 05:00 pm (3 days)**

Meeting room arrangements' and requirements for **28 pax participants**

- Large meeting room with clear daylight (to permit enough social distance between participants)
- Open buffet lunch for all participants with soft drink and mineral water
- Morning coffee break for all participants (with fresh juices)
- Afternoon coffee break for all participants **one day only 21 November** (with fresh juices)
- Meeting room with round tables (5 person on each table)
- mineral water for all participants
- markers
- 2 Flipcharts
- sanitizers
- tissues

Audio Visual arrangements

- Video Conference device with Camera to cover the whole workshop
- Sound System Audio to be connected to the video Conference & Meeting Participants audio including the following (3 Wireless Microphones & Minimum 2 Speakers)
- **Wireless Internet connection for all participants in the meeting with minimum speed 80MB. Connection availability is vital for this meeting**
- **Dedicated LAN connection with assigned speed (min 10mbps) for the Video Conference**
- Backup Internet connection: Main in the hotel with 4G backup connection (tested in the location from any mobile operator)
- Power distributions beside all tables (for laptop and mobile chargers)
- LED 4*3 screen, to display the speakers' presentations and zoom links
- Technical staff on site to support in case anything goes wrong during the event.

Accommodation:

Expected to be 27 +/- single rooms, based on Bed and Breakfast basis, for 4 nights, as below: -

- Check in date: 19 November 2022
- Check out date: 23 November 2022



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Cairo, Egypt
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ANNEX I:

**General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)