



United Nations Population Fund

	United Nations Population Fund Timor – Leste Country Office Procurement Unit, UN House, Caicoli Street, Dili Email ; timor-leste.office@unfpa.org Website: www.unfpa.org
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Date: February 11, 2025

REQUEST FOR QUOTATION
RFQ N° UNFPA/TLS/RFQ/2025/001
EVENTS ORGANISER- NATIONAL CONSULTATION ON UNFPA TL 5th COUNTRY
PROGRAMME DOCUMENT (CPD)

Dear Sir/Madam,

UNFPA hereby solicits a Quotation for the following service

“Event’s Organiser for the National Consultation on UNFPA Timor Leste 5th Country Programme Document (CPD)”.

This Request for Quotation is open to all legally-constituted firms or institutions that can provide the requested services and have legal and financial capacity to deliver / perform the service in the country or through an authorized representative in Timor-Leste.

I. 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 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, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with the above mentioned services. The selected supplier is expected to provide services, based on Specific Purchase Orders submitted to the vendor.

II. Questions

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

Name of contact person at UNFPA:	Mr. Alcino Fernandes
Tel N°:	+670 78186506
Email address of contact person:	afernandes@unfpa.org

The deadline for submission of questions is 14 February 2025, 16:00 hrs Timor Leste time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



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III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested **services** and have legal capacity to enter into a contract with UNFPA to **deliver** in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted in a single email whenever possible depending on file size or sent in a sealed envelope. Quotations must contain:

- a. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b. Signed Declaration Form, to be submitted strictly in accordance with the document.
- c. Price quotation, to be submitted strictly in accordance with the price quotation form

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

V. Instructions for submission

Request for Quotation should be prepared based on the guidelines set forth in this Section mentioned below, along with a properly filled out and signed price quotation form, are to be sent by e-mail depending on file size or send it in a sealed envelope to the contact person indicated below no later than: Friday, 14 February, 2025 at 16.00hrs, Dili time.

Name of contact person at UNFPA:	Mr. Jose A. d. S. Soares, Admin & Finance Associate
Address of contact person:	UN House, Caicoli, Dili / HP. 78186523

Please note the following guidelines for electronic or hard copy submissions:



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- The following reference must be included in the email or hard copy subject line: **RFQ N° UNFPA/TLS/RFQ/2025/001**. Proposals that do not contain the correct email or hard copy on 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.

VI. 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.

VII. Award Criteria

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VIII. 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 goods specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

X. 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, representative's 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

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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](#).

XI. 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](#).

XII. 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 Ms. Navchaa Suren, UNFPA Representative, Timor Leste at navchaa@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.

XIII. 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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/TLS/RFQ /2025/001
Currency of quotation:	
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

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

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
3					
4					
5					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TLS/RFQ/2025/001 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

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DECLARATION FROM

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

1.	The Company and its Management 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"/>
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"/>



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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:

UNGM No:

Postal Address:

Email:

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**ANNEX I:
 Terms of Reference for Events Organiser**

**STAKEHOLDERS’ CONSULTATION MEETING ON DEVELOPING THE STRATEGIC PRIORITIES FOR
 THE 5TH COUNTRY PROGRAMME OF COOPERATION BETWEEN THE GOVERNMENT OF TIMOR-
 LESTE AND UNFPA ON 17 FEBRUARY 2025**

Background

The UNFPA Timor-Leste Country Office is embarking on the 5th CPD development journey after completing the evaluation of its 4th Country Programme. Beyond the willingness to recall the commitments towards the Programme of Action of ICPD and the alignment with the pathways in the UNFPA Strategic Plan, the new country programme development efforts are grounded in the urgency of identifying the pathways for acceleration at the dawn of national and international landmarks such as the Agenda 2030. The country office conducted a series of internal workshops at national and regional levels to design the theory of change and drafting of the results framework, underpinning the priority interventions for the 5th CP 2026-2030. A stakeholder consultation to garner inputs from government partners, CSOs, development partners, UN and rights-holders is the next step to ensure transparency, accountability and ownership in this endeavor. Under the auspice of the Ministry of Foreign Affairs and Cooperation as part of the foreign aid and development assistance, the UNFPA national consultation is part of the accountability mechanism to ensure the alignment of our mandate with the government priorities and the needs of the population of Timor-Leste

Objectives

1. To ensure the successful planning and execution of a wide range of small- and large-scale events as per the organization's requirements.
2. To provide comprehensive event management services, including event planning, logistics and on-site management.
3. To maintain a high level of quality and professionalism throughout all events.
4. To establish a collaborative and long-term relationship with the selected event management company-firm.

Scope of Responsibilities

The scope of work of this consultancy is to:

- a) Organize the stake holder’s consultation meetings from the preparation to the closure and dismantling. The event will take place in MNEC Salao Nobre Conference Hall
- b) Venue Assembly and Disassembly setup of equipment, transportation for all equipment and decoration
- c) Renting Cover for chair, round table, rectangle table, Plants for stage decoration, Multi sockets 4 plugging and extension cables.
- d) Prepare and set up 2 LED TV for the presentations



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- e) Room arrangement (sitting arrangement, Table names/sign, sign for the directions, sound system, decoration, internet connectivity etc)
- f) Provide professional simultaneous translator.
- g) Provide the simultaneous translation equipment
- h) Act as receptionist
- i) Clean up after the meeting

Deliverables:

The firm or company is expected to deliver the following:

- Logistical arrangement.
- Professional Translator to do the simultaneous translation during the meeting
- Simultaneous Translation equipment

Event Planning

1. Detailed event concept document with themes, ideas, and visuals.
2. Budget proposal with a breakdown of expenses. Periodic budget updates throughout the planning process.

Event Timeline

The engagement shall commence immediately upon awarding of the contract until 17 February 2025

Monitoring and progress control, including reporting requirements, periodicity format, and deadline:

Overall the company will work under the supervision of UNFPA Assistant Representative

Event Logistics

- Complete venue setup/designing/branding/printing/display of branding materials.
- Vendor selection report and contracts with chosen vendors.
- Audiovisual and Technical Requirements
- Technical specifications and equipment setup plan.
- Seating plan / options to be shared with the organization
- Venue Branding designing/ options to be shared with organization

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Qualifications and Requirements

- a) Experience in organizing events in both small and big scale (formal high level meetings, workshop, launching ceremony, wedding party, birthday party etc)
- b) Ability to work autonomously, in a challenging and changing environment, around sensitive issues; flexible and positive collaborative attitude;
- c) Sample work should be attached
- d) Good communicator.

Scope of Bid Price and Schedule of Payments

The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project, including professional/talent fees if needed, logistics and production. Schedule of payment shall be as follows:

- 100% upon completion of the event and satisfactory acceptance by UNFPA of the final report.

Criteria for Evaluation of the Technical and Financial Proposal

The technical proposal shall be evaluated based on the following criteria:

Evaluation Criteria	Scoring Percentage
1. Project Management	15%
a. Staffing, including proposed members of the team	5%
b. Availability to handle project and finish on schedule to be agreed upon	10%
2. Technical Expertise	40%
a. Experience in events management	25%
b. Experience in mounting webinars	8%
c. Experience in creative design and lay-out	7%
d. Skills in Documenting Events	
3. Approach in methodology	15%
a. Likelihood of achieving expected outputs within the given timeframe and budget	5%
b. Appropriateness of approaches and strategies to deliver expected outputs	7% 3%
c. Overall clarity of proposal	
Total Technical	70%
Financial Proposal (reasonableness of the bid, comparability with other bids)	30%
Total	100%



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B. Recommended Presentation of the Proposal

Interested parties are requested to submit a detailed proposal with the following information:

- Event plan reflecting all items under item B (Scope of Work) of this Terms of Reference;
- Cost proposal;
- Company profile; and
- Top 10 clients with similar project engagement with contact person's details, Name & Date of the event handled and Brief scope of work of the project.