



United Nations Population Fund  
[UN HOUSE, CAICOLI STREET]  
[DILI and +670]  
[TIMOR - LESTE]  
Telephone: 3312618]

Website: <http://www.unfpa.org>

Date: [October, 12, 2023]

**REQUEST FOR QUOTATION**  
**RFQ Nº UNFPA/TLS/RFQ/2023/013 – for LTA**  
**(The Event Management Services Company/Firm)**

**Dear Suppliers,**

UNFPA hereby solicits your quotation for contract for Long Term Agreement (LTA) the Event Management Services for the UNFPA office in Dili, Timor - Leste.

Please see the purpose and objectives of the consultancy:


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, marketing, 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

For further details of the requirements of Terms of Reference (ToR), please collect it from UNFPA office, UN House, Caicoli Street, Dili, Timor – Leste, or contact Mr. Jose Jordao Estelvidio, phone number +67078186508

If you are interested in submitting a quotation for the Requested, kindly fill in the attached Quotation Form and send by email to the address email to [timor-leste.office@unfpa.org](mailto:timor-leste.office@unfpa.org) or in sealed envelopes to Mr. Jose A.D.S Soares, Admin & Finance Associate, of Operations for UNFPA before or no later than 17.00 hours noon, on Monday, 30 October 2023.

**Approved by:**

  
**Ms. Pressia Arifin - Cabo**  
**UNFPA Representative**

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“[Provision of Event Management Services Company / Firm]”.

UNFPA hereby solicits a Request for Quotation (RFQ) for the following provision of Event Management Services Company / firm. This Request for Quotation is open to all legally-constituted company or institutions, **(local and international company)** operated in Timor Leste That can provide the requested for supply of Event Management Services and have legal capacity to deliver / perform the service in the country or through an authorized representative in Timor Leste.]. **For guidance on the development/creation of Terms of Reference (ToR), please download the following document: [Guidelines for creating Terms of Reference \(ToRs\)](#).**

### 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 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](#)

### II. Objective:

The objective of the RFQ is to identify a supplier who can provide to UNFPA the Event Management Services as required in specification details (TOR) to be collected from the UNFPA office. The selected suppliers are expected to provide Event Management Services, based on specific Purchase Orders submitted to the suppliers.

### III. Service Requirements/Terms of Reference (ToR)

#### Objectives and scope of the Services

- Background information [*Background of the assignment and the contexts, overall goal of the project, previous related work, constraints, etc.*]
- Development objective(s)
- Immediate objective(s)
- Outputs / Deliverable(s)
- Activities
- Inputs
- Timing / Schedule

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## TERMS OF REFERENCE (TOR)

### 1. BACKGROUND

The services of an event management company to oversee various high level small or large events. The event management company or Firm with professionals will provide expertise, industry insights, and a specialized skill set that can be applied across a spectrum of events. The competent partner will handle a diverse range of functions/events/workshops/ local and international events/ outdoor events from corporate conferences and product launches to galas and seminars; an organization ensures consistent quality and operational efficiency. It ensures a cohesive and harmonious brand identity, as the event management company can maintain a uniform level of service and creativity throughout the varied events for UNFPA. Furthermore, such partnerships help streamline the logistics, and the ability to leverage established vendor relationships, ultimately enhancing the organization's event outcomes, whether that's strengthening stakeholder relations, achieving branding/marketing objectives, or simply creating successful experiences for attendees.

The service provider must possess their own trained professionals, branding/marketing teams, content writers, creative team, digital equipment including professional cameras, lighting and audio equipment, and all relevant software with clear understanding of holding small and large scale high quality, cost effective events.

### 2. 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, marketing, 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.

### 3. Scope of Work

The selected event management company/firm will be responsible for hold the following:

1. Event Planning:
  - Concept development and event design.
  - Venue selection and negotiation.
  - Budget preparation and management.
  - Event timeline creation and management.
2. Event Logistics:
  - Vendor selection and management.



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- Audiovisual and technical requirements.
  - Transportation and accommodation arrangements.
  - Security and emergency planning.
3. Marketing and Promotion and Branding:
- Development of marketing strategies.
  - Branding of the venue.
  - Promotional material creation.
  - Audience engagement (only if required and requested by the organization)
  - Media relations and press releases (Only if required and requested by the organization)
4. On-Site Event Management
- Event setup and teardown.
  - Guest registration and hospitality.
  - Stage management and program coordination and stage branding, backdrops, venue branding
  - Crowd control and safety measures (only if required and requested by the organization)
5. Post-Event Evaluation:
- Feedback collection and analysis.
  - Post-event reporting and recommendations.
  - Documentation and archival of event materials.

#### 4. Deliverables;

##### Event Planning

- Detailed event concept document with themes, ideas, and visuals.
- Help identify the venue/Venue Selection, A list of potential venues with pros and cons.
- Finalized contract and negotiated terms with the selected venue.
- Budget proposal with a breakdown of expenses. Periodic budget updates throughout the planning process.

##### Event Timeline

1. Detailed event timeline with milestones, deadlines, and responsible parties.

##### Event Logistics;

- Complete venue setup/designing/branding/printing/display of branding materials.
- Vendor selection report and contracts with chosen vendors .

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- 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
- All printing pre-during and post event is sole responsibility of the firm/Company

**Transportation and Accommodation;**

1. Transport and accommodation arrangements confirmed.

**Security and Emergency Planning**

2. Comprehensive security and emergency plan document to be submitted to UNFPA well before the event and will be responsibility of the Company/firm

**Marketing and Promotion**

3. Detailed marketing plan with strategies, channels, and timelines.
4. Visuals and designs for venue branding.
5. Designed promotional materials (e.g., flyers, banners, posters).
6. Audience Engagement (if required)
7. Engagement strategies and activities plan (if requested).
8. Media Relations and Press Releases (if required):
9. Press release materials and media outreach plan (if requested).

**Social Media/ Digital Media marketing/Branding/Promotion**

1. Detailed marketing plan/social media engagement/Social media promotion for any specific event. If requested by the Organization. Creative plan to engage the social media must be submitted by the firm/Company

**On-Site Event Management**

1. Documentation of setup and teardown process, including timelines.
2. Guest registration process and hospitality services plan.
3. Stage management plan and branding materials (backdrops, banners, etc.).

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4. Crowd Control and Safety Measures (if required):
5. Crowd control and safety plan (if requested).

### **Post-Event Evaluation**

1. Feedback collection methods and analysis report.
2. Comprehensive post-event report with recommendations for future improvements.
3. Archival of event materials, including photos, videos, and documents.

### **Qualifications and Requirements**

The event management company/firm should possess the following qualifications and requirements:

1. Proven experience in managing a wide range of events similar to the ones described in this TOR.
2. A strong track record of successful event execution.
3. A dedicated team of experienced event planners, coordinators, and support staff.
4. Adequate resources and infrastructure to manage large-scale events.
5. Creative and innovative event design and management capabilities.
6. Strong marketing and promotional skills.
7. Excellent communication and collaboration skills.

### **IV. Questions**

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


Name of contact person at UNFPA: *Mr. Jose Jordao Estelvidio*  
Tel N<sup>o</sup>: *+67078186508*  
Fax N<sup>o</sup>: *N/A*  
Email address of contact person: *estelvidio@unfpa.org*

The deadline for submission of questions is [26<sup>th</sup> - 27<sup>th</sup> 2023, 15.00, and Dili zone]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### **V. 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:



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- 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/performance the services 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](#).

#### VI. Content of quotations

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

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- 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.

#### VII. 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 or dedicated office email indicated below no later than : [Monday, 30<sup>th</sup> October, 2023 and 17.00 Dili, time]<sup>1</sup>.

Name of contact person at UNFPA: *Jose A.D.S Soares*  
Email address of dedicate office email: *timor-leste.office@unfpa.org*

Please note the following guidelines for electronic submissions:

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

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- The following reference must be included in the email subject line: RFQ № UNFPA/TLS/RFQ/2023/013 – [Provision of Event Management Services Company/Firm]. Proposals, including both technical and financial proposals, 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.

## II. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (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.

## III. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis or ceiling prices basis / Long Term Agreement (LTA) with duration of (*one year*) initial and possibility of extension] to the Bidder(s) that obtain the lowest-price technically acceptable offer.

## IV. 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.

## V. 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.

## VI. 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.



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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 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](#).

**VII. 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](#).

**VIII. 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 [the Representative] at [arifin-cabo@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, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**IX. 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/2023/013

**Currency of quotation:** USD

**Delivery charges based on the following 2020 Incoterm:** 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.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					\$\$
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					\$\$
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

*Vendor's Comments:*

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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TLS/RFQ/2023/013 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.

	<p>Click here to enter a date.</p>	
Name and title	Date and place	

**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](#)