



1131C Msasani Road, Masaki,  
P.O. Box 9182, Dar es Salaam, TANZANIA  
Tel: (255)-22-2163500, Fax: (255)-22-2132001 Email:  
[tanzania.info@unfpa.org](mailto:tanzania.info@unfpa.org) Global Web: [www.unfpa.org](http://www.unfpa.org)  
Tanzania web <http://tanzania.unfpa.org>

27 July 2022

**REQUEST FOR QUOTATION  
RFQ N° UNFPA/PROC/RFQ/2022/006**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**The Event Management Company for the High-Level Commission on the Nairobi Summit on ICPD25 Follow-up and launch event of its second report in Zanzibar, Tanzania in November 2022.**

UNFPA requires the provision of services of a consulting firm to contribute to the work of the UNFPA Tanzania Country Office and the ICPD25 Follow-Up Secretariat by providing administrative, and logistics assistance in the organizing and executing the convening of a meeting of the High-Level Commission on the Nairobi Summit on ICPD25 Follow-up and launch event of its second report in Zanzibar, Tanzania in November 2022, and any related elements related to the Commission's programme during their visit.

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

**I. About UNFPA**

UNFPA, the United Nations Population Fund, 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 United Nations agency that expands the possibilities for women and young people to lead healthier lives. To read more about UNFPA, please go to: [About us: UNFPA](#)

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

**Objectives and Scope of the Services - Available in the TERMS OF REFERENCE (TOR)**



1131C Msasani Road, Masaki,  
P.O. Box 9182, Dar es Salaam, TANZANIA  
Tel: (255)-22-2163500, Fax: (255)-22-2132001 Email:  
[tanzania.info@unfpa.org](mailto:tanzania.info@unfpa.org) Global Web: [www.unfpa.org](http://www.unfpa.org)  
Tanzania web <http://tanzania.unfpa.org>

## II. Questions

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

Name of contact person at UNFPA:	<i>Janeth Kambonyo</i>
Tel N°:	+255 (0)767800518
Fax N°:	<i>n/a</i>
Email address of contact person:	<a href="mailto:kambonyo@unfpa.org">kambonyo@unfpa.org</a>

The deadline for submission of questions is **07 August 2022**. Questions will be answered in writing and shared with 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:

- 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.

## 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 **Tuesday 10 August 2022**

Name of contact person at UNFPA:	Robert Ngalomba
Email address of contact person:	<a href="mailto:tanzania.office@unfpa.org">tanzania.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/PROC/RFQ/2022/006: The Event Management Company for the High-Level Commission on the Nairobi Summit on ICPD25 Follow-up and launch event of its second report in Zanzibar, Tanzania in November 2022**. 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.

## V. 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, prior to the evaluation and scoring of price quotations.

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



1131C Msasani Road, Masaki,  
P.O. Box 9182, Dar es Salaam, TANZANIA  
Tel: (255)-22-2163500, Fax: (255)-22-2132001 Email:  
[tanzania.info@unfpa.org](mailto:tanzania.info@unfpa.org) Global Web: [www.unfpa.org](http://www.unfpa.org)  
Tanzania web <http://tanzania.unfpa.org>

## **VI. Award Criteria**

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

## **VII. 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.

## **VIII. 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.

## **IX. 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](#).

## **X. 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](#).

## **XI. 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. Jacqueline Mahon, Representative] at [mahon@unfpa.org](mailto:mahon@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](mailto:procurement@unfpa.org).

## **XII. 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).



1131C Msasani Road, Masaki,  
P.O. Box 9182, Dar es Salaam, TANZANIA  
Tel: (255)-22-2163500, Fax: (255)-22-2132001 Email:  
[tanzania.info@unfpa.org](mailto:tanzania.info@unfpa.org) Global Web: [www.unfpa.org](http://www.unfpa.org)  
Tanzania web <http://tanzania.unfpa.org>

### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/PROC/Rfq/2022/006
<b>Currency of quotation:</b>	TZS
<b>Delivery charges based on the following 2010 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must 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.

Example Price Schedule below:

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>					TZS
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					TZS
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					TZS

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/PROC/Rfq/2022/006** 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 I:



1131C Msasani Road, Masaki,  
P.O. Box 9182, Dar es Salaam, TANZANIA  
Tel: (255)-22-2163500, Fax: (255)-22-2132001 Email:  
[tanzania.info@unfpa.org](mailto:tanzania.info@unfpa.org) Global Web: [www.unfpa.org](http://www.unfpa.org)  
Tanzania web <http://tanzania.unfpa.org>

**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