



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435 Egypt
E mail: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

1st of September, 2021

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/EGY/RFP/21/011 (1)

For the establishment of a:

LONG TERM AGREEMENTS

In regards to:

Logistics and Event Management to UNFPA Egypt Country Office (2)

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of Logistics and event management services to UNFPA Egypt Country Office in support of UNFPA's Programmes located in Egypt. Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA.
2. To enable your company to submit a complete Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Contractual Forms

3. The Bid process will be conducted through a TWO-envelopes system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.



All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **3rd of October, 2021, at 15:00 Cairo time**¹: **(3)**

- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 19.4 Submission of hard copy Bids, and should reach the following address:

United Nations Population Fund

*United Nations Population Fund, Cairo Office
70A Nahda St., Intersection with St. No 22
Near Maadi Grand Mall, Saryat El- Maadi,
Cairo P.O. 11435 Egypt*

- b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 19.3 Submission of electronic Bids, should reach the email inbox of egypt.tenders@unfpa.org. Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
5. Bids received after the stipulated date and time will be rejected.
 6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: *Ms. Gina Shoukry, Operations Analyst*, shoukry@unfpa.org no later than **26 September, 2021** and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
 7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: *Ms. Gina Shoukry, Operations Analyst* at email: shoukry@unfpa.org. Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit or copy a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.
 8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](https://www.ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.
 9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

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



10. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Ms. Noha El Maraghy
UNFPA Procurement Assistant
UNFPA Egypt Country Office
elmaraghy@unfpa.org

Process reviewed and approved by: **(4)**

Ms. Jennifer Perez,
Procurement Associate PSB
Procurement Services Branch
UNFPA



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SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. UNFPA's Egypt Country Office wishes to enter into non-exclusive Long Term Agreements (LTAs) with qualified suppliers for provision of Logistics and event management services to UNFPA Egypt Country Office in support of UNFPA's Programmes located in Egypt.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign non-exclusive Long-Term Agreements (LTAs) with multiple suppliers (at least three suppliers) for *Three Years*. In addition to the initial term, the LTA(s) will have the option of Two-year extension, subject to satisfactory performance and price competitiveness.
- 1.3. In the event of UNFPA signing an LTA the following shall apply:
 - 1.3.1. The successful Bidders shall accord the same terms and conditions to any other organization with the United Nations Systems, based in Egypt, that wishes to avail itself of such terms, after written consent from UNFPA's Egypt Country Office
 - 1.3.2. The LTA template specified in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE, shall be used.
 - 1.3.3. UNFPA will not be committed to purchase any minimum quantity of the goods/services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any costs in the event that no purchase is made under any resulting LTA. All reductions in market prices provided by the supplier will be passed on in full to UNFPA.
 - 1.3.4. The successful Bidder(s) shall have the right to review their prices every 12 months from commencement of the LTA, and shall notify UNFPA in writing 90 days prior to the 12-month period of a proposed price decrease or increase. The successful Bidders shall provide proper justification for any price increase. UNFPA shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the successful Bidders in writing of its decision
- 1.4. Upon the establishment of the LTA(s) with successful Bidders. Secondary Bidding procedures are described in Section 35.5.

2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested *services* and have legal capacity to deliver in Egypt, or through an authorized representative.
- 2.2. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - 2.2.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.



- 2.2.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 18 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
- 2.2.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
- 2.2.4. The following information must be disclosed in the Bid:
 - 2.2.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
 - 2.2.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
 - 2.2.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.3. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2. at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
 - 2.3.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - 2.3.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
 - 2.3.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - 2.3.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.5. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.
- 2.6. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
 - 2.6.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
 - 2.6.2. All parties to the JV shall be jointly and severally liable; and
 - 2.6.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded an LTA, during the validity of the LTA.

3. Cost of Bid

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.



4. Fraud and Corruption

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
 - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - 4.4.4. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 4.4.5. "Obstructive practice" means acts intended to materially impede the exercise of UNFPA's contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
 - 4.4.6. "Unethical practice" means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA's procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. 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.

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

5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

6. Disclaimer

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official (Ms. Gina Shoukry, Operations Analyst at shoukry@unfpa.org) referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document (5)

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder's Previous Experience
Annex E:	Price Schedule Form
Annex F:	Joint Venture Partner Information Form
Annex G:	Checklist of Bid Forms
Section VII:	Contractual Forms
Annex A:	Template of Proposed Long Term Agreement

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.



7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

8. Clarifications of Bidding documents (6)

8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ms. Gina Shoukry, Operations Analyst at shoukry@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than 27th of September 2021, at {15:00 Cairo time}².

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org), UNFPA Website and UNFPA Social media Platforms

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices (7)

11.1. All prices shall be in Egyptian Pounds only

² <http://www.timeanddate.com/worldclock/city.html?n=69>



11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the LTA.

12. Conversion to single currency

12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

13. Most favored pricing

13.1. By submitting a Bid, the Bidder certifies that the same Logistics and Event Management services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

14. Validity of Bids (8)

14.1. Bids must remain valid for *90 calendar days* after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

15. Documents establishing eligibility and conformity to Bid documents

15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 17 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

16. Technical Bid

16.1. Documents establishing the eligibility of the Technical Bid:

- 16.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.
- 16.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
- 16.1.3. Completed Bidder's Previous Experience; SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE in PDF format.
- 16.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to



include but not necessarily be limited to the information listed in SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID in PDF format

- 16.1.5. Supporting documents/information per the Supplier Qualification Requirements; SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 16.1.6. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 16.1.7. Copy of last Four years of audited financial statements.

17. Financial Bid

- 17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 17.2. Please consider the following information when completing the Price Schedule Form:
 - 17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX E: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
 - 17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
 - 17.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
 - 17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

18. Partial & Alternative Bids

- 18.1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.
- 18.2. Alternative bids are not accepted. In the event of a supplier submitting more than one bid, the following shall apply:
 - 18.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
 - 18.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

19. Submission, sealing, and marking of Bids (10)

- 19.1. The Bid process shall be conducted through a TWO-ENVELOPE system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information. Submission of the Technical Bid and the Financial Bid together (in one email or in one envelope) will lead to rejection of the entire bid.
- 19.2. UNFPA provides alternative methods of Bid submission:
 - 19.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 19.3.
 - 19.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 19.4



19.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA's green procurement initiative, electronic submissions are strongly encouraged.

19.3. Submission of electronic Bids (11)

19.3.1. Bidders must enter the following text in the subject line: UNFPA/EGY/RFP/21/011, *Company Name*, and specify "Technical Bid" or "Financial Bid". Example below:

19.3.1.1. UNFPA/EGY/RFP/21/011 [*Company name*], Technical Bid email X

19.3.1.2. UNFPA/EGY/RFP/21/011 [*Company name*], Financial Bid

19.3.1.3. Submissions without this text in the subject line may be rejected.

19.3.2. Electronic submissions must be sent only to egypt.tenders@unfpa.org. Bids received at egypt.tenders@unfpa.org mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

19.3.3. The total size of the email submission must **not exceed 10 MB**, including e-mail body, attachments, and headers.

19.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance with what has been stated in clauses 16 & 17. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line "email X" sequentially, and the final "email Y – final".

19.3.5. It is the Bidder's responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA's email system. If you do not receive an auto-reply, inform Ms. Gina Shoukry, operations Analyst at: shoukry@unfpa.org.

19.4. Submission of hard copy Bids (12)

19.4.1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a USB (Flash desk) containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB) for the Technical Bid and Financial Bid.

19.4.2. Marking of hard copy Bids

19.4.2.1. The **outer envelope** (that carry the two separate envelopes with Technical Bid and Financial Bid) must be clearly marked with:

UNITED NATIONS POPULATION FUND
Egypt Country Office
70 A Nahda St., Sarayat Maadi
Cairo, Egypt
UNFPA/EGY/RFP/21/011, Company Name
Attention: Operations Unit
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL
DO NOT OPEN BEFORE [3rd of October, 2021]



- 19.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.
- 19.4.2.3. The **inner envelopes** (Technical and Financial Bids must be put in two different sealed envelopes) must be clearly marked with:

UNITED NATIONS POPULATION FUND
Egypt Country Office
70 A Nahda St., Sarayat Maadi
Cairo, Egypt
UNFPA/EGY/RFP/21/011, Company Name
Attention: Operations Unit **TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**

Submission 1 of 2: UNFPA/EGY/RFP/21/011 [Company name], Technical Bid
Submission 2 of 2: UNFPA/EGY/RFP/21/011 [Company name], Financial Bid

20. Deadline for submission of Bid and late Bids

- 20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

21. Modification and withdrawal of Bids

- 21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL". Any revision to the Bid must be received by the deadline.
- 21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

22. Storage of Bids

- 22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA's RFP.

E. BID OPENING AND EVALUATION

23. Bid opening (13)

- 23.1. UNFPA will conduct an internal Bid opening within 2 working days after the deadline, at UNFPA CO premises: 70A Nahda St., Maadi Sarayat, Maadi, Cairo, Egypt.
- 23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened (The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% (70 points out of 100 points of the technical evaluation scores)). During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

24. Clarification of Bids

- 24.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.
- 24.2. UNFPA reserves the right to call the short listed vendors (who will secure 70 out of 100) for an interview to elaborate more on the technical/financial proposal and/or to answer any required clarification. NO bidder shall be given opportunity to revise their technical and/or financial bids based on these discussions/ interviews. The whole evaluation panel must participate in such discussions/interviews.

25. Preliminary examination of Bids (14)

- 25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 25.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - 25.3.1. Affects in any substantial way the scope, quality, or services specified; or
 - 25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the LTA; or



- 25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 25.4. UNFPA considers material deviations to include, but not be limited to the following:
 - 25.4.1. During preliminary examination of Bids
 - 25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
 - 25.4.1.2. The Bidder indicates in the Bid that they do not accept important LTA conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
 - 25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
 - 25.4.1.4. Non-eligibility of the Bidder;
 - 25.4.1.5. Financial information is included in the Technical Bid.
 - 25.4.2. During technical evaluation of Bids and qualification of Bidders:
 - 25.4.2.1. Bids do not reach the minimum threshold on technical score.
 - 25.4.2.2. The Bidder does not meet the minimum conditions for qualification.
 - 25.4.3. During Financial evaluation of Bids:
 - 25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3
 - 25.4.3.2. Required price components are missing;
 - 25.4.3.3. The Bidder offers less quantity than what is required
- 25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

26. Non-conformities, errors, and omissions

- 26.1. Provided that a Bid is substantially responsive:
 - 26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
 - 26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
 - 26.1.3. UNFPA shall correct arithmetical errors on the following basis:
 - 26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;

26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

27. Evaluation of Bids (15)

- 27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
- 27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% (70 points out of 100 points of the technical evaluation scores) and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 27.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of LTA award shall not be disclosed to Bidders or any other person not officially concerned with such process until the LTA award is published.
- 27.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or LTA award decisions may result in the rejection of its Bid.
- 27.5. Notwithstanding from the time of Bid opening to the time of LTA award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

28. Technical evaluation (16)

28.1. The technical bid is evaluated on the basis of its responsiveness to the detailed **Terms of Reference shown in Annex II and the evaluation criteria**. Evaluation form for technical proposals follows below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

EVALUATION OF TECHNICAL PROPOSALS FOR LOGISTICS AND EVENT MANAGEMENT SERVICES	Evaluated Companies				
	Max weight	A	B	C	D
1. Organizational and Technical capacity of the company	33				
History of company, its general reputation, competence and reliability	6				
Proven experience in delivering parallel events in different cities for UN, International NGOs', international organizations, embassies, multinational organizations; references & recommendation needed	6				
Proven positive experience in delivering events to the United Nations in Egypt (recommendation letters/reports needed)	8				
At least 5 years previous experience in the same field at the local market with dedicated team to facilitate/support events.	6				
Annual report or audited financial statement, annual turnover	3				
Operational bank account with the ability to handle cash disbursements using banking, mobile or other similar modes	4				
2. Personnel	6				
Experience of managers and other personnel; CVs requested	6				

3. Logistics & Event Management services offered: quality and completeness	35				
Availability of contracts with hotels/conference halls/centers etc. in all provinces of Egypt	4				
Ability to process official security clearance and campaign's permit	7				
Quality of transportation services - availability of vehicles: moto-cars, mini-vans and mini-buses (same or previous year model- trusted brands)	5				
Financial capability to meet ad hoc requests noting that UN agencies never pays in advance. Payments against completing agreed deliverables	5				
Capability to design the event flow and methodology; example of previous conducted events and references to confirm	5				
Positive experience on similar Programme/Projects within Egypt (please list in details and photos whenever applicable)	6				
Ability to submit English reports	3				
4. Proposed approach	19				
Does the proposal correspond to the TOR	8				
Working hours suggested are acceptable, existence of the service/ assistance beyond working hours and during weekends is available	5				
Quality of submitted samples and pictures of products and services	6				
5. Supplier Relations	2				
Supplier relations with UNFPA and other UN Agencies in Egypt, suggested regular meetings with UNFPA/other UN Agencies	2				
6. Performance Evaluation and Review	5				
System of quality control of the services established	3				
Suggested system of notification of UNFPA/other UN agencies if any deficiencies detected and corrective actions taken. Ability to respond to the enquiry within one working day	2				
TOTAL POINTS RECEIVED	100				

28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100

Exceeds the requirements	80 – 89
Meets the requirements	70– 79
Partially meets the requirements	1 –69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

29. Supplier qualification requirements (17)

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM, SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE and SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

29.2. of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed LTA.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
1	Legal and regulatory requirements		
2	Bidder is established as a company and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		
4	Financial stability		
5	Bidder is experienced and technically capable to deliver the LTA services		

29.3. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the LTA satisfactorily before deciding on award.

29.4. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

30. Financial evaluation (18)

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX E: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:



Financial Score =	Lowest Bid (\$)	X 100 (Maximum Score)
	Bid being Scored (\$)	

31. Total score (19)

31.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

$\text{Total Score} = [70\%] \text{ Technical Score} + [30\%] \text{ Financial Score}$
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F. AWARD OF LONG TERM AGREEMENT AND FINAL CONSIDERATIONS

32. Award of long term agreement (LTA)

- 32.1. UNFPA intends to award multiple LTA(s); for at least 3 companies (up to Six LTAs), to the Bidder(s) that obtains the highest, second highest and the third highest combined score of the Technical and Financial evaluation.
- 32.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA’s best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

33. Rejection of Bids and annulments

- 33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/Purchase Orders or if the Bidder from UNFPA’s perspective is not in a position to deliver Purchase Orders that will be issued pursuant to the LTA(s).
- 33.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the LTA without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.
- 33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

34. Right to vary requirements and to negotiate at time of award

- 34.1. At the time of award of the LTA and any Purchase Order(s) pursuant to the LTA UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP without any change in the hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.
- 34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the LTA to ensure that the Financial Bid is competitive on all aspects of the price, in accordance with section 8.9.4 of the procurement procedures.
 - 34.2.1. The purpose of negotiations of offers selected based on the ‘cumulative analysis methodology’ is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.
 - 34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and

more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

35. Signing of the long term agreement (LTA)

- 35.1. The procurement official will send the successful Bidder(s) the LTA valid for initial duration of Three (3) years with possibility of renewal; based on satisfactory performance and written notification, for additional Two (2) years; maximum LTA duration is Five (5) years.
- 35.2. Which constitutes notification of award. Successful Bidder(s) shall sign and date the LTA, and return it to UNFPA within 10 calendar days of receipt of the LTA. To facilitate the process of signing the LTA, Bidders are expected to have reviewed the LTA template found in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE of the Bidding documents prior to submitting a Bid. After receipt of any Purchase Order(s) issued pursuant to the signed LTA, the successful Bidder shall deliver the goods and/or services in accordance with the delivery schedule outlined in the Purchase Orders.
- 35.3. The LTA will be established between the successful Bidder(s) and UNFPA to allow UNFPA to contract the provision of the specified goods/services. The resultant Agreement represents an offer on the part of the successful Bidder(s) to provide UNFPA with goods/services, at the prices agreed and under the Conditions of Contract detailed for the duration of the Agreement. These Agreements will not be considered as contracts, nor oblige UNFPA to any financial commitment whatsoever. Only Purchase Orders made pursuant to such Agreements will constitute a commitment on UNFPA's part.
- 35.4. UNFPA reserves the right to discontinue the agreements if the supplier's performance is not satisfactory to UNFPA.
- 35.5. Upon the establishment of the LTA with successful Bidder(s), the following secondary Bidding procedures will be followed each time there is a requirement for the goods and/or services (noting that UNFPA reserves the right to conduct secondary Bidding in the future through an on-line system):
 - 35.5.1. A Request for Quotation (RFQ) will be sent to all the firms with whom an LTA has been signed for the required goods/services.
 - 35.5.2. Bidder(s) will be required to provide their best prices (for goods)/rates (for services), bearing in mind that the prices (for goods)/rates (for services) cannot exceed the maximum ceiling unit prices in the LTA.
 - 35.5.3. Bidder(s) will normally be given a maximum of two weeks to provide a quotation. Depending on the complexity of the request and the destination, more time may be given.
 - 35.5.4. Quotations will be evaluated based on the lowest price most technically acceptable methodology. At the moment of submitting the RFQ the procurement official will provide indications on the evaluation parameters.
 - 35.5.5. UNFPA reserves the right to accept all or part of the Quote.
 - 35.5.6. Depending on the quantities being requested at the secondary Bidding stage or the complexity of the need, Bidders may be requested to provide a performance security.
 - 35.5.7. The successful Bidder(s) may be requested to quote for goods and/or services not covered by the LTA; these should be clearly identified as non-LTA items in the Quote.



35.5.8. Bidder(s) invited to a secondary bidding that systematically fail to respond regularly to UNFPA RFQs without valid justification may not continue to be invited to submit Quotes.

36. Publication of Contract Award

36.1. UNFPA will publish the contract award on [United Nations Global Marketplace](#) with the following information: Supplier Name and Country, Description of the Goods or Services and the date of the contract.

36.2. Additionally, for every Purchase Order UNFPA will publish on [United Nations Global Marketplace](#), unless it is deemed to be in the interest of UNFPA no to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Purchase order amount and the issue date of the purchase order.

37. Payment Provisions

37.1. UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

38. Bid protest

38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a LTA may complain to the UNFPA Head of the Business **Ms. Frederika MEIJER**, Egypt CO Representative at meijer@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 of the Procurement Services Branch at procurement@unfpa.org.

39. Documents establishing sustainability efforts of the Bidder

39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.



SECTION II: TERMS OF REFERENCE (TOR)

UNFPA Request for Proposals For Establishing Multiple Long Term Agreements LTA/s For Logistics and Event Management

The UN General Administration and Procurement Working Groups have recommended cooperating and initiating the process for establishing new Long Term Agreements LTA/s (for one or multiple vendors) for logistics and event management services. The process will be led by UNFPA on behalf of the UN agencies. . The purpose of the LTA/s is to support the implementation of the programme activities in the fields as well as the activities with national partners (i.e. including the below but not limited to: Ministry of Youth and Sports, National Population Council, National Council for Women, Ministry of Health, Ministry of Social Sodality, Ministry of Environment, Ministry of Foreign Trade & Industry, Ministry of Media, Ministry of Tourism and Antiquities, Ministry of Justice , Central Agency for Public Mobilization and statistics, Administrative Control Authority and others)

- Development objective(s)

In view of the above “Logistics and Event Management Services” will be rendered in close cooperation with UNFPA as well as the UN team. Long Term Agreement will be issued for one or multiple vendors (at least 3 LTAs and up to six LTAs) with initial duration of Three (3) years with possibility of renewal; based on satisfactory performance and written notification, for additional Two (2) years; maximum LTA duration is Five (5) years.

N.B: Event Management percentage only applicable whenever there is a whole event to be handled by the vendor including multiple service categories. In case of individual items Event Management percentage does not apply.

Activities to be carried out is divided into two groups as per the following schedules

- Services to be quoted for a fixed price, these prices will be used for the duration of the contract.
- Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement.

1- Services to be quoted for a fixed price, these prices will be used for the duration of the LTA contract.

Item	Service Description	Pricing methodology
1- Transportations & Airport Pickup: Inside/outside Greater Cairo using same or previous year Vehicle Models including driver, fuel , at least 120 KM per day free, recommended brands such as: EU, Japanese or Korean brands, all safety and security tools including First Aid kits available in each vehicle		
1.1	Bus 50 Pax	Per day/per month
1.2	Minibus 11 pax	Per day/per month
1.3	Coaster 32 Pax	Per day/per month
1.4	Coaster 20 Pax	Per day/per month
1.5	Four wheels (4X4) Land Cruiser 5 & 7 seats	Per day/per month
1.6	Sedan vehicles 5 -7 seats	Per day/per month
1.7	Extra KM charges	Per day/per month
1.8	Overnight charges for driver	Per day/per month
1.9	Open Truck Jumbo	Per Day
1.10	Closed Truck Jumbo	Per Day
1.11	Open pick-up truck	Per Day
2- Food & Beverage Meals: catering outside hotels in/out Greater Cairo		
2.1	One coffee break including soft drink and water;(Please specify contains of each meal)	Per pax (min 30 pax)
2.2	2 coffee breaks (morning and afternoon) including soft drinks and water; (Please specify contains of each meal)	Per pax (min 30 pax)
2.3	Lunch box for adults (2 sandwiches meat/chicken+ juice, Water, desert/fruit); Please specify contains of each meal	Per pax (min 30 pax)
2.4	Lunch box for adult packed hot meals + water and juice/soft drink; Please specify contains of each meal	Per pax (min 30 pax)
2.5	Kids meal (healthy sandwich + water+ juice & fruit); Please specify contains of each meal	Per pax (min 30 pax)
3. Event Equipment (Audio / Visuals, Setup), Theatre Performance, Concerts, Marathons..etc in/out Greater Cairo		
3.1	Mobile Stage Set-up; Truck/ Container LED 3*2 meter, Simple outdoor sound system, (2 speakers, 2 mics, mixer, Generator, and basic blender light	Renting per day
3.2	Fixed Stage Set-up, Metal or wooden with floor cover, height from ground level 40-160 cm	Renting per meter square/day
3.3	Generators Silent generator capacity 60KW 12 Hours/day including transportation	Renting per day

	Generators Silent generator capacity 100KW 12 Hours/day including transportation	Renting per day
	Generators Silent generator capacity 150KW 12 Hours/day including transportation	Renting per day
3.4	Indoor Sound system including 2 speakers, mixer, cables, technician and transportation charges	Per set/day
3.5	Outdoor Sound system including 2 high speakers, 2 base speakers, mixer, cables, technician & transportation charges	Per set/day
3.6	Extra wireless hand mics	Unit/day
	Extra wireless clip or head mics	Unit/day
	Extra Conference microphone - wired	Unit/day
	Extra Conference microphone (wireless)	Unit/day
3.7	LCDs plasma screen sizes 50-65, with stand	Unit/day
3.8	LED Comfort screens	Per meter square / day
3.9	LED Screen Pitch 3 or less, with processor and technician	Per meter square / day
3.10	Screen distributor	Unit/day
3.11	Presenter	Unit/day
3.12	Projectors 3000 Anis with cables	Unit/day
	Projectors 4500 Anis with cables	Unit/day
	Projectors 7500 Anis with cables	Unit/day
	Projectors 10,000 Anis with cables	Unit/day
3.13	Live streaming solution (system, equipment, operator)	System/day
3.14	4G internet connection (backup)	Unit/day
4. Event setup		
4.1	Ramp (wooden or steel)	Unit/day
4.2	Outdoor tents 2 *2 m2	Per meter square / day
	Outdoor tents 5*5 m2	Per meter square / day
	Outdoor tents 10*10 m2	Per meter square / day
4.3	Chairs with lycra cover	Unit/day
4.4	VIP fauteuil / panel chairs	Unit/day
4.5	VIP lounge set (2 chairs, couch & table)	Set/day
4.6	Banquet round tables fit for 4-6 pax	Unit/day

	Banquet round tables fit for 8-10 pax	Unit/day
4.7	Red Carpets	Per meter
4.8	VIP Metal separators	Unit/day
4.9	Banquet round tables for 8 pax	Unit/day
4.1	Coffee tables 50*50	Unit/day
4.11	VIP metal tables + 4 chairs	Set/day
	VIP metal tables + 8 chairs	Set/day
4.12	Covered rectangular tables lycra 180*60	Unit/day
4.13	Informal seating / Kids bean bags	Unit/day
	Informal seating / Adult bean bags	Unit/day
4.14	Outdoor Umbrellas	Unit/day
4.15	High Chair Standard- Extra	Unit/day
4.16	High Chair Golden- Extra	Unit/day
4.17	VIP Golden High tables with 4 chairs	Set/day
4.18	Standard High tables with 4 chairs	Set/day
5- Professional Support Services inside Greater Cairo		
5.1	Tour Guide	Per day
5.2	Usher	Per day
5.3	Usher for VIP	Per day
5.4	Senior Graphic Designer	Per day
5.5	Junior Graphic Designer	Per day
5.6	Communication expert	Per day
5.7	Participants coordinator	Per day
5.8	Protocol coordinator	Per day
5.9	Invitation card distribution & follow up for normal guests	Per card or group of cards to same destination
	Invitation card distribution & follow up for VIPs	Per card or group of cards to same destination
6- Event Production, branding & visibility		
6.1	Booth Set-up (Wood, Printing, Set-up, Equipment)	Per meter square

6.2	Wooden display Stand 100*200 cm outdoor self-standing	Per meter square
6.3	Wooden Exhibitions stands/boxes L 60cm*W 40cm*H 100cm (for displaying items on top of it)	Per Unit
6.4	Backdrop/ Media Wall (high quality printed banner on wooden frame full colors, one side printing)	Per meter square
6.5	X Banners; full colors one side printing 1*2m	Per Unit
	X Banners; full colors one side printing 0.80*2m	Per Unit
6.6	Roll-ups ; full colors, one side printing, 0.80*2m	Per Unit
	Roll-ups ; full colors, one side printing, 1*2m	Per Unit
	Roll-ups ; full colors, one side printing, 1.5*2m	Per Unit
6.7	Pop-ups PVC sheets, full colors, one side printing 250*300 cm	Per Unit
	Pop-ups PVC sheets, full colors, one side printing 300*300 cm	Per Unit
	Pop-ups PVC sheets, full colors, one side printing 400*300 cm	Per Unit
6.8	VIP Trophies wooden & copper with laser cut and wooden box)	Per Unit
	VIP Trophies crystal with laser engraving in wooden box)	Per Unit
	Standard Trophies (Engraved crystal with velvet box)	Per Unit
6.9	Awarding Medals: Metal Golden/Silver color including ribbon (with printing)	Per Unit
6.10	Acrylic table Name stands	Per Unit
6.11	Name tags PVC and lanyards	Per Unit
6.12	Standard Acrylic Podium	Renting per day
6.13	Registration desk 2 meters wide with branding	Renting per day
6.14	Portable Bathrooms 2 units	Renting per day
6.15	Start & finish Gates Two sides Branded for Marathons events 5 m wide, 4 m height, 60 cm *60 cm branded 2 sides	Renting per day
6.16	Sanitizes cabin / booths	Renting per day
6.17	X-Ray Machine	Renting per day
6.18	Foamex sheets with vinyl printing (danglers, posters, ...)	Per meter square
7- General Practitioner , Physiotherapist & Ambulance during Marathons and/or mega street events in/out Greater Cairo		
7.1	General Practitioner Doctor if required to accompany the street mega events/campaigns in/out Greater Cairo. Required CVs	Per day
7.2	Physiotherapist during Marathons in/out Greater Cairo. Required CVs	Per day

7.3	Providing an equipped Ambulance during Mega events in/out Cairo & Giza	Per Trip
7.4	Equipped Ambulance to transfer sick and/or infected staff /depends to isolation hospitals inside Greater Cairo	Per Trip
	Equipped Ambulance to transfer sick and/or infected staff /depends to isolation hospitals Cairo/ Sharm/Cairo	Per Trip
8- Professional Simultaneous Interpretation for live and virtual events: Instant Professional licensed Translators (Preferable with previous UN experience) for life and virtual events and Interpretation arrangements including provision of simultaneous translation equipment (booths, mics headsets..etc) in/out Greater Cairo , UN standards 8 hours including breaks, max 45 mints continues) . Required CVs		
8.1	English/Arabic/English	Per pax/per day
8.2	English /French/English	Per pax/per day
8.3	English/German/English	Per pax/per day
8.4	English/Italian/English	Per pax/per day
8.5	English/Spanish/English	Per pax/per day
8.6	English/Portuguese/English	Per pax/per day
8.7	English/Chinese/English	Per pax/per day
8.8	Arabic/French/Arabic	Per pax/per day
8.9	Arabic/German/Arabic	Per pax/per day
8.10	Arabic/Spanish/Arabic	Per pax/per day
8.11	Arabic/Italian/Arabic	Per pax/per day
8.12	Arabic/ Chinese/Arabic	Per pax/per day
8.13	Sign Language	Per pax/per day
8.14	Interpretation (English/Arabic/English) during field visits in/out Greater Cairo, including any extra working hours	Based on separate quotation for each event
8.15	Other languages such as; Korean, Greek, Latin, Hebrew, Indian, African..etc.	Based on separate quotation for each event
8.16	Interpretation system including isolated, booth, CU, transmitters and interpreter console	Per day/Cabin
8.17	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 50 pax	Per day
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 100 pax	Per day
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 300 pax	Per day
8.18	Headset/Interpretation receivers	Per unit/day
8.19	Handheld wireless microphone	Per unit/day

	Wired microphone	Per unit/day
	Conference microphone	Per unit/day
	Neck microphone	Per unit/day
8.20	Tour Guide (mobile) interpretation system	Per unit/day
	Tour guide headsets	Per unit/day
8.21	Virtual interpretation hub preparation (equipment, technical support and internet connectivity/ language)	Per unit/day
8.22	Extra % for recording interpreter voice	Per day
8.23	Extra % for interpreters for outside Greater Cairo	Per day
9-Branding and Promotional Items: design and production for small quantities (digital and offset). For large quantities + 500 : based on secondary bidding & approved quotation		
9.1	Flyers/leaflets; A5 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Flyers/leaflets; A4 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Flyers/leaflets; A5 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Flyers/leaflets; A4 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
9.2	Folded Flyers/leaflets; A5 closed A4 open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Folded Flyers/leaflets; A4 closed A3 Open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
9.3	Brochures; A5 , folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)
	Brochures; A4 folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)
9.4	Paper Folders; fit for A4 papers (22cm*32cm); two sides printing, full colors, laminated matte/glossy with 2 pockets	Per unit (50-500 units)
9.5	Booklets; A5 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)
	Booklets; A4 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding.	Per unit (50-500 units)
	Booklets; A4 size, 12-20 pages including covers full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)
9.6	Block note; A5 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)

	Block note; A4 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)
	Block note; A5 size, full colors cover, 100 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)
	Block note; A4 size, full colors cover, 100 papers, 80gr, inner 1 color printing without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)
9.7	Desk Calendar; full colors, hard cover, laminated matte/glossy, A5 with double wire binding, 300-350gr 12 pages	Per unit (50-500 units)
9.8	Posters; 50cm*70cm, full colors, one side printing 350gr, Couche, laminated matte/glossy with holes and double face-adhesive	Per unit (50-500 units)
9.9	Invitation cards with envelopes, folded & unfolded, A5, full colors one side printing	Per unit (50-500 units)
	Invitation cards with envelopes, folded & unfolded, A5, full colors two sides printing	Per unit (50-500 units)
9.10	Suite Pins; metal with engraving , full colors, round or rectangles 2-3cm	Per unit (50-500 units)
	Suite Pins; Plexi, magnetic full colors, round or rectangles 3-5cm	Per unit (50-500 units)
	Button Badge; metal full colors, round & rectangles 3-5cm	Per unit (50-500 units)
9.11	Certificates: A4, Fabriano, +200gr (different colors), full colors, one side printing	Per unit (50-500 units)
9.12	Branded Envelopes, A5, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
	Branded Envelopes, A4, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
	Branded Envelopes, A3, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
	Branded Envelopes, American Size, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
9.13	Caps; free size, cotton, printed, full colors	Per unit (50-500 units)
	Caps; free size, cotton, embroidery, full colors	Per unit (50-500 units)
9.14	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , S-XXL sizes	Per unit (50-500 units)
	T-shirts; 65-95% cotton long sleeves, different colors, full colors printing A4 one side; S-XXL sizes	Per unit (50-500 units)
	T-shirts dry fit short sleeves, V/round neck, different colors, full colors printing A4 in one side, S-XXL sizes	Per unit (50-500 units)
	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit (50-500 units)
	T-shirts; 65-95% cotton long sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit (50-500 units)
	T-shirts; extra side printing	Per unit (50-500 units)
9.15	Polo-shirts; 65-95% cottons short sleeves, different colors, full colors A4 printing in one sides,	Per unit (50-500 units)
	Polo-shirts; 65-95% cotton long sleeves, different colors, full colors A4 printing in one side,	Per unit (50-500 units)

	Milton Polo- Shirts: school shirts, long sleeves, different colors, embroidery logos on one side, children sizes 6- 18 Years	Per unit (50-500 units)
	Polo-shirts ; extra side printing	Per unit (50-500 units)
9.16	Branded Vests; sleeveless, linen, different colors, different sizes (S-3XL), V nick with zipper closer with multi pockets, embroidery	Per unit (50-500 units)
9.17	Flags; Satan printed 150*80 CM , with golden metal pole 2m	Per unit
	Flags; Satan printed 150*80 CM	Per unit
	Outdoor flags; 4 meter flags with metal base	Per unit
	Flags; feather flags 2 meter	Per unit
	Flags; desk flags with metal base	Per unit (50-500 units)
9.18	Branded pens; one side printing, Plastic pen	Per unit (50-500 units)
	Branded pens; one side printing/engraving, metal pen	Per unit (50-500 units)
9.19	Tote Bags; 40*35cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)
	Tote Bags; 50*60cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)
	Standard youth Back bag with branding in one side	Per unit (50-500 units)
	Tote Bags; extra side printing	Per unit (50-500 units)
9.20	Branding vehicles; full colors printing on one side, laminated matte/glossy, sticky sheets , see through, European vinyl	Per M2
9.21	Printed Roll Ups screen(curtains); full colors printing on one side, German/Japanese mechanism	Per M2 (50-500 units)
9.22	Asset cards; Plexi, double face support, 2-3mm, 5*7cm	Per unit (50-500 units)
9.23	Plexi Plaques: 30*40cm, 4 halls with decorated nails, 3-5mm	Per unit (50-500 units)
	Wooden & Copper (2mm) Plaques: 30*40cm, laser engraving, with decorated nails.	Per unit (50-500 units)
9.24	Mugs; White Ceramic, full printing in full colors, microwave-safe	Per unit (50-500 units)
9.25	Branded Paravans: triple metal stand with wheels material vinyl, full colors printing	Per unit (50-500 units)
9.26	VIP Leather Portfolio (A3 Size folded)	Per unit (50-500 units)
9.27	Branded Fabric Facial Masks, Branded cloth mask 3 layers: the outer and inner layer is made of 100% cotton; Multiple wash times up to 40 time the materials can tolerate wash at 40 degree in the presence of disinfectants ironing at high temp without damage to multiple washing times or change shapes packing; receiving each mask in a closed mono open container.	Per unit (50-500 units)

10- Film Making ; Personnel & Equipment, Supply Media Material (USB, CDs, Media Cards)

10.1	Photography / videography interviews Sound Equipment	Daily rate
10.2	Photography / videography interviews Light Equipment	Daily rate
10.3	Videographer (Inside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate
10.4	Videographer (Outside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate
10.5	Photographer (Inside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate
10.6	Photographer (Outside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate
10.7	Digital/SLR Camera Including Batteries, Memory Cards, and Lenses	Daily rate
10.8	Technician	Daily rate
10.9	Branded USB 8 GB (metal, wood or plastic with engraving or printing)	Per unit
	Branded USB 16 GB (metal, wood or plastic with engraving or printing)	Per unit
	Branded USB 32 GB with material (metal, wood or plastic with engraving or printing)	Per unit
10.10	CD with material	Per unit
10.11	Composers	Daily rate
11- Postproduction and Editing (Video 3 - 5 Minutes duration)		
11.1	Editor	Per minute
11.2	Translation and Subtitles	Per minute
11.3	Voice Over	Per minute
11.4	video animation 2D / infographic video	Per minute
11.5	Others related to conducting Videos (based on approved separate quotation)	Based on approved separate quotation
12- Social Media Services		
12.1	Social Media Campaign Management	Per week
12.2	Video graphics (1 minute)	Per minute
12.3	Boosting/Promoting Posts for Increasing Likes and shares (Min 100,000 Like/Share) Facebook, Instagram and Twitter	CPM cost per mile
12.4	Boosting/Promoting Posts for Increasing Views (Min 100,000 View)	CPM cost per mile
13- Cash Disbursement of travel (DSAs) and Transportation Allowances: (please review Policy for Payment services Providers stated below under Requirements: C- Engagement of Payment Services Providers PSPs)		

13.1	DSAs/Allowances paid in Egyptian Pounds	will be settled based on providing the original signed receipts/sheets , copy of IDs plus the agreed percentage for payments in EGP
13.2	DSAs/Allowances paid in Foreign currency USD/EURO	will be settled based on providing the original signed receipts/sheets , copy of IDs plus the agreed percentage for payments in Foreign Currencies
13.3	For services requested outside Greater Cairo, Transportation & accommodation for personal will be settled based on pre-approved quotation and invoices	To be quoted separately for each event based on the event location distance and will be paid in EGP
14- Management fees for conducting events on behalf of the UN agencies: Event Management fees will be paid whenever there is a whole event to be handled by the vendor		
14.1	Inside Great Cairo	Percentage of the total expenses covered by the vendor
14.2	Outside Great Cairo (including vendor charges for accommodation, travel & meals)	Percentage of the total expenses covered by vendor

2- Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement. Please mark YES or NO for each of the following services describing your ability to Perform the services under this category according to UNFPA conditions;

Item	Service description	Pricing methodology	YES/NO
15- Hotel Services (Accommodations, catering, rentals....) inside/outside Greater Cairo: Minimum quality and service standard provided based on UNDSS list of recommended hotels (different categories in each Governorate). UNDSS List attached			
15.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ..etc Plus the agreed management fees	
15.2	Booking accommodation inside Youth Centers, Military & Governmental hotels and/or any other special requests.		
15.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms , VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, parking..etc		
16- Rental of Venue other than hotels in/out side Greater Cairo based on the needs and number of participants			
16.1	Inside Governmental entities	Original stamped invoices, and pre-approved quotation for non-receipted expenses plus agreed management fees	
16.2	Youth and Civil Education Centers		
16.3	Other locations as requested		
17- Custom Catering services for events: form catering providers and Hotels			
17.1	VIP Receptions	Pre-approved quotation , original invoices by food supplier is required plus agreed management fees	
17.2	Seated Dinner		
17.3	Outdoor Catering services		
17.4	Other catering & cutlery services (knives, forks, and spoons used for eating or serving food)		
18- Stationary & disinfection items for events: items to be procured on behalf of UN Agencies for the use during the events			
18.1	Event stationeries: notebooks, pens, flipcharts including paper sheets, markers, white& colored papers, sticky notes, staplers, punchers, cutters, scissors ...etc.	From trusted Manufacturer approved by the Egyptian Organization for Standardization & Quality EOS or by WHO To be settled against pre-approved quotation & original invoices plus agreed management fees	
18.2	COVID-19 essentials during workshops: Alcohol 70% (1L , 500ml &100 ml) and Hand Sanitizers (1L , 500ml &100 ml) to be provided during the outside hotels events from trusted Manufacturer approved by the Egyptian Organization for Standardization & Quality EOS or by WHO		
18.3	COVID-19 essentials during workshops: Cloth masks (3 layers protective REUSABLE / WASHABLE face protection, Outer layer: 100% Polyester, Middle layer: 100% Polyester, Inner layer: 100 % Cotton) 3 layers Surgical masks N95 Masks		
19- Musical and Entertainment Bands and Performances in Greater Cairo and Other Governorates			

19.1	Youth Musical and Entertainment Band Local Performers	Pre-approved quotation and/or signed contract with performance provider plus agreed management fees	
19.2	Oriental performance		
19.3	Specific singers or shows as requested		
19.4	Musician Syndicate Fees	Original Governmental invoices/transfers and pre-approved quotation for non-receipt services plus agreed management fees	
19.5	Transportation, Travel, accommodation if requested	Pre-approved quotation for transportation and accommodation if not provided by UNFPA, for travel (flight) original TKT invoice and boarding passes is required	
20- Media Coverage & Film Making: Very well network with TV, Radio and newspapers including (but not limited to)			
20.1	TV News Coverage: reaching out, Facilitation and follow up with TV and media outlets and possible interviews + reporting on event coverage (targeted TV channels: DMC, On TV, CBC, Al Nahar, Sada Al Ballad, AP, Reuters)	Original Invoices, pre-approved quotation plus agreed management fees	
20.2	Radio Coverage: reaching out, Facilitation and follow up with Radio and media outlets and possible interviews + reporting on event coverage		
20.3	Newspaper: reaching out, Facilitation and follow up with Newspaper and media outlets and possible interviews + reporting on event coverage (targeted newspapers: Akbar Masr, Al Bawaba, Al Youm 7, Masrawy)		
20.4	Offline Advertising (Billboards)		
20.5	Non priced services related to conducting Videos	Pre-approved quotation	
20.6	Facebook/Social Media Live broadcast	Pre-approved quotation	
20.7	Lyrics, VFX and coloring	Pre-approved quotation	
21- Public Relations Services: Very well public relations network with Media including (but not limited to):			
21.1	Master of Ceremony	Pre-approved quotation and/or signed contract with service provider plus agreed management fees	
21.2	Celebrities		
21.3	TV Presenter		
21.4	Media Coverage/Journalists		
22 -Security Permits and Clearances in/out Greater Cairo including but not limited to: public locations, Tourism and Antiquities, Street Events and others			
22.1	Original governmental fees	Original Governmental invoices /transfers, and pre-approved quotation for non-receipted expenses plus agreed management fees	
22.2	Entry fees		
22.3	Security charges		
22.4	Taxes		
22.5	Non-receipted expenses		

Responsibilities and Duties:



- Event managers will need to help oversee and plan all of an event's aspect from the time that the initial idea was conceived to the event's last, most minute detail.
- Event managers meet with relevant staff of the organization and discuss the event in detail and prepare a detailed work/event plan if required.
- Suggests creative possibilities such as themes and ideas to help the event. Manages all the related staff to the event including guest registration, parking registration, entertainment and caterers. An event manager needs to present the event's budget and stick to this. It is also important to adhere to a timeline and frequently communicating with members of the organization as the event progresses is a must.
- As part of the job description, event project managers sometimes need to travel frequently as well.
- Calm under Pressure, able to observe and solve on spot problems.
- Event Managers need to remain calm during a crisis and the high pressure of an event in progress.
- Computer Skills: Modern event planners rely on computers to communicate, plan, budget (using word document and excel, etc.) and organize their events.
- Negotiation Skills: Event Managers will need negotiation skills to work out prices with clients and contractors.
- Organization: Many things happen all at once at meetings. The Event Manager needs to stay focused and organized so that the event goes off without a hitch.
- Problem-Solving Skills: Inevitably, something will go wrong at an event. Being able to quickly solve the issue is required.
- Good network with many service providers including but not limited to buses, vehicles, translations, printing, audio, etc...

Skills and Qualifications:

- Demonstrates above-average organization and communication skills.
- Ability to think outside the box, on his feet and get problems resolved in seconds.
- ability to communicate effectively with every kind of person and be able to do event visualizing from beginning to end while at the same time know what steps to take to get everything done.
- Excellent time management as well as the ability to prioritize and multitask.
- Ability of being able to predict costs accurately, find bargains and manage funds will help event managers stay inside their budgets. Excellent financial and budgeting skills, ability to disburse and handle large amount of cash
- Delegate and assign specific responsibilities to perform tasks during the time that leads up to the event as well as while the event goes on. Excellent team management and coordination skills,
- Ability to assess complications and difficulties of the team and swiftly deal with these to keep everything smoothly running.
- Excellent and effective problem solving skills as well as superior skills in communication.
- Being available: for scheduling and planning phases of an event without a hitch, needs to be available during, before and after the event to ensure that everything continues to run as planned.
- Ability to deal with large amounts of stress, making rapid decisions instantaneously and meet tight deadlines.



Requirements:

A- Mandatory requirement:

- Legal representation in Egypt; Official & tax registration (copies requested)
- 5 years of experience in the events management field (past experiences to be provided- link to firm Portfolio) and CVs of company's key personnel that will be allocated to deliver the services to UN Agencies in Egypt.
- Experience delivering successful High level and mega events (minimum 3 recommendation letters)
- At Least 4 years Audited financial statements (copies for 2020, 2019, 2018 & 2017 Audited financial statements)
- Ability to handle all aspects of the event
- Ability to handle cash disbursements using banking, mobile or other similar modes.

B- Minimum Requirement:

- Solid experience in handling “events management services” for UN and/or international organizations, NGOs, Embassies, Multinational organizations/firms and/or government agencies.
- Proven experience in delivering **parallel** events for UN or International NGOs' in different cities; international organizations, embassies and multinational organizations
- Solid experience in delivering high profile events (VIP, Ministers, Government officials) and social events for the UN and/or international organizations, NGOs, Embassies, Multinational organizations/firms and/or government agencies.
- Sound understanding and knowledge of the organization mandates and UN's experiences in this field.
- Company's managerial capabilities staff degree in Logistics, Events Management, communication or other related field is an asset.
- At least 5 years previous experience in the same field at the local/international markets with a dedicated team to facilitate/support events (past experiences to be provided).
- Delivered similar services satisfactorily to UN or International NGOs' in different cities; international organizations, embassies and multinational organizations during the last three years, with no negative performance reports is an asset.
- Specific experience and expertise relevant to the assignment.
- “Out-of-the-box” – thinking in order to tackle the challenges.
- Conceptual thinking and analytical skills.
- Design the event flow and methodology and provide virtual follow-up support to the participants.
- Ability to handle multitasks under stress to meet timeliness/challenges of the Implementation Plan.
- Ability to submit English reports (whenever requested) for each event
- Financial capability to meet ad hoc requests is an asset (Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period).

C- Engagement of Payment Services Providers (PSPs)

The following key requirements must be met in order to engage PSPs:

a) PSPs must have:

- i. Demonstrable experience in providing cash disbursement services in the locations where they are expected to take place.
- ii. The capability to transfer cash to payees a) electronically, b) directly to their bank accounts or mobile phones/wallets, or c) make cash available to them at convenient and secure facilities at the locations where disbursements may be required.

- iii. All authorizations, permits and licenses required by the country of operation.
- iv. A solid financial position, evidenced through audited financial statements and/or ratings from the relevant regulatory authorities or credit agencies.
- b)** PSPs must be able to complete the disbursements and related reports within the time frames required by UNFPA to satisfy its programmatic and operational needs.
- c)** The process to complete cash disbursements and the related roles and responsibilities, including those of any contractees engaged by PSPs, must be clearly documented.
- d)** The process must provide adequate assurance that cash will be disbursed only to authorized payees and that any amounts advanced by UNFPA to PSPs, but not disbursed, will be promptly reimbursed.
- e)** UNFPA must have knowledge of and consensual right to the choice of contractees and the related sub-contractual arrangements. Fees due for services provided by contractees must be clearly defined.
- f)** The cost structure must be clearly and transparently defined, as a flat fee or percentage per transaction, with volume-related discounts and adequate fee caps.
- g)** Cost adjustment formulas must be clearly documented, and prevent large or unpredictable cost increases over the contract period.
- h)** There must be no minimum transactional volumes / values and/or fee commitments by UNFPA.
- i)** No costs or fees should be incurred by payees other than those they would incur for their own transactions.
- j)** Fees must only be paid to PSPs following receipt of disbursement reports and refund to UNFPA of any undisbursed advances.
- k)** PSPs must be fully liable for any losses incurred in the processing of cash transfers and handling of cash, with the sole exception of losses attributable to UNFPA's gross negligence or willful misconduct. No caps on PSP liability shall be allowed.
- l)** PSPs must maintain adequate insurance covering on-site cash deliveries.
- m)** Adequate controls must be in place to ensure the safeguarding, confidentiality and privacy of payee data provided by UNFPA during its transmission and processing and while it remains stored by PSPs.



SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

(21)

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. All standard forms as explained under clause Section I: Instructions to Bidders, clause **16.1**

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of the entire Bid.



SECTION III: GENERAL CONDITIONS OF CONTRACT

[HTTPS://WWW.UNFPA.ORG/SITES/DEFAULT/FILES/RESOURCE-PDF/UNFPA%20GENERAL%20CONDITIONS%20-%20MIXED%20GOODS%20AND%20SERVICES%20EN.PDF](https://www.unfpa.org/sites/default/files/resource-pdf/unfpa%20general%20conditions%20-%20mixed%20goods%20and%20services%20en.pdf)

SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT
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<p align="center">LTA RATES</p>	<p>The rates charged for the services performed shall not be adjustable for the first year. Prices may be changed starting from the second year based on significant price changes in the Egyptian market, subject to the pre-approval of UNFPA Egypt CO before implementation.</p>
<p align="center">GOODS AND SERVICES DEFINED</p>	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p>
<p align="center">KEY PERFORMANCE INDICATORS</p>	<p>Successful Bidder’s performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Goods and Services:</p> <ul style="list-style-type: none"> ● Timely delivery of goods and services based on client requirements ● Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) ● Effective and timely communication and documents handling ● Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions) <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
<p align="center">PAYMENT TERMS</p>	<p>UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall</p>

	<p>explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>
<p>Liquidated Damages</p>	<p>In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 3% of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.</p>



SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements

1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: Provision of Goods & Services. (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

2. Legal status of the Bidder

1.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)

1.2. In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an agent in the country that is equipped and able to carry out the supplier’s maintenance, training, repair and spare parts-stocking obligations prescribed in the SECTION I: INSTRUCTIONS TO BIDDERS and SECTION II: TERMS OF REFERENCE (TOR)

3. Bidder’s eligibility

2.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (SECTION VI – ANNEX B: BID SUBMISSION FORM)

- Listed as suspended or removed by the United Nations Procurement Division (UNPD);
- Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
- Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

4. Financial stability

3.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a Four-years period, including those mentioned in the table below.

Financial Ratio	2017	2018	2019	2020
Current ratio				
Quick ratio				
Debt ratio				
.....				



- 3.2. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.
- 3.3. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

5. Experience and Technical Capacity

- Company's managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period



SECTION VI: BID AND RETURNABLE FORMS

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Below find an overview of the attached Bidding and returnable forms required for the RFP.

Description		Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder's Previous Experience	Mandatory	PDF
Annex E:	Price Schedule Form	Mandatory	PDF & Excel
Annex F:	Joint Venture Partner Information Form	Optional	PDF
Annex G:	Checklist of Bid Forms	Not Applicable	Not Applicable



SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

To:	UNFPA Egypt CO	Date:	
	Ms. Gina Shoukry	Email:	shoukry@unfpa.org
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject :	UNFPA/EGY/RFP/21/011		

<input type="checkbox"/>	YES, we intend to submit a bid in response to the above mentioned RFP.
<input type="checkbox"/>	NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated
- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

<input type="checkbox"/>	YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
<input type="checkbox"/>	No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

Name:		E-mail:	
Post Title:		Telephone	



SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Month, Day, 2021]

To: UNFPA
 70 A Nahda St., Sarayat Maadi
 Maadi, Cairo, Egypt

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/EGY/RFP/21/011 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.

Original term/condition per RFP UNFPA/EGY/RFP/21/011 and the subsequent revisions	Proposed deviation (alternate clause), by the undersigned	Reason for proposing alternate clause

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

	On behalf of Business Authority	On behalf of Legal Authority
Signature:		
Name:		
Title:		
Name of Company:		
Telephone:		
Email:		



SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM
UNFPA/EGY/RFP/21/011,

1. Organizational Information	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification	
International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to Bid)	

3. Expertise of Staff	
Total number of staff	
Number of staff involved in similar supply LTAs	



4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

Order No. & Date	Description ³	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:		Countersigned by and stamp of Chartered Accountant	
Name and title:		Name and title:	
Name of Company:		Name of Company:	
Telephone:		Telephone:	
Email:		Email:	
Date:		Date:	

³ Please indicate relevant contracts to the one requested in the RFP.

SECTION VI – ANNEX E: PRICE SCHEDULE FORM

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(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause **19** Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown.
4. UNFPA anticipates awarding the project on a fixed-price basis for the items stated in the first schedule (from item 1 till item 14); second schedule (from Item 15 till item 22) based on secondary bidding between the contracted LTAs. To complete an analysis of the Bid, firms are required to submit itemized pricing.

Item	Service Description	measuring Unit	Price	Comments If any
1- Transportations & Airport Pickup: Inside/outside Greater Cairo using same or previous year Vehicle Models including driver, fuel , at least 120 KM per day free, recommended brands such as: EU, Japanese or Korean brands, all safety and security tools including First Aid kits available in each vehicle				
1.1	Bus 50 Pax	Per day/per month		
1.2	Minibus 11 pax	Per day/per month		
1.3	Coaster 32 Pax	Per day/per month		
1.4	Coaster 20 Pax	Per day/per month		
1.5	Four wheels (4X4) Land Cruiser 5 & 7 seats	Per day/per month		
1.6	Sedan vehicles 5 -7 seats	Per day/per month		
1.7	Extra KM charges	Per day/per month		
1.8	Overnight charges for driver	Per day/per month		
1.9	Open Truck Jumbo	Per Day		
1.10	Closed Truck Jumbo	Per Day		
1.11	Open pick-up truck	Per Day		
2- Food & Beverage Meals: catering outside hotels in/out Greater Cairo				

2.1	One coffee break including soft drink and water; Please specify contains of each meal	Per pax (min 30 pax)		
2.2	2 coffee breaks (morning and afternoon) including soft drinks and water; Please specify contains of each meal	Per pax (min 30 pax)		
2.3	Lunch box for adults (2 sandwiches meat/chicken+ juice, Water, desert/fruit); Please specify contains of each meal	Per pax (min 30 pax)		
2.4	Lunch box for adult packed hot meals + water and juice/soft drink; Please specify contains of each meal	Per pax (min 30 pax)		
2.5	Kids meal (healthy sandwich + water+ juice & fruit); Please specify contains of each meal	Per pax (min 30 pax)		
3. Event Equipment (Audio / Visuals, Setup), Theatre Performance, Concerts, Marathons..etc in/out Greater Cairo				
3.1	Mobile Stage Set-up; Truck/ Container LED 3*2 meter, Simple outdoor sound system, (2 speakers, 2 mics, mixer, Generator, and basic blender light	Renting per day		
3.2	Fixed Stage Set-up, Metal or wooden with floor cover, height from ground level 40-160 cm	Renting per meter square/day		
3.3	Generators Silent generator capacity 60KW 12 Hours/day including transportation	Renting per day		
	Generators Silent generator capacity 100KW 12 Hours/day including transportation	Renting per day		
	Generators Silent generator capacity 150KW 12 Hours/day including transportation	Renting per day		
3.4	Indoor Sound system including 2 speakers, mixer, cables, technician and transportation charges	Per set/day		
3.5	Outdoor Sound system including 2 high speakers, 2 base speakers, mixer, cables, technician & transportation charges	Per set/day		
3.6	Extra wireless hand mics	Unit/day		
	Extra wireless clip or head mics	Unit/day		
	Extra Conference microphone - wired	Unit/day		
	Extra Conference microphone (wireless)	Unit/day		
3.7	LCDs plasma screen sizes 50-65, with stand	Unit/day		
3.8	LED Comfort screens	Per meter square / day		
3.9	LED Screen Pitch 3 or less, with processor and technician	Per meter square / day		

3.10	Screen distributor	Unit/day		
3.11	Presenter	Unit/day		
3.12	Projectors 3000 Anis with cables	Unit/day		
	Projectors 4500 Anis with cables	Unit/day		
	Projectors 7500 Anis with cables	Unit/day		
	Projectors 10,000 Anis with cables	Unit/day		
3.13	Live streaming solution (system, equipment, operator)	System/day		
3.14	4G internet connection (backup)	Unit/day		
4. Event setup				
4.1	Ramp (wooden or steel)	Unit/day		
4.2	Outdoor tents 2*2 m2	Per meter square / day		
	Outdoor tents 5*5 m2	Per meter square / day		
	Outdoor tents 10*10 m2	Per meter square / day		
4.3	Chairs with lycra cover	Unit/day		
4.4	VIP fauteuil / panel chairs	Unit/day		
4.5	VIP lounge set (2 chairs, couch & table)	Set/day		
4.6	Banquet round tables fit for 4-6 pax	Unit/day		
	Banquet round tables fit for 8-10 pax	Unit/day		
4.7	Red Carpets	Per meter		
4.8	VIP Metal separators	Unit/day		
4.9	Banquet round tables for 8 pax	Unit/day		
4.1	Coffee tables 50*50	Unit/day		
4.11	VIP metal tables + 4 chairs	Set/day		
	VIP metal tables + 8 chairs	Set/day		
4.12	Covered rectangular tables lycra 180*60	Unit/day		
4.13	Informal seating / Kids bean bags	Unit/day		
	Informal seating / Adult bean bags	Unit/day		
4.14	Outdoor Umbrellas	Unit/day		
4.15	High Chair Standard- Extra	Unit/day		
4.16	High Chair Golden- Extra	Unit/day		
4.17	VIP Golden High tables with 4 chairs	Set/day		
4.18	Standard High tables with 4 chairs	Set/day		
5- Professional Support Services inside Greater Cairo				
5.1	Tour Guide	Per day		

5.2	Usher	Per day		
5.3	Usher for VIP	Per day		
5.4	Senior Graphic Designer	Per day		
5.5	Junior Graphic Designer	Per day		
5.6	Communication expert	Per day		
5.7	Participants coordinator	Per day		
5.8	Protocol coordinator	Per day		
5.9	Invitation card distribution & follow up for normal guests	Per card or group of cards to same destination		
	Invitation card distribution & follow up for VIPs	Per card or group of cards to same destination		
6- Event Production, branding & visibility				
6.1	Booth Set-up (Wood, Printing, Set-up, Equipment)	Per meter square		
6.2	Wooden display Stand 100*200 cm outdoor self-standing	Per meter square		
6.3	Wooden Exhibitions stands/boxes L 60cm*W 40cm* H 100cm (for displaying items on top of it)	Per Unit		
6.4	Backdrop/ Media Wall (high quality printed banner on wooden frame full colors, one side printing)	Per meter square		
6.5	X Banners; full colors one side printing 1*2m	Per Unit		
	X Banners; full colors one side printing 0.80*2m	Per Unit		
6.6	Roll-ups ; full colors, one side printing, 0.80*2m	Per Unit		
	Roll-ups ; full colors, one side printing, 1*2m	Per Unit		
	Roll-ups ; full colors, one side printing, 1.5*2m	Per Unit		
6.7	Pop-ups PVC sheets, full colors, one side printing 250*300 cm	Per Unit		
	Pop-ups PVC sheets, full colors, one side printing 300*300 cm	Per Unit		
	Pop-ups PVC sheets, full colors, one side printing 400*300 cm	Per Unit		
6.8	VIP Trophies wooden & copper with laser cut and wooden box)	Per Unit		
	VIP Trophies crystal with laser engraving in wooden box)	Per Unit		
	Standard Trophies (Engraved crystal with velvet box)	Per Unit		
6.9	Awarding Medals: Metal Golden/Silver color including ribbon (with printing)	Per Unit		

6.10	Acrylic table Name stands	Per Unit		
6.11	Name tags PVC and lanyards	Per Unit		
6.12	Standard Acrylic Podium	Renting per day		
6.13	Registration desk 2 meters wide with branding	Renting per day		
6.14	Portable Bathrooms 2 units	Renting per day		
6.15	Start & finish Gates Two sides Branded for Marathons events 5 m wide, 4 m height, 60 cm *60 cm printed 2 sides	Renting per day		
6.16	Sanitizes cabin / booths	Renting per day		
6.17	X-Ray Machine	Renting per day		
6.18	Foamex sheets with vinyl printing (danglers, posters, ...)	Per meter square		
7- General Practitioner , Physiotherapist & Ambulance during Marathons and/or mega street events in/out Greater Cairo				
7.1	General Practitioner Doctor if required to accompany the street mega events/campaigns in/out Greater Cairo.	Per day		Required CVs
7.2	Physiotherapist during Marathons in/out Greater Cairo.	Per day		Required CVs
7.3	Providing an equipped Ambulance during Mega events in/out Cairo & Giza	Per Trip		
7.4	Equipped Ambulance to transfer sick and/or infected staff /depends to isolation hospitals inside Greater Cairo	Per Trip		
	Equipped Ambulance to transfer sick and/or infected staff /depends to isolation hospitals Cairo/ Sharm/Cairo	Per Trip		
8- Professional Simultaneous Interpretation for live and virtual events: Instant Professional licensed Translators (Preferable with previous UN experience) for life and virtual events and Interpretation arrangements including provision of simultaneous translation equipment (booths, mics headsets..etc) in/out Greater Cairo , UN standards 8 hours including breaks, max 45 mints continues) . Required CVs				
8.1	English/Arabic/English	Per pax/per day		Required CVs
8.2	English /French/English	Per pax/per day		Required CVs
8.3	English/German/English	Per pax/per day		Required CVs
8.4	English/Italian/English	Per pax/per day		Required CVs
8.5	English/Spanish/English	Per pax/per day		Required CVs
8.6	English/Portuguese/English	Per pax/per day		Required CVs

8.7	English/Chinese/English	Per pax/per day		Required CVs
8.8	Arabic/French/Arabic	Per pax/per day		Required CVs
8.9	Arabic/German/Arabic	Per pax/per day		Required CVs
8.10	Arabic/Spanish/Arabic	Per pax/per day		Required CVs
8.11	Arabic/Italian/Arabic	Per pax/per day		Required CVs
8.12	Arabic/ Chinese/Arabic	Per pax/per day		Required CVs
8.13	Sign Language	Per pax/per day		Required CVs
8.14	Interpretation (English/Arabic/English) during field visits in/out Greater Cairo, including any extra working hours	Per pax/per day		Outside greater Cairo Based on separate quotation for each event
8.15	Other languages such as; Korean, Greek, Latin, Hebrew, Indian, African..etc.	Per day		
8.16	Interpretation system including isolated, booth, CU, transmitters and interpreter console	Per day/Cabin		
8.17	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 50 pax	Per day		
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 100 pax	Per day		
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 300 pax	Per day		
8.18	Headset/Interpretation receivers	Per unit/day		
8.19	Handheld wireless microphone	Per unit/day		
	Wired microphone	Per unit/day		
	Conference microphone	Per unit/day		
	Neck microphone	Per unit/day		
8.20	Tour Guide (mobile) interpretation system	Per unit/day		
	Tour guide headsets	Per unit/day		
8.21	Virtual interpretation hub preparation (equipment, technical support and internet connectivity/ language)	Per unit/day		
8.22	Extra % for recording interpreter voice	Per day		

8.23	Extra % for interpreters for outside Greater Cairo	Per day		
9- Branding and Promotional Items: design and production for small quantities (digital and offset). For large quantities + 500 : based on secondary bidding & approved quotation				
9.1	Flyers/leaflets; A5 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Flyers/leaflets; A4 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Flyers/leaflets; A5 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Flyers/leaflets; A4 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
9.2	Folded Flyers/leaflets; A5 closed A4 n , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Folded Flyers/leaflets; A4 closed A3 Open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
9.3	Brochures; A5 , folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)		Required Samples
	Brochures; A4 folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)		Required Samples
9.4	Paper Folders; fit for A4 papers (22cm *32cm); two sides printing, full colors, laminated matte/glossy with 2 pockets	Per unit (50-500 units)		Required Samples
9.5	Booklets; A5 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)		Required Samples
	Booklets; A4 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding.	Per unit (50-500 units)		Required Samples
	Booklets; A4 size, 12-20 pages including covers full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)		Required Samples
9.6	Block note; A5 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)		Required Samples
	Block note; A4 size , full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)		Required Samples
	Block note; A5 size, full colors cover, 100 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)		Required Samples

	Block note; A4 size, full colors cover, 100 papers, 80gr, inner 1 color printing without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)		Required Samples
9.7	Desk Calendar; full colors, hard cover, laminated matte/glossy, A5 with double wire binding, 300-350gr 12 pages	Per unit (50-500 units)		Required Samples
9.8	Posters; 50cm*70cm, full colors, one side printing 350gr, Couche, laminated matte/glossy with holes and double face-adhesive	Per unit (50-500 units)		Required Samples
9.9	Invitation cards with envelopes, folded & unfolded, A5, full colors one side printing	Per unit (50-500 units)		Required Samples
	Invitation cards with envelopes, folded & unfolded, A5, full colors two sides printing	Per unit (50-500 units)		Required Samples
9.10	Suite Pins; metal with engraving , full colors, round or rectangles 2-3cm	Per unit (50-500 units)		Required Samples
	Suite Pins; Plexi, magnetic full colors, round or rectangles 3-5cm	Per unit (50-500 units)		Required Samples
	Button Badge; metal full colors, round & rectangles 3-5cm	Per unit (50-500 units)		Required Samples
9.11	Certificates: A4, Fabriano, +200gr (different colors), full colors, one side printing	Per unit (50-500 units)		Required Samples
9.12	Branded Envelopes, A5, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
	Branded Envelopes, A4, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
	Branded Envelopes, A3, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
	Branded Envelopes, American Size, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
9.13	Caps; free size, cotton, printed, full colors	Per unit (50-500 units)		Required Samples
	Caps; free size, cotton, embroidery, full colors	Per unit (50-500 units)		Required Samples
9.14	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , S-XXL sizes	Per unit (50-500 units)		Required material Sample
	T-shirts; 65-95% cotton long sleeves, different colors, full colors printing A4 one side; S-XXL sizes	Per unit (50-500 units)		Required material Sample
	T-shirts dry fit short sleeves, V/round neck, different colors, full colors printing A4 in one side, S-XXL sizes	Per unit (50-500 units)		Required material Sample
	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit (50-500 units)		Required material Sample

	T-shirts; 65-95% cotton long sleeves, V/round neck, different colors, full colors printing A4 one side , children sizes 6-18 Years	Per unit (50-500 units)		Required material Sample
	T-shirts; extra side printing	Per unit (50-500 units)		Required material Sample
9.15	Polo-shirts; 65-95% cottons short sleeves, different colors, full colours A4 printing in one sides,	Per unit (50-500 units)		Required material Sample
	Polo-shirts; 65-95% cotton long sleeves, different colors, full colours A4 printing in one side,	Per unit (50-500 units)		Required material Sample
	Milton Polo- Shirts: school shirts, long sleeves, different colors, embroidery logos on one side, children sizes 6- 18 Years	Per unit (50-500 units)		Required material Sample
	Polo-shirts ; extra side printing	Per unit (50-500 units)		Required material Sample
9.16	Branded Vests; sleeveless, linen, different colors, different sizes (S-3XL), V nick with zipper closer with multi pockets, embroidery	Per unit (50-500 units)		Required material Sample
9.17	Flags; Satan printed 150*80 CM , with golden metal pole 2m	Per unit		Required material Sample
	Flags; Satan printed 150*80 CM	Per unit		Required material Sample
	Outdoor flags; 4 meter flags with metal base	Per unit		Required material Sample
	Flags; feather flags 2 meter	Per unit		Required material Sample
	Flags; desk flags with metal base	Per unit (50-500 units)		Required material Sample
9.18	Branded pens; one side printing, Plastic pen	Per unit (50-500 units)		Required Samples
	Branded pens; one side printing/engraving, metal pen	Per unit (50-500 units)		Required Samples
9.19	Tote Bags; 40*35cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)		Required Samples
	Tote Bags; 50*60cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)		Required Samples
	Standard youth Back bag with branding in one side	Per unit (50-500 units)		Required Samples
	Tote Bags; extra side printing	Per unit (50-500 units)		Required Samples
9.20	Branding vehicles; full colors printing on one side, laminated matte/glossy, sticky sheets , see through, European vinyl	Per M2		Required material Sample

9.21	Branded Roll Ups screen(curtains); full colors printing on one side, German/Japanese mechanism	Per M2 (50-500 units)		Samples/Photos
9.22	Asset cards; Plexi, double face support, 2-3mm, 5*7cm	Per unit (50-500 units)		Samples/Photos
9.23	Plexi Plaques: 30*40cm, 4 halls with decorated nails, 3-5mm	Per unit (50-500 units)		Samples/Photos
	Wooden & Copper (2mm) Plaques: 30*40cm, laser engraving, with decorated nails.	Per unit (50-500 units)		Samples/Photos
9.24	Mugs; White Ceramic, full printing in full colors, microwave-safe	Per unit (50-500 units)		Required Samples
9.25	Branded Paravans: triple metal stand with wheels material vinyl, full colors printing	Per unit (50-500 units)		Samples/Photos
9.26	VIP Leather Portfolio (A3 Size folded)	Per unit (50-500 units)		Samples/Photos
9.27	Branded Fabric Facial Masks, Branded cloth mask 3 layers: the outer and inner layer is made of 100% cotton; Multiple wash times up to 40 time the materials can tolerate wash at 40 degree in the presence of disinfectants ironing at high temp without damage to multiple washing times or change shapes packing; receiving each mask in a closed mono open container.	Per unit (50-500 units)		Required Samples

10- Film Making ; Personnel & Equipment, Supply Media Material (USB, CDs, Media Cards)

10.1	Photography / videography interviews Sound Equipment	Daily rate		
10.2	Photography / videography interviews Light Equipment	Daily rate		
10.3	Videographer (Inside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate		
10.4	Videographer (Outside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate		
10.5	Photographer (Inside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate		
10.6	Photographer (Outside Greater Cairo) up to 8 hours (with FHD camera and lenses set)	Daily rate		
10.7	Digital/SLR Camera Including Batteries, Memory Cards, and Lenses	Daily rate		
10.8	Technician	Daily rate		
10.9	Branded USB 8 GB (metal, wood or plastic with engraving or printing)	Per unit		
	Branded USB 16 GB (metal, wood or plastic with engraving or printing)	Per unit		
	Branded USB 32 GB with material (metal, wood or plastic with engraving or printing)	Per unit		
10.10	CD with material	Per unit		

10.11	Composers	Daily rate		
11- Postproduction and Editing (Video 3 - 5 Minutes duration)				
11.1	Editor	Per minute		
11.2	Translation and Subtitles	Per minute		
11.3	Voice Over	Per minute		
11.4	video animation 2D / infographic video	Per minute		
11.5	Others related to conducting Videos (based on approved separate quotation)	separate quotation		Based on approved separate quotation
12- Social Media Services				
12.1	Social Media Campaign Management	Per week		
12.2	Video graphics (1 minute)	Per minute		
12.3	Boosting/Promoting Posts for Increasing Likes and shares (Min 100,000 Like/Share) Facebook, Instagram and Twitter	CPM cost per mile		
12.4	Boosting/Promoting Posts for Increasing Views (Min 100,000 View)	CPM cost per mile		
13- Cash Disbursement of travel (DSAs) and Transportation Allowances: (please review Policy for Payment services Providers stated below under Requirements: C-Engagement of Payment Services Providers PSPs)				
13.1	DSAs/Allowances paid in Egyptian Pounds	percentage for payments in EGP		will be settled based on providing the original signed receipts/sheets , copy of IDs
13.2	DSAs/Allowances paid in Foreign currency USD/EURO	percentage for payments in Foreign Currencies		will be settled based on providing the original signed receipts/sheets , copy of IDs
13.3	For services requested outside Greater Cairo, Transpiration & accommodation for personal will be settled based on pre-approved quotation and invoices	To be quoted separately for each event based on the event location distance and will be paid in EGP		

14- Management fees for conducting events on behalf of the UN agencies: Event Management fees will be paid whenever there is a whole event to be handled by the vendor

14.1	Inside Great Cairo	Percentage of the total expenses covered by the vendor		
14.2	Outside Great Cairo (including vendor charges for accommodation, travel & meals)	Percentage of the total expenses covered by vendor		

2-Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement. Ability to Perform the services under this category and UNFPA conditions; please mark YES or NO for each of the following services)

Item	Service description	Pricing methodology	Ability to perform under UNFPA conditions YES/NO
15- Hotel Services (Accommodations, catering, rentals....) inside/outside Greater Cairo: Minimum quality and service standard provided based on UNDSS list of recommended hotels (different categories in each Governorate). UNDSS List attached			
15.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ..etc Plus the agreed management fees	
15.2	Booking accommodation inside Youth Centers, Military & Governmental hotels and/or any other special requests.		
15.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms , VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, parking..etc		
16- Rental of Venue other than hotels in/out side Greater Cairo based on the needs and number of participants			
16.1	Inside Governmental entities	Original stamped invoices, and pre-approved quotation for non-receipted expenses plus agreed management fees	
16.2	Youth and Civil Education Centers		
16.3	Other locations as requested		
17- Custom Catering services for events: form catering providers and Hotels			
17.1	VIP Receptions	Pre-approved quotation , original invoices by food supplier is required plus agreed management fees	
17.2	Seated Dinner		
17.3	Outdoor Catering services		
17.4	Other catering & cutlery services (knives, forks, and spoons used for eating or serving food)		
18- Stationary & disinfection items for events: items to be procured on behalf of UN Agencies for the use during the events			
18.1	Event stationeries: notebooks, pens, flipcharts including paper sheets, markers, white& colored papers, sticky notes, staplers, punchers, cutters, scissors ...etc.	From trusted Manufacturer approved by the Egyptian Organization for	

18.2	COVID-19 essentials during workshops: Alcohol 70% (1LTR , 500ml &100 ml) and Hand Sanitizers (1LTR , 500ml &100 ml) to be provided during the outside hotels events from trusted Manufacturer approved by the Egyptian Organization for Standardization & Quality EOS or by WHO	Standardization & Quality EOS or by WHO	
18.3	COVID-19 essentials during workshops: Cloth masks (3 layers protective REUSABLE / WASHABLE face protection, Outer layer: 100% Polyester, Middle layer: 100% Polyester, Inner layer: 100 % Cotton)	To be settled against pre-approved quotation & original invoices plus agreed management fees	
	3 layers Surgical masks		
	N95 Masks		
19- Musical and Entertainment Bands and Performances in Greater Cairo and Other Governorates			
19.1	Youth Musical and Entertainment Band Local Performers	Pre-approved quotation and/or signed contract with performance provider plus agreed management fees	
19.2	Oriental performance		
19.3	Specific singers or shows as requested		
19.4	Musician Syndicate Fees	Original Governmental invoices/transfers and pre-approved quotation for non-receipt services plus agreed management fees	
19.5	Transportation, Travel, accommodation if requested	Pre-approved quotation for transportation and accommodation if not provided by UNFPA, for travel (flight) original TKT invoice and boarding passes is required	
20- Media Coverage & Film Making: Very well network with TV, Radio and newspapers including (but not limited to):			
20.1	TV News Coverage: reaching out, Facilitation and follow up with TV and media outlets and possible interviews + reporting on event coverage (targeted TV channels: DMC, On TV, CBC, Al Nahar, Sada Al Ballad, AP, Reuters)	Original Invoices, pre-approved quotation plus agreed management fees	
20.2	Radio Coverage: reaching out, Facilitation and follow up with Radio and media outlets and possible interviews + reporting on event coverage		
20.3	Newspaper: reaching out, Facilitation and follow up with Newspaper and media outlets and possible interviews + reporting on event coverage (targeted newspapers: Akbar Masr, Al Bawaba, Al Youm 7, Masrawy)		
20.4	Offline Advertising (Billboards)		
20.5	Non priced services related to conducting Videos	Pre-approved quotation	
20.6	Facebook/Social Media Live broadcast	Pre-approved quotation	

20.7	Lyrics, VFX and coloring	Pre-approved quotation	
21- Public Relations Services: Very well public relations network with Media including (but not limited to):			
21.1	Master of Ceremony	Pre-approved quotation and/or signed contract with service provider plus agreed management fees	
21.2	Celebrities		
21.3	TV Presenter		
21.4	Media Coverage/Journalists		
22 -Security Permits and Clearances in/out Greater Cairo including but not limited to: public locations, Tourism and Antiquities, Street Events and others			
22.1	Original governmental fees	Original Governmental invoices /transfers, and pre-approved quotation for non-receipted expenses plus agreed management fees	
22.2	Entry fees		
22.3	Security charges		
22.4	Taxes		
22.5	Non-receipted expenses		

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	

SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: *[insert date (August, day, 2021) of Bid Submission]*
UNFPA/EGY/RFP/21/011

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i>
4. JV's party year of registration: <i>[Insert JV's Part year of registration]</i>
5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's party authorized representative information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties

SECTION VI – ANNEX G: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

ACTIVITY	LOCATION	YES/NO/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you completed the Bidder’s Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder’s Previous Experience Form?	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX E: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form?	SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of your company’s registration in the country of operation?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	& Section I: Instructions to Bidders clause 2.4		

Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 39		
Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (electronic Bids) or clause 19.4 (hard copy Bids) or clause 19 (Submission through an online system)?	Section I: Instructions to Bidders, clause 19.3 & 19.4		
If submitted electronically through email, is the file size of the Bid less than 10MB? (If the file size is above 10 MB, refer to Instructions to Bidders clause 19.3.3)	Section I: Instructions to Bidders, clause 19.3.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e., <ul style="list-style-type: none"> - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements 	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's managerial capability? <ul style="list-style-type: none"> - Details of company's managerial structure. - Quality assurance systems in place. 	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		

Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?	SECTION VI – ANNEX C: BIDDER'S PREVIOUS EXPERIENCE		
Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats?	Section I: Instructions to Bidders, clauses 16 & 17		

SECTION VII: CONTRACTUAL FORMS

(25)

Below find an overview of the attached contractual forms for this RFP.

Description		Status	Preferred file for submission
Annex A:	Long Term Agreement Template	Mandatory	PDF
Annex B:	Bank Guarantee for Advance Payment	Not Applicable	PDF
Annex C:	Performance Security	Not Applicable	PDF



SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE
(27)

LONG TERM AGREEMENT

LTA – No: YEAR/No.

Date: DD/MM/YY

THE UNITED NATIONS POPULATION FUND (UNFPA)
605 Third Avenue
New York, NY 10158, USA
Fax: +1 212 297 4916

Wishes to enter into a Long Term Agreement

With

VENDOR
VENDOR'S ADDRESS
PHONE – FAX NUMBER
E-mail ADDRESS

for the direct ordering of

DETAILS OF THE PRODUCT AND OR SERVICES TO BE DELIVERED UNDER THE LTA

As stipulated in the attached document

<p>UNFPA GENERAL TERMS AND CONDITIONS FOR CONTRACTS: PROVISION OF GOODS AND/OR SERVICES (ANNEX 1) & TERMS OF REFERENCE (ANNEX 2) ATTACHED APPLY.</p> <p>Vendor Number: No.</p>	<p>Signature</p> <p>.....</p> <p>Ms. Frederika MEIJER, Representative; UNFPA Egypt Country Office</p>
<p>QUERIES TO: <i>NAME FOCAL POINT UNFPA</i> <i>EMAIL ADDRESS</i></p>	<p>Signature</p> <p>.....</p> <p><i>NAME, POSITION, VENDOR</i></p>

1. OBJECTIVE

This non-exclusive Long Term Agreement (hereinafter referred to as “the Agreement”) is established between UNFPA and *[NAME OF SUPPLIER]* (hereinafter referred to as “the Supplier”), to enable UNFPA to purchase *[DESCRIBE THE PRODUCT OR SERVICE]* (hereinafter referred to as “the Goods”) as and when required for all its regular programmes as well as for programmes that may be funded by other institutions.

The Supplier is NOT authorized to deliver any goods and services other than those specified under this Agreement. Requests for different goods and services shall come either through another Long Term Agreement or through formal methods of solicitation.

2. GENERAL PROVISIONS

This Agreement represents an offer on the part of the Supplier to provide UNFPA with the services, prices and delivery time agreed under the Terms and Conditions detailed herein for the duration of the Agreement. It does not represent a contract in itself, nor obliges UNFPA to any financial commitment whatsoever. Only Purchase Orders made pursuant to this Agreement and only for the services stipulated herein will constitute a commitment on UNFPA’s part.

The Parties agree that the provision of services to UNFPA under this Agreement is strictly on a non-exclusive basis. UNFPA will not be committed to purchase any quantity of the goods stated in the Agreement. UNFPA shall not be liable for any cost in the event that no purchases are made under the Agreement. Accordingly, the Parties agree that UNFPA may reserve the right, at its sole discretion, to purchase or otherwise obtain the goods and services of the same or substantially similar nature as those described herein from any source other than the Supplier at any time during the term of the Agreement. Accordingly, the Parties acknowledge and agree that UNFPA is not legally liable to the Supplier under this Agreement, and UNFPA’s liability only arises out of Purchase Orders made pursuant to this Agreement.

UNFPA’s liability shall be limited to the Purchase Order only for the goods and services stipulated therein and no increase in the total liability of UNFPA or in the price of the supplies will be authorized or paid to the Supplier unless such increases have been approved by UNFPA prior to the delivery of services.

Purchase Orders will incorporate by reference to all of the Terms and Conditions of this Agreement including UNFPA’s General Terms and Conditions hereto attached and forming a part of this Agreement.

UNFPA is not obligated to purchase any minimum service quantity under this Agreement.

Any change to the terms and conditions detailed herein shall receive prior authorization from UNFPA and changes shall be documented in a written amendment to this Agreement.

Any items which are shipped not in accordance to this Agreement or the Purchase Order(s) issued and without prior knowledge and acceptance of UNFPA, these products shall have to be replaced, including freight and re-inspection cost applicable, as well as the product re-call and destruction from destination at the Supplier’s cost.

Should there be any technical re-evaluation of the products required, the Supplier may be requested to pay the technical re-evaluation cost.

The Parties shall endeavor to execute this Agreement in a spirit of mutual co-operation.

3. VALIDITY OF THE AGREEMENT

This Agreement shall commence on *[DD/MM/YYYY]*.

This Agreement shall be valid for a period of *[Three YEARS]* effective from commencement date *[DD/MM/YYYY]* and may be extended for up to two additional years subject to the Supplier's satisfactory performance and competitiveness of prices. This shall be agreed upon by both parties in writing at least 30 days before the expiration of the Agreement.

UNFPA reserves the right to discontinue this Agreement if the Supplier's performance is not satisfactory to UNFPA.

4. DELIVERABLES OF THIS AGREEMENT

Providing all the required services for Logistics and Events Managements as per the Terms of References (TORs)

5. AGREEMENT DOCUMENTS

The standard UNFPA General Terms and Conditions for Contracts shall apply to this Agreement, and to subsequent Purchase Orders placed in accordance with the terms stated herein.

The Supplier and UNFPA agree to be bound by the provisions of this Agreement, as well as the following documents, which are incorporated in Annexes:

- Annex I – UNFPA General Terms and Conditions for Contracts: Contracts for the provision of goods and/or services.
- Annex II – [UNFPA/EGY/RFP for LTA/21/011]
- Annex III – LTA Item List and Prices
- Annex IV – UN Exchange Rate for September 2021
- The Supplier's bid submission to [ref. *INDICATE BIDDING DOCUMENT NUMBER*], incorporated herein by this reference
- [Any other attachments to be mentioned here as appropriate]

This Agreement and its Annexes constitute the entire understanding between and by the Parties concerning the subject matter of the Agreement and supersedes all contemporaneous or prior representations, negotiations and understandings.

6. PRICES AND DISCOUNTS

All prices are in Egyptian Pounds only. The Supplier shall hold the prices fixed throughout the entire term of this Agreement, including any extension period. Any adjustment or revision shall be agreed by both parties.

Changes to the LTA prices and general discount shall only be made upon agreement and based on written amendment signed by both parties.

The Supplier shall be responsible to apply to the Purchase Orders raised under this Agreement any special offer or discounts (if applicable) which may become effective after the placement of the order and until the delivery is complete. Such discounts shall be reflected in the corresponding invoices. Failure to do so may result in the termination of the Agreement.

By signing this Agreement, the Supplier undertakes not to provide the same *services*, under similar circumstances to other customers at a price lower than that offered to UNFPA and stated in this Agreement. Should the Supplier do so, UNFPA will then be offered the new lower price.

In the event of any advantageous technical changes and/or downward pricing of the goods/services during the duration of this Agreement, the Supplier shall notify UNFPA immediately. UNFPA will then consider the impact of any such event and may request an amendment to the Agreement.

In order to mitigate financial risks, should the USD appreciate by more than 10% against the Supplier's preferred currency for more than six months, the Supplier will be requested, during the course of the LTA, to adjust its USD price downward and use, for that purpose, the UN exchange rate. Similarly, should the USD depreciate by more than 10% against the Supplier's preferred currency for more than six months, the Supplier will be permitted to adjust its USD price upward by applying the UN exchange rate. To obtain the monthly UN exchange rate, click this link: <https://treasury.un.org/operationalrates/OperationalRates.aspx> *[This clause is included only in the event that the USD is not the Supplier's preferred currency and this information has been made clear in the respective bid – DELETE AS APPROPRIATE]*

7. RECEIPT AND CONFIRMATION OF PURCHASE ORDERS

The Supplier shall acknowledge receipt and acceptance of the UNFPA Purchase Order within **three (3) business days** (for non-emergency orders) from the receipt of the UNFPA Purchase Order by acknowledgement of receipt of Purchase Order to UNFPA Buyer (via email, fax or letter).

8. QUALITY OF GOODS AND SERVICES

The Supplier is to provide *[DESCRIBE THE PRODUCT/SERVICES]* as contained in this Agreement complying with the quality standards and by manufacturers approved under *[BID REF UNFPA/CPH/YY/XXX]* as listed in this Agreement. Goods and services supplied from different sources of supply other than from the approved manufacturers must first be approved in writing by the UNFPA QA Team for technical clearance. *[DELETE IF NOT RELEVANT]*.

The Supplier shall inform UNFPA of the renewal of every ISO and GMP certificate of the approved manufacturers during the entire term of the Agreement, including any extension period.

The Supplier shall ensure that the Goods supplied are recently produced with a minimum shelf life of 75% remaining at time of delivery to consignee *[DELETE IF NOT RELEVANT]*.

Any Goods or Services delivered to UNFPA that do not meet the specifications outlined in this Agreement or Purchase Order shall be replaced promptly by the Supplier inclusive of all inland or air/sea freights and any destruction costs at no charge to UNFPA. *[DELETE IF NOT RELEVANT]*

In the event that the Supplier decides to discontinue the manufacture of any Goods covered under this Agreement, or to change its production lines or products, the Supplier shall provide at least 90 days notice to UNFPA prior to the effective date of discontinuation, in order to allow UNFPA sufficient time to make alternative arrangements.

9. PAYMENT AND INVOICING

The payment of invoices under this Agreement will be made by UNFPA as per the defined payment terms subject to UNFPA receiving both the final invoice and all other relevant documentation specified in the section 'Customs and Shipping Documents'. These documents should be sent digitally to UNFPA immediately following delivery of the item(s). Failure to submit these documents in a timely manner to UNFPA may result in payment delays to the Supplier.

10. CONTACT DETAILS

All invoices and the required shipping documentation shall be sent to following contacts as per above guidelines:

UNFPA Egypt Country Office

**UNITED NATIONS POPULATION FUND
70 A Nahda St., Maadi Sarayat
Cairo, Egypt
ATTN: Operations Unit, UNFPA**

Please note the following must be mentioned in **ALL** correspondences and invoices sent to UNFPA:

- 1) PO number**
- 2) Name of Buyer**

11. CONTACT DETAILS OF SUPPLIER

The contact personnel of the Supplier in relation to this Agreement are as follows:

[NAME OF COMPANY]
[ADDRESS OF COMPANY]
Attn: *[NAME OF PERSONNEL]*
[JOB TITLE]
Tel: *[TEL. NO]*
Fax: *[FAX NO.]*
E-mail: *[EMAIL ADDRESS]*

12. SUPPLIER'S PERFORMANCE EVALUATION

Under this Agreement, the Supplier's performance will be monitored and evaluated by UNFPA on half-yearly basis in order to enable the assessment on the effectiveness, efficiency and/or consistency of services provided. The results of the evaluation will be communicated to the Supplier in order to enable the improvements of services. The extension of this Agreement for a maximum of one additional term of one (1) year will take into consideration the results of the performance evaluation. The evaluation will be based but not limited to the following Key Performance Indicators:

- Supplier's responsiveness to the Buyer's RFQ.
- Supplier's responsiveness during the issuance of the Purchase Order.
- Supplier's product quality performance.
- Supplier's document performance.
- Supplier's invoice performance.
- Supplier's resolution performance – complaints.

Key Performance Indicators may be modified and/or added during the validity of this Agreement.

13. UNETHICAL BEHAVIOUR

UNFPA strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNFPA Suppliers. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities, as defined in Clause 24, will be suspended or forbidden to continue business relations with UNFPA.

14. CORRUPT AND FRAUDULENT PRACTICES

UNFPA requires that all Suppliers observe the highest standard of ethics during procurement and execution of work. Pursuant to this policy, UNFPA defines the terms set forth as follows:

(a) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract;

(b) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition.

UNFPA will declare a Supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA-financed contract/agreement if at any time it determines that the Supplier has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNFPA-financed contract/agreement.

15. TRANSPARENCY

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Division for Oversight 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.

16. UNFPA ENVIRONMENTAL GOALS

Currently UNFPA is requesting information on environmental policies and other environmental documentation in bids submitted by prospective vendors. In the long run it is UNFPA's intention to incorporate environmental and social criteria considerations into the evaluation process. It is also UNFPA's intention over the long-term to request all suppliers to adhere to Global Compact requirements. Therefore, suppliers should begin to research and subscribe to this agreement. For more information or assistance with signing up for the Global Compact, please contact PSB at procurement@unfpa.org.

17. ZERO TOLERANCE POLICY ON GIFTS AND HOSPITALITY

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, stationery, transportation, recreational trips to sporting or cultural events, theme parks or offers of holidays, or and any other forms of benefits. The Supplier shall not offer any forms of gifts, hospitality or benefits to UNFPA personnel.

18. VENDOR ELIGIBILITY

During the validity of this Agreement, the Supplier shall inform UNFPA immediately, by written notice to procurement@unfpa.org, if it is debarred by the World Bank or suspended by any UN organization. Failure to fulfill this requirement will be considered as a breach of agreement and UNFPA reserves the rights to consider invalid any purchase orders issued during a suspension/debarment period.

The Supplier agrees to undertake all reasonable efforts to ensure that none of the UNFPA funds received under this Agreement are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNFPA hereunder do not appear on the list stated below.

Suppliers falling in any of the following categories are ineligible for the award of UNFPA business:

- (1) Vendors suspended or removed by the United Nations Procurement Division:
UNFPA subscribes to the suspended or removed vendor list of the United Nations Procurement Division. Vendors that have been suspended or removed by the United Nations Procurement Division are ineligible to do business with UNFPA.
- (2) Vendors declared ineligible by other organizations of the United Nations:
UNFPA adheres to decisions made by other organizations of the United Nations on the ineligibility of vendors for business with that organization of the United Nations if such ineligibility has been disclosed in UNGM. Vendors that have been declared ineligible for business by another organization of the United Nations are ineligible to do business with UNFPA.

(3) 1267 list:

Persons or entities included on the list of individuals and entities associated with Al-Qaida and/or the Taliban, which is maintained pursuant to United Nations Security Council resolution 1267, are ineligible to do business with UNFPA. No exceptions are permitted.

(4) World Bank listing of ineligible vendors:

UNFPA may conduct procurement activities with funds granted by the International Development Association or by the International Bank for Reconstruction and Development. In such cases, a Memorandum of Understanding must be signed by UNFPA and the recipient Country. The standard [Memorandum of Understanding](#) prohibits placing any purchase order to any supplier included in the [World Bank Listing of Ineligible Firms](#) and the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) without obtaining in advance a written authorization from the funding entity.

19. BID PROTEST

Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the Supplier within a week and, if required, advise the Supplier on further recourse.

20. SHARING OF AGREEMENT AMONG UN AGENCIES

By signing this Agreement, the Supplier agrees that UNFPA is free to share this agreement with other UN Agencies for their use in direct ordering under the same prices and conditions as stated in the agreement.

21. PUBLISHING PURCHASE ORDER AWARD INFORMATION

For every Purchase Order, UNFPA shall publish on UNGM (<http://www.ungm.org>) the following information: Purchase Order Reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract Value and Issue Date of the Purchase Order.

ANNEX 1: GENERAL TERMS AND CONDITIONS FOR CONTRACTS: PROVISION OF GOODS AND/OR SERVICES

ANNEX 2: TERMS OF REFERENCE (TOR)

SECTION VII – ANNEX B: BANK GUARANTEE FOR ADVANCE PAYMENT

No advance payment shall be paid all payments against agreed deliverables.

SECTION VII – ANNEX C: PERFORMANCE SECURITY

No performance security shall be requested since no advance payment will be paid. All payments against agreed deliverables.

**SECTION VIII – LIST OF UNDSS APPROVED HOTELS IN EGYPT
AS OF AUGUST 2021 (Attached)**