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**

# 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: | *[Insert Company Name]* |
|  | *[Insert Contact person from Company]* |
|  | *[Insert Telephone number]* |
|  | *Insert E-mail address of contact person]* |
|  | *[Insert Postal address of Company]* |
|  |
| Subject: | UNFPA/EGY/RFP/21/011 |

|  |  |
| --- | --- |
| ☐ | YES, we intend to submit a bid in response to the above mentioned RFP. |
| ☐ | 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)

|  |  |
| --- | --- |
| ☐ | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
| ☐ | 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) |  |

|  |
| --- |
| 1. **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) |  |

|  |
| --- |
| 1. **Expertise of Staff**
 |
| Total number of staff |  |
| Number of staff involved in similar supply LTAs |  |

|  |
| --- |
| 1. **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[[1]](#footnote-1)** | **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: |  |

# SECTION VI – ANNEX E: PRICE SCHEDULE FORM

**(26)**

(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 |  | 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) |  | 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, Germen/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 ..etcPlus 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 WHOTo be settled against pre-approved quotation & original invoices plus agreed management fees |  |
| 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 |  |
| 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 |  |

|  |  |
| --- | --- |
| 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

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|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative informationName: *[Insert name of JV’s Party authorized representative]*Address: *[Insert address of JV’s Party authorized representative]*Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.☐ 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.,* 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?* 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 |  |  |

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1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)