



United Nations Population Fund
Menara PJH, Level 9, No 2, Jalan Tun Abdul Razak,
Precint 2, 62100 Putrajaya
Email: shahjahan@unfpa.org
Tel : +6012 278 7003
Website: malaysia.unfpa.org

Date: October 28th 2024

REQUEST FOR QUOTATION RFQ N^o UNFPA/MYS/RFQ/24/04

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Event Management services of Malaysian Women and Girl Forum 2024

UNFPA requires the provision of UNFPA Malaysia is seeking a turn-key event management company to facilitate the physical production of Malaysian Women and Girl Forum 2024.

I. About UNFPA

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025) focuses on three transformative results:

- To end preventable maternal deaths
- End unmet need for family planning and
- End gender-based violence and harmful practices against women and girls.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA Malaysia Country Office is dedicated to ensuring UNFPA's position as a credible and trusted development agency in the country, supporting advocacy efforts and raising awareness about UNFPA's work and its impact in Malaysia.


UNFPA expands the possibilities for women and young people to lead healthy sexual and reproductive lives.

To read more about UNFPA, log on to: <https://malaysia.unfpa.org/en>

1.0 Background Information

1.1 About Malaysia Women & Girls Forum (MWGF)

The Malaysia Women & Girls Forum (MWGF) is an annual event that brings together multiple stakeholders involved in the social and economic advancement of women & girls in Malaysia. The Forum aims to be the bridge that connects the public, civil society and policy stakeholders towards rapidly advancing the necessary social, economic and political solutions needed for the advancement of Malaysia's women & girls.

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Funded and supported by the United Nations (UN) & United Nations Population Fund (UNFPA) Malaysia, MWGF collectively amplifies, tracks and provides proactive recommendations & solutions on the progress of advancing the rights and wellbeing of Malaysia's women and girls.

MWGF Pillars:

1. Building towards the 2030 SDGs
2. Attaining Gender Equality
3. Ending Gender-based violence and Harmful Practices
4. Ending Unmet Need for Family Planning
5. Ending preventable Maternal death
6. Attaining full potential of young people

1.2 MWGF Organisers / Secretariat:

UNFPA assigns an event secretariat to organise and develop the conference. The secretariat is responsible for setting the agenda, attaining speakers, organising the flow, media matters and all content for the forum. As the main organiser and producer of MWGF – the secretariat will be managing and coordinating all aspects of the event.

1.3 MWGF Format

Each MWGF will consist of:


- Opening Ceremony (performance)
- 3 x keynote sessions
- 3 x panel session
- Opening & Welcoming remarks
- Resolution setting at end of event

1.4 Accessibility:

MWGF is accessible and free for all Malaysians. Each and every forum will be live-streamed. We also include a sign language translator throughout the forum (on screen) and also ensure that the venue and stage are accessible for PWD's.

Website:

www.mwgf.org

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1.5 Previous MWGF’s:

[MWGF The Review \(2023\):](#)

[MWGF 2022 - Expanding Women's Rights through Economic Equity:](#)

[MWGF 2021 - Bodily Autonomy: Ensuring Rights and Choices for Malaysia's Women & Girls](#)

[MWGF 2020 - Malaysia Women & Girls at the heart pf COVID-19 Recovery](#)

1.6 MWGF 2024

MWGF 2024 – the 4th iteration of the forum – will be expanding and it will also be livestreamed. The event will be held at a convention/hotel/event space in Kuala Lumpur – and will see the attendance of policy makers, academics, activists, dignitaries and the media.

This year's theme will be on "**Women Nation Builders**" (**Wanita Pembina Negara**) - with the objective of outlining the necessity of increasing women's voices, participation, access, representation and overall equity in Malaysia. In order for Malaysia to achieve its aspirations towards a gender equal nation (SDG 5) it is imperative to ensure that 50% of the nation's population are well represented and have equity across all socioeconomic and political arena's.

MWGF 2024 – aims to set the new benchmarks in terms of its size, engagements, outreach, attendance and quality of production – setting an expansive tone for each and every future iteration.


- Event Date: 7th December 2024, 9am – 5:00pm
- Total number of attendees: 350 - 450 pax
- Location: Convention Centre/hotel / Event venue
- Concept: Hybrid (live stream & in-person)
- Special occasions: Keynote Speech by Minister

2.0 Objectives:

The 2024 edition of MWGF will be the first in-person version of the forum which will also be live streamed. We would like to position MWGF 2024 – as the benchmark for all future women centric engagements in Malaysia – and create opportunities for regional expansion.

We want to create experiences and touch points

By bringing on a professional event company our objective for MWGF 2024 – is to create a full day’s conference and forum with maximum audience interaction – interactive and visually captivating speakers, social media friendly and minimum fuss with issues such as guest registration as well as any potential launches.

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3.0 Deliverables

UNFPA Malaysia is seeking a turnkey event management company to help produce and manage MWGF 2024. The event management company will be coordinated by the MWGF secretariat for all the event requirements and expectations. The event management company will be expected to take charge of venue booking and coordination, audio visual requirements, F&B, entertainment, stage management, guest registration and overall physical coordination of the event. This includes providing necessary manpower, performances, live streaming, launches, emcee and coordination of event personnel.

The event management company will be directly reporting to and will be coordinated by the MWGF secretariat.

- I. Venue & F&B coordination and source potential options
The event management company helps source, identify and help negotiate with potential venues. Venues shortlisted will proceed to issue quotations and costings for UNFPA Malaysia’s selection. A separate RFQ will be issued for this. Event Management company will include coordination of F&B and any other requirements. Venue and catering payments will be handled by UNFPA Malaysia.

- II. Audio & Visual Equipment & Stage management
To create the right ambient settings with smart and decorative light usage. Lighting will also be used to enhance performance pieces. The stage needs to be optimized to present speakers (keynote & panelists) and ensure that their audio is apt (for both in the hall and live stream). We will need an LED backdrop – that can also function to depict presentation slides and videos.
 - a. LED backdrop and control platform
 - b. Ambient Lights & Sound
 - c. Audio & mics – for all panelists and speakers
 - d. Music bank and selections

- III. Live Stream and Live feed
MWGF 2024 will be livestreamed on UNFPA’s social media channels. It is essential that internet connection quality is optimal for uploads – and the production of the live feed is seamless and professional.
 - a. Multi-camera Setup
 - b. Live video streaming/broadcast setup, equipment & manpower
 - c. Live feed of Event on UNFPA’s social media
 - d. Integration of overseas virtual speakers
 - e. Broadcast director
 - f. Sign Language translators
 - g. Tele-prompter & operator for Keynote speakers
 - h. 2-4 min event video (highlights) – after event



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IV. Other Requirements

The event company needs to provide & produce for the following:

- a. Guest Registration:
Preferred event booking system for all guests and speakers attending. The registration counter will need assistance to ensure that all guests are registered on time and have their relevant identify tags.
- b. Lanyards & Event Identity tags (to manage and produce name tags & lanyards for all guests in attendance)
The event company needs to provide & produce the lanyards along with the printing and production of all name tags. All guests are to have lanyards with an ID tag – stating their name & Organization/Affiliation. This needs to be managed at the registration counter
- c. Gambit Production – potential launch of report (TBC)
The event management company is to advise, develop & execute the best and most efficient way to launch our academic report. The launch should be straight forward, uncomplicated and effective – with minimal mechanics involved.
- d. Opening Performance – To develop a concept and is visually and physically powerful to set the tone, concept and amplify the objectives/key messages of the forum. The event management company is to liaise with the secretariat to help conceptualise and develop a short opening performance.
- e. Production of MWGF 2024 photo backdrop / photobooth
The event company is to produce a simple but highly communicative photography backdrop (social media centric) for guests & attendees.
- f. Production of MWGF external signage (if necessary)
This is only applicable with the permission of the venue. But to look into methods of extending the MWGF brand presence in and within the surrounding area of the venue.
- g. Event emcee – A well reputed female emcee
The secretariat will identify a selection of Emcees ideally suited for this event for the Event Company to manage.
- h. Digital Collaterals - To develop all event based digital collaterals - these include and are not limited to:
 - i. Digital Backdrop for every panel session and keynote
 - ii. Short introductory videos for each panel and keynote session (30 sec to 1 min)
 - iii. Short introductory video (about MWGF & previous forums - refer to opening sequence of MWGF the review) - 2mins video compilation
- i. Gallery and public engagement area - we would like to create touch points throughout the public area of the event - creating engagements for attendees - revolving around the theme. These could include a photo gallery or pledge areas, digital interaction etc.



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- j. Videography and Photography - We would like photographers and videographers on hand throughout the event to take striking photos of guests, event features, VIPs, guest interactions etc. A video highlight reel is to be developed post event.
- k. Partner Booths - we would like to have the option of including small booths for partner organisations to display their services and potentially engage with attendees. These booths should be basic and designed or developed with the theme in mind. We are looking at a potential of 3 booths.
- l. Assistance with expediting external partnerships - MWGF will be attaining potential partnerships (sponsors / media partnerships) - the event management company will need to advise, develop and help deliver partnership requirements.
- m. Goody bags & Giveaways - Event management company to source any produce for any shortfalls of event collaterals (giveaways) - these may include: Tote bags : up to 200 pieces

V. Overall Event Management

- a. Ushers and on ground coordinators
- b. Assist in Managing guest registration
- c. Management of artist and performance
- d. Attain all licenses & public liability insurance
- e. General coordination of event flow with MWGF secretariat
- f. Provide for and be-on hand for any additional minor requirements.


4.0 Inputs

UNFPA has appointed an MWGF secretariat – that has developed the core components of MWGF 2024. The MWGF secretariat is solely responsible for the optimal delivery, staging and promotion of MWGF – which include coordination of the event – via an appointed event management company.

The flow, contents, date & size of the event as proposed by the UNFPA secretariat have already been agreed upon by UNFPA. All elements of protocol and media engagements will be attained and developed by the MWGF secretariat and communicated to all event stakeholders including the event management company. The event management company will receive all instructions with regards to event production, coordination, collaterals, signages and any all elements of the event with the event management company.

5.0 Timing

The event contractor will be selected by the 14th of November – to work towards completion on the 8th of December (day after event).

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III. Questions

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

Name of contact person at UNFPA:	<i>Ridzuan Reese</i>
Tel N ^o :	<i>+60 12 278 7003</i>
Fax N ^o :	<i>+603-8881 0458</i>
Email address of contact person:	<i>Shahjahan@unfpa.org</i>


Name of contact person at UNFPA:	<i>Puya BE</i>
Tel N ^o :	<i>+60 19 225 2624</i>
Email address of contact person:	<i>puyabe@gmail.com</i>

Name of contact person at UNFPA:	<i>Hanis Athirah Noor Heshamuddin</i>
Tel N ^o :	<i>+60 13 280 6403</i>
Email address of contact person:	<i>noorheshamuddin@unfpa.org</i>

The deadline for submission of questions is Friday, November 8, 2024, at 4:00 PM Malaysian Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Eligible Bidders

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

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

V. Content of quotations

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

- Portfolio of previous and or similar events.
- Price quotation, to be submitted strictly in accordance with the price quotation form.

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

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the contact person indicated below no later than: **Sunday, November 10th 2024 at 10:00 PM Malaysian Time**¹.

Name of contact person at UNFPA:	<i>Mohamad Sufian mohamad salleh</i>
Email address of contact person:	<i>mysprocurement@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/MYS/RFQ/24/04**. Financial proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

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



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- The total email size may not exceed **20 MB (including email body, encoded attachments, and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. Overview of Evaluation Process

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

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

IX. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

X. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.


XI. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

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

XII. Zero Tolerance

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UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XIII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Asa Torkelsson, Representative of UNFPA Malaysia Country Office at torkelsson@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XIV. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).