



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: November 1st 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/MYS/RFQ/24/05

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Venue and Catering services of Malaysia Women and Girls Forum 2024

UNFPA requires the provision of UNFPA Malaysia is seeking a Venue and Catering Services to facilitate the physical launch of Malaysia Women and Girls Forum 2024.

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 execute the conference. The secretariat is responsible for handling the full day event 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

- Auditorium Seating for 400 pax (maximum number - preferably classroom)
 - o Registration tables
 - o Organisers Table+ area
 - o Stage & Panel seating
 - o VIP Holding Room
- To provide Non-Veg and Veg Optional Buffet
 - o 1. Morning refreshments + light breakfast
 - o 2. Lunch (12:30pm-1:30pm)
 - o 3. Afternoon Tea Break (4pm-5pm)
 - o 4. Free flow coffee / tea + water throughout the meeting

1.4 Accessibility:

MWGF is accessible and free for all Malaysians. The 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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1.6 MWGF 2024

Event Date: 12th December 2024, 9am – 5:00pm
Total number of attendees: 350 - 400 pax
Location: Convention Centre/hotel / Event venue
Concept: Hybrid (live stream & in-person)
Special occasions: Keynote Speech by Minister

2.0 Objectives:

Venue

Provide a High-Quality, Accessible Venue

- Choose a centrally located venue that reflects MWGF's professional and empowering brand, ensuring accessibility for all attendees.
- Organize the space to facilitate smooth transitions between main sessions, networking areas, and breakout spaces, maximizing audience engagement and comfort.

Seamless Guest Experience

- Design efficient check-in and registration points to minimize wait times and streamline the attendee entry process.
- Use clear signage and dedicated staff to guide guests, enhancing wayfinding and ease of movement within the venue.

Live Streaming and Technical Readiness

- Ensure the venue supports technical requirements for live streaming, including stable internet, suitable lighting, and designated camera areas to extend the event's reach beyond the physical space.

Sustainability Focus

- Implement eco-friendly practices, such as using recyclable materials, reducing waste, and considering venues with sustainable certifications to align with MWGF's commitment to environmental responsibility.



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Catering

Inclusive and High-Quality Catering Options

- Offer a variety of dietary options (e.g., vegetarian, vegan, gluten-free, and halal) to accommodate all attendees and promote inclusivity.
- Provide visually appealing food stations that encourage networking and allow easy access to refreshments during breaks.

Sustainable Catering Practices

- Partner with caterers who prioritize sustainable practices, such as locally sourced ingredients and eco-friendly tableware, to minimize environmental impact.
- Minimize food waste by coordinating accurately on attendee numbers and offering practical serving options.

Efficient Service and Presentation

- Design food stations to be accessible, reducing congestion and enabling efficient service during breaks.
- Ensure that catering staff maintain a high standard of service, contributing to the smooth operation of the event.

3.0 Deliverables

UNFPA Malaysia is seeking Venue and Catering Services to facilitate the physical launch of Malaysian Women and Girl Forum 2024. . The Venue and Catering Services Company will be coordinated by the MWGF secretariat for all the event requirements and expectations. The Venue and Catering Provider will be expected to take charge of Providing suitable Venue and Catering Services throughout the full day event. This includes providing necessary manpower, IT Technician, and coordination with Event secretariat.

The Venue and Catering Service provider will be directly reporting to and will be coordinated by the MWGF secretariat.



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Item	Generic Description	Quantity
1	Main Function Room	Auditorium Sitting for 400 pax (maximum number) Registration + organisers tables & areas Room Usage from: 8.00am to 6.00pm Event setup (day before + rehearsals)
2	Stage	To work with Event Management company on providing stage + any preferred seating layouts
3	Meals	To provide Non-Veg and Veg Optional Buffet 1. Welcome Breakfast (8am-9am) 2. Lunch (12.30pm-1.30pm) 3. Afternoon Tea Break (4pm-5pm) 4. Free flow coffee / tea + water throughout the meeting
4	A/V	To work with Event management company to utilise or optimise in-house audio-visual necessities
6	IT Technician	Required on Standby
7	WIFI / Wireless Internet Connection	Required for all participants
8	Parking Charges	Kindly confirm the parking charges for guests and provide flat rate for all guests & staff

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.



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5.0 Timing

The event contractor will be selected by the 22nd of November – to work towards completion on the 12th of December (day of event).

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</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 Monday, November 18, 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:

- a) 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: **Wednesday, November 20th 2024 at 1:00 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/24/05**. Financial proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments, and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

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



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- 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

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](#).



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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).