

# **Request for Quotation (RFQ) for Goods/Services**

## **Graphic design to update charts, graphs and visuals**

RFQ Ref No: 20543\_2017\_29\_GDCGV

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for the Supply of graphic design, that will include updating 253 charts, graphs and visuals that have already been created by the SEforALL partners to provide a consistent look and feel across three reports and one policy paper– RFQ Case No.: 20543\_2017\_29\_GDCGV**

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
  - Form A: Quotation Submission Form
  - Form B: Price Schedule Form
  - Form C: Technical Quotation Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



*KL*  
Name: Katrin Lichtenberg  
Title: Sr. Portfolio Manager  
Date: 28 /07/2017

*Fredrik Lundhe*  
*APM, OIL*

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of for the Supply of graphic design, that will include updating 253 charts, graphs and visuals that have already been created by the SEforALL partners to provide a consistent look and feel across three reports and one policy paper in as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:  <p style="text-align: center;">Juan D. Cerda Sustainable Energy for All <b><i>juan@seforall.org</i></b></p>
Clarifications	Requests for clarification from bidders will not be accepted by any later than <b>Wednesday, August 2<sup>nd</sup> 2017 12:00 CEST Vienna, Austria.</b>  Responses to requests for clarification will be communicated: To all bidders directly via email.
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in USD
Duties and Taxes	All quotations shall be submitted with direct taxes (such as sales taxes and VAT)
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by <b>Thursday, August 3<sup>rd</sup> 2017 15:00 CEST Vienna, Austria.</b>
Quotation submission	Quotations must be submitted as follows:  <b>By e-mail to the following address: <a href="mailto:juan@seforall.org">juan@seforall.org</a></b>

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance:           <ul style="list-style-type: none"> <li>• Bidder is eligible as defined in Instructions to Bidders, Article 3</li> <li>• Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> <li>• Bidder accepts UNOPS General Conditions of Contract</li> </ul> </li> <li>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria:           <ul style="list-style-type: none"> <li>• Bidder should be in continuous business of supplying similar goods and services for the last one year.</li> </ul> </li> <li>3. <b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements:           <ul style="list-style-type: none"> <li>• Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements.</li> </ul> </li> <li>4. <b>Financial evaluation.</b> Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology.</li> </ol> <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>
Alternative quotations	<p>Alternative quotations are not accepted.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• Form A: Quotation Submission Form</li> <li>• Form B: Price Schedule Form</li> <li>• Form C: Technical Quotation Form</li> </ul>
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): Small service contract.</p>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS Conditions of Services for Contracts less than USD 50,000 in value</p> <p>The General Conditions of Contract are available at: <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	<p>UNOPS plans to award the Contract by August 8, 2017.</p>

UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature</p>
-------------------	--

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

---

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### 2. INTERPRETATION OF THE RFQ

---

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

---

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

---

**4. CLARIFICATION OF THE RFQ**

---

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

---

**5. REMUNERATION FOR AND COSTS OF QUOTATIONS**

---

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

---

**6. QUOTATION CURRENCY(IES)**

---

The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

---

**7. DUTIES AND TAXES**

---

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

---

**8. PAYMENT TERMS**

---

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

---

**9. PUBLICATION OF CONTRACT AWARD**

---

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

---

**10. ETHICS AND PROSCRIBED PRACTICES**

---

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the

purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

## **11. AUDIT**

---

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

## **12. BID PROTEST**

---

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at [www.unops.org](http://www.unops.org).

## Section III: Schedule of Requirements

### Terms of Reference | Designer

**Context** – SEforALL is undertaking an analysis of energy access finance flows and market needs in partnership with the World Bank, Climate Policy Initiative, African Development Bank and Practical Action Consulting. This includes a suite of reports:

- Finance Flows – (executive summary plus main report) – this will provide an inventory on the international finance flows for the 20 high impact countries important for delivering electricity access and access to clean cooking by 2030. It will include a look at domestic finance flows for Bangladesh, Ethiopia and Kenya.
- Market needs – (executive summary plus main report)– this will consist of a bottom-up analysis of the current and future finance needs of enterprises active in the energy access sector in five high-impact countries: Kenya, Ethiopia, Bangladesh, Nigeria, Myanmar.
- Absorption capacity- (executive summary plus main report) – this will analyze development finance commitments and subsequent disbursements to the energy sector. It focuses on the 20 high-impact countries for electricity and clean cooking and looks at the level and rate of commitments and disbursements, as well as delays in the disbursement of development finance funding committed to projects.
- Policy paper – to provide an overarching policy narrative and key messages across this suite of products.

These reports will be launched in mid- September 2017.

**Objective** – A team of designers, in collaboration with a layout designer, will update charts, graphs and visuals that have already been created by the SEforALL partners to provide a consistent look and feel across all three reports and the policy paper. The designer will assist in the creation of new charts and graphs if necessary.

**Scope of work** – To deliver on the above objective, the designer will:

- Update approximately 253 charts/graphs across four reports for consistent look and feel that is in line with the designed layout of the reports. The breakdown for the types of charts and graphs in each report is available in Annex 1.

SEforALL and its partners will provide:

- Finalized data from charts and graphs

#### Timing and Deliverables-

Date	Activity
August 11	Designers receive data from SEforALL and Partners
September 6	Charts/Tables for Executive Summaries and Policy Paper to the lay out designer to input into final documents.
September 11	Finalized Executive Summaries and Policy Paper sent to printer

<b>Week of September 17</b>	Reports Launched
<b>September 11- September 20</b>	Any remaining charts/graphs completed and sent to lay out designer
<b>September 25</b>	PDF versions of all three full reports are designed and completed.

### Qualifications and Experience-

- A minimum of ten years of experience as designer and preferred experience with energy and climate content.
- A minimum of an associates of arts degree in art, graphic design, or closely related field.

**Reporting** – During the assignment, the designers will report to Jane Ebinger, Director of Policy, for work undertaken within the TOR outlined here.

#### Annex 1:

<b>Absorption Capacity</b>	
<b>Report:</b>	
Tables	3
Bar Chart	10
Pie Chart	2
Line Graph	1
Scatter Plot	1
+ 10% increase as buffer	2
<b>Annex:</b>	
Tables	8
Flow diagram	1
<b>Sub-total for body of report (including buffer)</b>	<b>28</b>
Executive Summary charts/tables	5
<b>Total charts/Tables</b>	<b>32</b>

<b>Flows</b>	
<b>Report:</b>	
Tables	7
Bar Chart	24
Pie Chart	28
World Map	1
+ 10% increase as buffer	6
<b>Annex:</b>	
Tables	6
Flow diagram	1
<b>Sub-total for body of report (including buffer)</b>	<b>73</b>
Executive Summary charts/tables	5
<b>Total charts/tables</b>	<b>78</b>

<b>Needs</b>	
<b>Report:</b>	
Tables	15
Bar Chart	28
Pie Chart	36
Word Cloud	9
+ 10% increase as buffer	8
<b>Annex:</b>	
Tables	41
Flow diagram	1
<b>Sub-total for body of report (including buffer)</b>	<b>138</b>
Executive Summary charts/tables	5
<b>Total charts/tables</b>	<b>143</b>

<b>Policy Paper</b>	
Tables	5
<b>Total</b>	<b>5</b>

## Section IV: Returnable Bidding Forms

**Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

### Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city],** RFQ Case No. [Insert RFQ ref. number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: \_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

## Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: 20543\_2017\_29\_GDCGV

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d) – if applicable	Total (e)=(b)x((c)+(d))
<b>Subtotal:</b>				

Other Costs (description)	Cost
<b>Subtotal:</b>	

Payment terms 30 days accepted:  Yes

**Bidder's discount for accelerated payment:**  % of total firm price for each calendar day less than thirty (30) days

### List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

- (A)  [Full legal name and address of subcontractors]
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by  [insert full name of Bidder] to sign this quotation and bind  [insert full name of Bidder] should UNOPS accept this quotation:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Quotation Form

RFQ reference no: 20543\_2017\_29\_GDCGV

Name of Bidder: [insert name of Bidder]

Compliance with the TOR

a) Description of the Firm and the Firm's Qualifications

Provide a brief description of your firm/institution and an outline of recent experience on projects of a similar nature. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and managerial capacity to provide the services.

[insert]

b) Proposed Approach and Implementation Schedule

Provide comments on the TOR, as well as your description of the manner in which your firm/institution would respond to the TOR.

[insert]

c) Proposed Team Structure

The composition of the team which you would propose to provide the respective services, together with a description of such organization of the team structure, should support your proposal.

[insert]

d) Proposed Project Team Members

Curriculum vitae of the senior professional members of the team.

[insert]

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

---

---

---

---

---

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_