



**REQUEST FOR QUOTATION (RFQ)
(Services)**

To:	DATE: October 4, 2018
Interested Bidders	REFERENCE: ERIA / UN-1/ 10/FY18 - Provision of Event Management for High Level Seminar Project 2045: The Path to Peaceful and Prosperous Indonesia in 2045

Dear Madam/Sir:

We kindly request you to submit your quotation for Provision of Event Management for High Level Seminar Project 2045: The Path to Peaceful and Prosperous Indonesia in 2045, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before October 18, 2018 at 17:00 Jakarta Local Time (GMT+7) and via e-mail, or courier mail to the address below:

Project Management Unit (PMU) Project 2045
c/o Economic Research Institute for ASEAN and East Asia (ERIA)
Sentral Senayan II 6th Floor, Jl. Asia Afrika No. 8, Senayan, Jakarta Pusat 10270
Phone: 021 – 5797 4460 Ext. 121
Email: marina.sari@eria.org

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by PMU Project 2045 after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are

submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Bidder conference will be held on	Day/Date: Tuesday, 9 October 2018 Time: TBC Venue: Economic Research Institute for ASEAN and East Asia (ERIA) Sentral Senayan II 6th Floor Jl. Asia Afrika No. 8 Senayan, Jakarta Pusat - 10270	
Exact Address/es of Delivery Location/s (identify all, if multiple)	The Dharmawangsa Jakarta Jl. Brawijaya Raya No. 6, Kebayoran Baru	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Please refer to Annex 1	
Delivery Schedule	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: IDR	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	Please refer to Annex 1	
Deadline for the Submission of Quotation	17:00 Jakarta Local Time <i>Thursday, October 18, 2018</i> and (GMT+7)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ¹	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate;	

¹ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Others: Company Profile
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, PMU Project 2045 may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ²	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Others (Please refer to Annex 1)
Liquidated Damages	
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
PMU Project 2045 will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 5 working days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Others: Upon completion of service and submission of original invoice

² PMU Project 2045 preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, PMU Project 2045 shall require the vendor to submit a bank guarantee or bank cheque payable to PMU Project 2045, in the same amount as the advanced payment made by PMU Project 2045 to the vendor.

³ PMU Project 2045 reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions/Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁴	<i>Rendy Prasetya</i> <i>Legal Supervisor</i> <i>rendy.prasetya@eria.org</i> Any delay in PMU Project 2045’s response shall not be used as a reason for extending the deadline for submission, unless PMU Project 2045 determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of PMU Project 2045.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by PMU Project 2045. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on PMU Project 2045’s re-computation and correction of errors, its quotation will be rejected.

After PMU Project 2045 has identified the lowest price offer, PMU Project 2045 reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than PMU Project 2045’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by PMU Project 2045 after it has received the quotation. At the time of award of Contract or Purchase Order, reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

⁴ This contact person and address is officially designated by PMU Project 2045. If inquiries are sent to other person/s or address/es, even if they are UNDP or ERIA staff, UNDP or ERIA shall have no obligation to respond nor can it confirm that the query was received.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of PMU Project 2045 herein attached as Annex 3.

PMU Project 2045 is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, or you witness fraud, or any unlawful practices considered as breach to the clause stipulated in the Indonesian Law Number 5-year 1999 concerning The Prohibition of Monopolistic Practices and Unfair Business Competition, you can write a formal grievance to contact person for inquiries.

PMU Project 2045 encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Michikazu Kojima
Team Leader ERIA Project 2045

Annex 1

Terms of Reference

**Provision of Event Management for High Level Seminar Project 2045: The Path
to Peaceful and Prosperous Indonesia in 2045
8 – 9 December 2018**

Terms of Reference
Provision of Event Management for High Level Seminar Project 2045: The Path to Peaceful
and Prosperous Indonesia in 2045
8 – 9 December 2018

I. Background

Indonesia has shown remarkable achievements in social, economic and political sectors since Asian financial crisis hitting the country in late 1990s. The country has performed well maintaining its economic indicators in the last few decades. Recently, Indonesia also received an upgraded sovereign credit rating to investment from major rating agencies during 2017 which will serve as a good capital to attract domestic and foreign investments in Indonesia coupled with good economic progress as well as well performance like in education and health sectors. In terms of political issues, the government has provided political stability against violence, social unrest and regional conflicts. However, some development challenges remained such as lowering inequality gaps across different socio-economic backgrounds, ethnicities, gender and geographical regions, improving quality of education which translate to producing competitive and well-equipped graduates to meet the labor market qualification needs. Having projected that Indonesia becomes one of four big economies by 2045, Indonesia should be able to manage its opportunities and challenges to reach its dream to be a resilient economy in 2045.

With funding from the Government of Japan, UNDP Indonesia in cooperation with Economic Research Institute for ASEAN and East Asia (ERIA) is implementing a project titled “Project 2045: The path to peaceful and prosperous Indonesia in 2045”.

The project aims to identify any potential avenues for Indonesia to be a resilient country with peace and prosperity in 2045 based on economic, political and social analyses. While the project is designed to ensure Indonesia is on track in meeting its national agenda to build a stronger economy and prevent conflicts and extremism, it will also serve as a commemoration of the 60th close diplomatic relationship between Indonesia and Japan. In the same time, it will broaden opportunities for UNDP, Government of Japan and other relevant partners to help Indonesia in paving the path to peaceful and prosperous economy in the future.

To meet that objective, the project activities will be achieved through three components: **research activities** that will provide evidence based concrete policy recommendations for the government of Indonesia, **a high-level seminar** that will primarily discuss on and disseminate the policy-oriented research results, **quality assurance** and coordination. These project activities will consider the gender analysis component in the research related activities and gender representatives in the panel discussion involvement at the high-level seminar and project assurance.

II. High Level Seminar Project 2045: The Path to Peaceful and Prosperous Indonesia in 2045

High Level Seminar Project 2045 will take place to celebrate several milestones in the relationship of Indonesia-Japan. First, having projected that Indonesia will become one of big economies by 2045, Indonesia should be able to manage its opportunities and challenges to reach its dream. Research activity to provide evidence-based policy recommendation for the Government of Indonesia had taken place. Thus, High Level Seminar will be an important venue to introduce the outcome of the project and to discuss the way forward.

Second, High Level Seminar will be the final event to commemorate the 60th anniversary of Indonesia-Japan Diplomatic Relations. Therefore, it is a strategic momentum to reflect what the two countries have achieved together and look forward to a vibrant partnership in the future.

Third, the Responsible Party of this partnership for a peaceful and prosperous Indonesia in 2045, which is Economic Research Institute for ASEAN and East Asia (ERIA) celebrates its 10th anniversary. Consequently, High Level Seminar will be a perfect momentum to re-affirm its commitment to undertake research and policy analyses to facilitate the building of ASEAN Economic Community, to promote wide economic integration and sustainable development in East Asia, and to contribute to narrowing the development gaps in the region, collectively and individually.

III. Venue and Date

Venue: The Dharmawangsa Jakarta, Jl. Brawijaya Raya No. 6, Kebayoran Baru

Date: December 8 and 9, 2018

IV. Target Audience

Total 400 participants from various sectors:

- High level diplomats of the Government of Japan
- Key development partners (UN agencies, KSP)
- Echelon I and II officials from Ministry of National Development Planning/Bappenas, Ministry of Foreign Affairs, Coordinating Ministry of Economic Affairs, Coordinating Ministry of Human Development and Culture, Ministry of Trade, and Ministry of Manpower
- 15 members (at least) of the Executive Committee Member
- Academic and policy researchers from Indonesian universities and think tank
- Member of Parliament (DPR-RI)
- Business executive
- Media persons

High Level Seminar Run Down					
Day	Part	Time	Description	Remarks	
1	I		Opening Session & Press Conference		
		15.00-15.10	Opening Remarks UNDP		
		15.10-15.20	Address by Honorable Guest (Mr. Nikai)		
		15.20-15.35	Keynote Speech (Prof. Dr. Ir. Ginandjar Kartasasmita)		
		15.35-16.25	Panel Discussion 1: Presence of Indonesia and Japan in the World (Pre.)	Room set up: theater style No. of pax: 300 people	
		16.40-17.30	Panel Discussion 2: Future Relationship between Indonesia and Japan		
				Break Session	
				Preparation for Dinner Reception	
				Room set up: cocktail reception with up to 7 round table in the middle for VVIP	
	II		17.40-18.00	Press conference	Nusantara Room No. of pax: 50 journalists
		19.00-21.00	Reception for Project 2045 + ERIA 10th Anniversary (Amb. Ishii and Prof. Nishimura, VP Jusuf Kalla)	Garden & Nusantara Ballroom No. of pax: 250 people	
2	III		Symposium & Closing Ceremony		
		09.00-10.30	Symposium: Global Player		
		10.45-12.15	Symposium: Top Five economies	Room set up: theater style	
		12.15-13.15	Lunch Break	One function room for symposium and lunch will be served at foyer	
		13.15-14.45	Quality of Life (lead by UNDP)	No. of pax: 100 people	
		14.45-15.00	Closing Remarks		

V. Scope of Work, Activities and Deliverables

The Event Organizer will provide support starting from event preparation to completion of the events (including reporting in the post-event). The Event Organizer will focus to the success of the event and working under coordination of PMU Project 2045. The summary of the scope of work is the following:

- 1) Providing sufficient personnel to support pre-event, event and post event
- 2) Assisting the project team in organizing the event in the location by ensuring the facility for event and/or accommodation are well-prepared and providing administrative support during the event.

In details, the selected Event Organizer (EO) Scope of Work will be as followed:

1. Layout Design

- The selected EO is expected to draw and ensure the room layout of the two-days event, such as sitting arrangement, lighting, booths, press conference and other equipment positions;
- Ensure the wi-fi connection runs smoothly in coordination with the hotel

A. Main Ballroom, Nusantara Garden and Stage

The main layout is theater style. The selected EO is expected to provide podium for opening remark, address by honorable guest and keynote speech; sofa for panel discussion; decoration and lighting in the stage.

A. 1. Stage

- (1) Stage Module: selected EO is expected to produce two (2) stages with the minimum of length: 2.4 meter, depth: 0.4 meter, and height: 7.2 meter. The stage material is melamin/melaminto
- (2) Stage Backdrop: selected EO is expected to produce backdrop to be integrated with stage module and projector screen (for Main Ballroom and Nusantara Garden)
- (3) Sofas and Tables: selected EO is expected to provides sofas and tables to be integrated with stage layout in consultation with the venue/hotel
- (4) Podium: selected EO is expected to provide speaker podium to be integrated with stage layout/module in consultation with the venue/hotel

A. 2. Multimedia

- (1) LED Screen: selected EO is expected to provide 1 LED Screen minimum length 2.4 meter and height 7 meter
- (2) Switcher/Datatone display: selected EO is expected to provide video switcher/datatone display include laptop for presentation materials
- (3) Presentation Pointer: selected EO is expected to provide 1 presentation pointer

A. 3. Sound System

- (1) Public Audio: selected EO is expected to provide sound system minimum 10,000 watts

- (2) Monitor Audio: selected EO is expected to provide stage speakers for the speaker during the plenary sessions
- (3) Microphone: selected EO is expected to provide 6 headset microphones, 10 wireless-microphone, and 1 podium microphone.

A. 4. Simultaneous Translation Devices

- (1) Booth for interpreters
- (2) Resting area for interpreters
- (3) Desk and charging station for the devices
- (4) 250 set (**Day 1**) and 100 set (**Day 2**) Translation devices (Japan – English and English – Indonesia)

B. 5. Lighting System

- (1) Lighting: selected EO is expected to provide the style of the lighting with minimum 10 pieces par-led
- (2) Lighting Mixer: selected EO is expected to provide lighting mixer

C. Foyer Layout

B. 1. Lounge

The selected EO expected to provide suggested layout and production of lounge. The purpose of the lounge area is to provide up to 3 comfortable spaces for 20-30 people to meet informally and network throughout the event. The space should promote interaction between cluster of people, but allow enough privacy to have small group or one-on-one discussions. The set up could include grouping of up to 3 coffee tables (for standing party) and other supporting equipments.

B. 2. Registration Desk

The selected EO expected to design and for the production of the layout of participants activity flow during registration.

B.3. Photo Wall

The selected EO expected to provide design, layout and production of photo wall displaying series of event for the commemoration of 60th Anniversary of Indonesia-Japan Diplomatic Relations and ERIA' 10th anniversary.

B.4. Booth

The selected EO expected to provide design, layout and production of up to 4 booths for the event.

2. Registration

Prepare all registration needs for the whole events e.g. absence form, registration desk, and stationeries. Registration desk should be separated into different stations,

namely 1 desk for VIP, 1 desk for speakers, 1 desk for media, and 1 desk for any other invitees. We welcome suggestion for speed up the registration process.

3. Communication Materials

- Manage and distribute all communication materials, collaterals, promotion material, and the event banner, with the detail below:
 - (1) ID Card with the specification minimum dimension (10 cm x 7 cm), minimum 300 gr, double-side full color, event logo on the card lanyard.
 - (2) Reusable Bag with the specification minimum dimension (35Lx5Dx45H cm), 80-120 gsm non woven fabric, with event logo
 - (3) USB flash drive, with the capacity 16GB, with event logo
 - (4) Standing banner, to be placed next to the registration desk, with event info
 - (5) Event kit for media persons

4. Pre Event

Assist speakers, VIP guests and participant during pre-event, in particular for the 400 participants registration and communication with speakers and VIP guests regarding the arrival management and accommodation.

5. Main Event

Assist speakers, VIP guests and participant during the event, in particular during the panel discussion and symposium. Selected EO expected to allocate adequate number of personnel during the event, whose task division include the following:

- Stage Manager (Show Director, Stage Manager, MC, Micking, LO MC)
- Sound LCD, Lighting, Sound Operator
- Floor Crew (incl. Usher)
- Registration Desk and Support
- Logistic
- LO Speakers
- Note takers
- Simultaneous Translators

6. Documentation

The selected EO expected to produce content and documented all event sessions (include transcript of panel discussion and symposium).

- (1) Content: produce event bumper to be played during the sessions of the event (Full HD resolution)
- (2) Documentation:
 - Photo and video shooting for seminar sessions (opening remarks, address by honorable guest, keynote speeches, panel discussions)
 - Transcripts of all speeches and of all seminar sessions (opening remarks, address by honorable guest, keynote speeches, panel discussions)
 - Collection of media (printed and online) coverage of the event – the selected EO expected to have person fluent in Japanese to help monitoring for the event

- coverage in Japanese media
- Prepare report for PMU Project 2045 with attachments:
 - (i) List of attendees
 - (ii) Edited video (highlight of the event) 5 minutes maximum
 - (iii) 8 megapixel curated photos in .jpg format
 - (iv) Proof of invoices
 - (v) Proof of logo placements

7. Supporting Tools

- 2 Electricity Generator (Minimum total: 100 KVA) to accommodate the electricity need of the event
- Handy Talkies

8. Security

Coordinate with security (UNDSS and the hotel) on entry access and security during the event.

9. Others

- Should it be necessary to produce materials that are not listed in this terms of reference, the selected EO must consult with PMU Project 2045 before the production.
- The selected EO must work within the contracted budget
- The selected EO must provide the accommodation (including meals) for the EO staffs
- All bidders must attach their portfolios and reference letters from two previous clients

In the case that some urgent/immediate new/changed arrangement or production or any problems that possibly arise, the selected EO must consult with PMU Project 2045.

Deliverables/Output	Delivery Date	Review and Approvals Required
Output 1: Event Design <ul style="list-style-type: none"> - Main hall layout (incl. Main Ballroom, Nusantara Garden and Stage) - Foyer layout (incl. Booth and Photo Wall) - Event bumper video - Sending the manpower structure 	31 October 2018	Payment will be made upon approval of report on each deliverable by National Project Manager.
Output 2: Event Execution <ul style="list-style-type: none"> - Provision of multimedia 	8 and 9 December 2018	

<ul style="list-style-type: none"> system as described above - Provision of sound system as described above - Provision of simultaneous translation devices as described above - Provision of lighting system as described above - Provision of supporting tools as described above - Conducting the documentation including full transcript of the seminar sessions - Conducting event management service 		
Output 3: Event Reporting <ul style="list-style-type: none"> - Submission of final product of documentation 	17 December 2018	

VI. Requirements for Experience and Qualifications

- Has proven experiences in arranging/handling at least 2 (two) international seminars with minimum 400 participants within 3 (three) years. Justified with recommendation letters from the past clients.
- Qualification of the personnel:
 - (1) Any type of educational background for the managers of the event organizer with supporting of 2 (two) projects international seminar experience with 400 participants. Justified with company and management profile of the event organizer.
 - (2) Show Director must have at least experience in arranging/handling/managing 2 (two) projects of international seminar with minimum 400 participants within 3 (three) years. Justified with the CV of Show Director.
 - (3) Supporting staffs must have experienced in admin and finance field
 - (4) Experiences in working with government/international organization/international company is highly preferred.

List of Requirements

No.	Description of Activity/Item	Quantity	Unit Type
A.	EVENT MANPOWER⁵		
A.1	Show Director	1	Person
A.2	Stage Manager	1	Person

⁵ The amount of manpower needed shall refer to Vendor' interpretation after bidding conference, in which Vendor will be informed of magnitude of the event.

A.3	Micking		Person
A.4	MC		Person
A.5	LO MC		Person
A.6	Operational Support		Person
A.7	Floor Crew		person
A.8	Registration Desk		Person
A.9	Logistic		Person
A.10	LO Speakers		Person
A.11	Note takers		Person
A.12	Simultaenous Translators		Person
A.13	Meal		set
A.14	Pre-registration Officer		Person
B. LAYOUT AND DECORATION			
B.1.	Main Ballroom and Nusantara Garden		
B.1.1	Stage and Module		
B.1.1.1	Stage Module	2	Set
B.1.1.2.	Sofas and Tables (for 2 rooms)	10	Person
B.1.1.3	Podium + Microphone	1	Set
B.1.2.	Multimedia		
B.1.2.1	LED Screen (2.4x7 meter)	1	Set
B.1.2.2	Datone/switcher	1	Set
B.1.2.3	Laptop	1	Set
B.1.2.4	Pointer	1	Unit
B.1.3.	Sound System		
B.1.3.1	Public Audio (10,000 watt)	1	Set
B.1.3.2	Audio Monitor	1	Set
B.1.3.3	Microphone	10	Set
B.1.3.4	Sound Mixer	1	Set
B.1.4	Simultaneous Translation Device		
B.1.4.1	Booth	1	Set
B.1.4.2	Translation Device ⁶	250 and 100	Set
B.1.5.	Lighting		
B.1.5.1	Lighting System	10	Par-led
B.1.5.2	Lighting Mixer	1	Set
B.2	Foyer		
B.2.1	Lounge Module	*3	Set – the maximum no.
B.2.1.1	Tables for Standing Party	*3	Set – the maximum no.
B.2.2	Registration Desk		

⁶ 1st day = 250 translation device and day 2nd = 100 translation device.

B.2.2.1	Chairs and Tables	4	Person
B.2.3.	Photo Wall		
B.2.3.1	Bracket	1	Set
	Display	1	Set
C	MEDIA AND DOCUMENTATION		
C.1	Content		
C.1.1	Event Bumper	15	Second
C.2	Multimedia		
C.2.1	Videographers (include tools)	2	Person
C.2.2	Photographer (include tools)	2	Person
D	SEMINAR KIT		
D.1	Co-card	400	Unit
D.2	Reusable Bag	400	Unit
D.3	USB Flash Drive	400	Unit
D.4	Standing Banner	1	Unit
D.5	Event kit for Media Persons	75	Unit
E	SUPPORTING TOOLS		
E.1	Electricity Generator (100 KVA)	2	Set
E.2	Handy Talkie	5	Set
F	MANAGEMENT FEE		

Prepared by:



Mirisa Hasfarja
Monitoring and Reporting Officer for ERIA
27 September 2018

Approved by:



Intan Defrina
National Project Manager for ERIA
3 October 2018

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. ERIA/UN-1/10/FY18- Provision of Event Management for High Level Seminar Project 2045: The Path to Peaceful and Prosperous Indonesia in 2045

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

No.	Description of Activity/Item	Qty	Unit Type	Unit Cost (IDR)	Total (IDR)	Remarks
Provision of Event Management for High Level Seminar Project 2045: The Path to Peaceful and Prosperous Indonesia in 2045						
A.	EVENT MANPOWER					
A.1	Show Director	1	Person			
A.2	Stage Manager	1	Person			
A.3	Micking		Person			
A.4	MC		Person			
A.5	LO MC		Person			
A.6	Operational Support		Person			
A.7	Floor Crew		person			
A.8	Registration Desk		Person			
A.9	Logistic		Person			
A.10	LO Speakers		Person			
A.11	Note takers		Person			
A.12	Simultaenous Translators		Person			
A.13	Meal		set			
A.14	Pre-registration Officer		Person			
SUB-TOTAL A. EVENT MANPOWER						
B.	LAYOUT AND DECORATION					
B.1.	Main Ballroom and Nusantara Garden					
B.1.1	Stage and Module					
B.1.1.1	Stage Module	2	Set			
B.1.1.2.	Sofas and Tables	10	Person			
B.1.1.3	Podium + Microphone	1	Set			
B.1.2.	Multimedia					

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B.1.2.1	LED Screen (2.4x7 meter)	1	Set			
B.1.2.2	Datatone/switcher	1	Set			
B.1.2.3	Laptop	1	Set			
B.1.2.4	Pointer	1	Unit			
B.1.3.	Sound System					
B.1.3.1	Public Audio (10,000 watt)	1	Set			
B.1.3.2	Audio Monitor	1	Set			
B.1.3.3	Microphone	10	Set			
B.1.3.4	Sound Mixer	1	Set			
B.1.4	Simultaneous Translation Device					
B.1.4.1	Booth	1	Set			
B.1.4.2	Translation Device ⁹	250 and 100	Set			
B.1.5.	Lighting					
B.1.5.1	Lighting System	10	Par-led			
B.1.5.2	Lighting Mixer	1	Set			
B.2	Foyer					
B.2.1	Lounge Module	*3	Set – the maximum no.			
B.2.1.1	Tables for Standing Party	*3	Set – the maximum no.			
B.2.2	Registration Desk					
B.2.2.1	Chairs and Tables	4	Person			
B.2.3.	Photo Wall					
B.2.3.1	Bracket	1	Set			
	Display	1	Set			
SUB-TOTAL B. PRE-EVENT LAYOUT AND DECORATION						
C	MEDIA AND DOCUMENTATION					
C.1	Content					
C.1.1	Opening Video	3	Minute			
C.1.2	Event Bumper	15	Second			
C.2	Multimedia					
C.2.1	Videographers (include tools)	2	Person			
C.2.2	Photographer (include tools)	2	Person			
SUB-TOTAL C. DOCUMENTATION						
D	SEMINAR KIT					
D.1	Co-card	400	Unit			

⁹ Refer to requirements section B.1.4.2, page 15.

D.2	Reusable Bag	400	Unit			
D.3	USB Flash Drive	400	Unit			
D.4	Standing Banner	1	Unit			
D.5	Event kit for Media Persons	75	Unit			
SUB-TOTAL D. MERCHANDISES						
E	SUPPORTING TOOLS					
E.1	Electricity Generator (100 KV)	2	Set			
E.2	Handy Talkie	5	Set			
SUB-TOTAL E. SUPPORTING TOOLS						
TOTAL A+B+C+D+E						
F	MANAGEMENT FEE					
GRAND TOTAL						

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
All requirements stated in Annex 1 Terms of Reference			
Validity of Quotation for 90 days			
All Provisions of the General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

Annex 3

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order (Purchase of Goods and Service) may only be accepted by the Supplier's signing at the confirmation of acceptance and/or agreement, as herein specified (Annex 2). Acceptance of this Purchase Order shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions as specified herein, and, any financial rules and regulations of ERIA.

2. SERVICE

Means an ERIA's financed activity include but not limited to all aspects agreed as set forth in Appendix 1 (Terms of Reference) to be performed and delivered by the Supplier. The Supplier agrees to use professional principles and practices in accordance with the common business practices and a good faith principle in rendering the service hereunder, and further agreed that performance shall reflect the best professional knowledge, skill and complying to business ethics. The Supplier shall furnish competent personnel and/or her/his commitment to fulfill its obligations ("**Deliverables**") under this Purchase Order.

3. DELIVERABLES

Means the products, services, work to be performed, materials and/or property to be: (a) created, (b) developed, (c) produced, (d) delivered, (e) performed or provided by or on behalf of or made available through in connection with this Purchase Order (Appendix 1).

4. FINAL ACCEPTANCE

Means acceptance of the services or works as completed, including any deficiencies known to exist.

5. SATISFACTORY PERFORMANCE

Is a condition determined solely by the discretion of ERIA as owner of the project/service performed.

6. NON-ACCEPTANCE

Means that ERIA has determined that one or more deliverables was not satisfactorily performed, so that the deliverables was not acceptable, therefore any performance beyond this condition shall not be fulfilled.

7. PAYMENT

7.1 ERIA shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.

7.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.

7.3 Unless authorized by ERIA, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

7.4 The prices shown in this Purchase Order may not be increased except by express written agreement of ERIA.

8. TAX EXEMPTION

Article 19 of the ERIA-Indonesian Host Country Agreement stipulated that ERIA is exempt from all direct taxes by the Indonesian government. In the event any governmental authority refuses to recognize ERIA'

exemption from such taxes, duties or charges, the Supplier shall immediately consult with ERIA to determine a mutually acceptable procedure.

9. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with ERIA' rules and regulation, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

10. ASSIGNMENT AND INSOLVENCY

- 10.1. The Supplier shall not, except after obtaining the written consent of ERIA, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 10.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, ERIA may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination and any expenses should be returned to ERIA.

11. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child and Indonesian Law Number 35-year 2014 concerning The Child Protection.

Any breach of this representation and warranty shall entitle ERIA to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of ERIA.

12. SETTLEMENT OF DISPUTES

- The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Singapore International Arbitration Centre (SIAC).
- Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the SIAC Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

13. SEXUAL EXPLOITATION

- The Supplier shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Supplier to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Supplier shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Supplier acknowledges and agrees

that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle ERIA to terminate the Contract immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind.

- ERIA shall not apply the foregoing standard relating to age in any case in which the Supplier's personnel or any other person who may be engaged by the Supplier to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Supplier's personnel or such other person who may be engaged by the Supplier to perform any services under the Contract.

14. CONFLICT OF INTEREST DECLARATION

If any situation arises in which professional or objective judgement, or behavior concerning a primary interest (in this case the integrity of ERIA' staff member) has been improperly influenced by a different interest (such as, but not limited to, financial gain) by a Supplier, employee or implementing partner of ERIA (and/or her/his immediate family, close relatives or personal friends), please inform ERIA' Legal Supervisor.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of ERIA, only the Authorized Official possess the authority to agree on behalf of ERIA to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Supplier. Accordingly, no modification or change in this Contract shall be valid and enforceable against ERIA unless provided by an amendment to this Agreement signed by the Supplier and jointly by the ERIA Authorized Official.