

Amendment to RFQ

RFQ/UNDP/SUSTAIN/020/2017 Provision of Meeting Package in Bandung

1. Page 7 Annex 1 : Specifications and Criteria of the Required Services.

Point : Requirement and Periode, No. 2. **Accommodation, Should be :**

No	Item	Description / Specifications of Goods	Latest Delivery Date
	General Requirement	<ul style="list-style-type: none">▪ Location: Bandung▪ Minimum requirement: 3-Star Hotel that features a convention centre with high standard function rooms and ballrooms of meeting space▪ Good security system: the hotel security management must have a good relationship with the closest police station; have 24 hour reception/night porter and security guard on duty▪ Location in secure area	
	Requirement and Periode	<p>Number and type of meeting packages for the participants as follow:</p> <ol style="list-style-type: none">1. Meeting will be held on 12 - 17 March 20172. Accommodation :<ul style="list-style-type: none">• 24 Superior rooms for Single occupancy• 20 Superior rooms for Twin occupancy<ul style="list-style-type: none">➤ Check-in: 12 March 2017➤ Check out : 18 March 20173. Meeting Package<ul style="list-style-type: none">• 12 March 2017 : Coffee break 15 pax (small room) 12 March 2017 : Dinner 60 pax• 13-17 March 2017 : Fullboard Meeting = 64 pax (2CB, 1 Lunch, 1 Dinner)	

	The Meeting Package should include	a) Set up round table for 64 participants for pleno, 13 - 17 March 2017 with additional : - 2 break out rooms for 15-20 pax, roundtable on 17 March 2017 b) Pleno meeting room should have 2 LCD and 2 Screen Projector c) Break out Room should have 1 LCD and 1 Screen Projector d) Electric cable plug in each roundtable for participants e) Minimum 6 wireless microphones in Pleno meeting room, and 3 each break out room f) 6 flipcharts in Pleno meeting room	
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* Submitting a Quotation after the deadline for submission of quotations will invalidate it. It is the exclusive responsibility of the Bidders to ensure (a) that the package containing the quotation reaches the designated address before the closing date, so that it is time stamped and acceptable for opening or (b) that the documents are received at the specified email address before the closing date.

2. Page 8, Annex 2, A. Accommodation, 1. Rooms should be :

ANNEX 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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. **RFQ/UNDP/SUSTAIN/020/2017 - PROVISION OF MEETING PACKAGE in BANDUNG** :

N O	Description	Required Quantity			Price per Unit (IDR)	Total Price (IDR)	REMARKS
		Qty	UoM	No. of days			
A	ACCOMMODATION						
1	Rooms						
1.a	20 Twin Share, C/I- C/O: 12 - 18 March'17	6	night				
1.b	24 Single, C/I - C/O : 12 - 18 March'17	6	night				
2	Meeting Package						
2.a	12 march'17 : - Coffee Break (small room 18.00- 21.00)	15	Pax				
	12 March'17 : - Dinner	60	pax				
2.b	13 – 17 March'17 (5 days) : Full Board Meeting (2 CB, 1 Lunch, 1 Dinner)	64	pax				
TOTAL							
B	FREE MEETING PACKAGE INCLUDING (as per requirement in RFQ)						
1	Set up round table for 64 participants for pleno, 13 – 17 March 2017 with additional : - 2 break out rooms for 15-20 pax, roundtable on 17 March 2017						
2	Pleno meeting room should have 2 LCD and 2 Screen Projector						
3	Break out Room should have 1 LCD and 1 Screen Projector						
4	Electric cable plug in each roundtable for participants						
5	Minimum 6 wireless microphones in Pleno meeting room, and 3 each break out room						
6	6 flipcharts in Pleno meeting room						

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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>
Comply to meet the requirement stated in the RFQ			
Validity of Quotation: 30 days			
Comply to meet all Provisions of the UNDP General Terms and Conditions			