



## REQUEST FOR QUOTATION (RFQ)

To All Interested Bidders	DATE: March 22, 2017
	REFERENCE: RFQ/UNDP/028/2017 – Hotel Services in Bali (REVISED – 1)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Hotel Services in Bali** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

**Lot 1 - GCF Meeting (26 – 29 April 2017)**

**Lot 2 - CTCN Meeting (25 – 28 April 2017)**

**Lot 3 - Long Term Agreement HOTEL SERVICES IN BALI FOR UNDP INDONESIA**

Quotations may be submitted on or before **March 29, 2017 at 17.00 (GMT+7)** and via *e-mail* to the address below:

**United Nations Development Programme (UNDP)**

Menara Thamrin Building, 7th Floor  
Jl. M.H. Thamrin Kav. 3, Jakarta 10250, Indonesia  
Phone: (6221) 29802300  
**Attn: Rida Dian Trisna**  
**cc. Feby Utari**

**Ref: RFQ/UNDP/028/2017 – Hotel Services in Bali**

E-mail Address: [bids.id@undp.org](mailto:bids.id@undp.org)

Quotations submitted by email must be limited to a maximum of 4 MB, virus-free and no more than four (4) 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 UNDP 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.

Service 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 UNDP requirements.

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 UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the service in the event that the transportation cost (freight and insurance) is found to be higher than UNDP'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 UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP 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.

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 UNDP herein attached as Annex 3.

UNDP 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 UNDP's 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, you can find detailed information about vendor protest procedures in the following link:

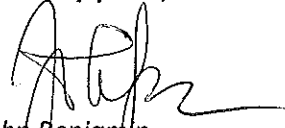
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP 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.**

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

A handwritten signature in black ink, appearing to read 'John Benjamin', written over the printed name.

*John Benjamin*  
*Procurement Specialist*  
March 22, 2017

## Annex 1

### Specifications and Criteria of the Required Service

The requirements for meeting package are as follows:

No.	Item	Description
1.	General Requirements	<ul style="list-style-type: none"> <li>▪ Location: <b>Nusa Dua - Bali</b></li> <li>▪ Requirement: <b>5 Stars</b> Hotel with high standard conference rooms</li> <li>▪ Good security system: the hotel security management must have a good relationship with the closest police station; have 24hour reception/night porter and security guard on duty.</li> <li>▪ Availability of Business Center</li> <li>▪ The hotel should have many spacious and comfortable guest room</li> <li>▪ International standard (ISO 14001 certified)</li> </ul>
2.	<b>LOT 1 – GCF Meeting (26 – 29 April 2017)</b>	<p><b><u>1. Hotel Room on Deluxe Category with internet connection</u></b>  Check in: 25 April 2017 – Check out: 29 April 2017 (4 nights)  No. of Room: 78 SINGLE Rooms with daily breakfast</p> <p>Check in: 27 April 2017 – Check out: 29 April 2017 (2 nights)  No. of Room: 32 SINGLE Rooms with daily breakfast</p> <p><b><u>2. Fullday Meeting Package on 26 – 28 April 2017 (3 days)</u></b>  Venue: Plenary Room  Meeting room lay out: round table/café style (6persons/table)  No. of participant: up to 200 persons</p> <ul style="list-style-type: none"> <li>▪ Inclusions: 2X Coffee breaks, 1X Lunch * <i><b>lunch to be set up with round table</b></i></li> <li>▪ standard meeting kits,</li> <li>▪ standard meeting equipments</li> <li>▪ standard sound system</li> <li>▪ on-site staff to attend to all meeting arrangements</li> <li>▪ Wireless microphones at each table</li> <li>▪ Head Table for Committee with desk microphone for 2 persons</li> <li>▪ Podium</li> <li>▪ LCD &amp; screen (1 unit), Qty: 1 unit</li> <li>▪ Free usage and Open WIFI in the meeting room</li> <li>▪ Free of flipchart and its paper as well as with three different whiteboard marker</li> <li>▪ Banner in meeting room, Qty: 1 unit</li> </ul>

		<p><b><u>3.Break out rooms on 26 – 29 April 2017 (4 days)</u></b></p> <p>No. of break out room: Three (3)  Meeting room lay out: round table (6 persons/table) or one large square with participants facing each other (which ever fits best in the space)  No. of participant: 60 persons for each break out room (total 180 participants)</p> <ul style="list-style-type: none"> <li>▪ Standard meeting kits,</li> <li>▪ standard meeting equipments</li> <li>▪ standard sound system</li> <li>▪ on-site staff to attend to all meeting arrangements</li> <li>▪ Wireless microphones at each table</li> <li>▪ Head Table for Committee with desk microphone for 2 persons</li> <li>▪ LCD &amp; screen (1 unit), Qty: 3 unit</li> <li>▪ Free usage and Open WIFI in the meeting room</li> <li>▪ Free of flipchart and its paper as well as with three different whiteboard marker</li> </ul> <p><i>*the participant is from the existing 200 persons from Plenary Room</i></p> <p><b><u>4.Bilateral Meeting Room with internet connection on 26 – 29 April 2017 (4 days)</u></b></p> <p>Venue: Small Meeting Room for 10 persons  No. of Meeting Room: One (1)  Room lay out: board meeting</p> <p><b><u>5.Secretariat Room with internet connection on 25 – 29 April 2017 (5 days)</u></b></p> <p>Venue: Small Meeting Room  No. of Meeting Room: One (1)  Room lay out: secretariat office, desk</p> <p><b><u>6.Rental of Laptop</u></b></p> <p><b>-Laptop for presentation/skype conference during meeting in Plenary Meeting Room on 26 – 28 April 2017 (3 days), Qty: 1 unit</b>  <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i></p> <p><b>-Laptop for presentation in break out Room on 26 – 29 April 2017 (4 days), Qty: 3 units</b>  <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed),</i></p>
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		<p>Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</p> <p><b>-Laptop for Secretariat room on 25 – 29 April 2017, Qty: 1 unit</b>  Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14" Mouse Pad</p> <p><b><u>7.Dedicated Internet Connection:</u></b>  -20 Mbps for Plenary Meeting Room: 26-28 April 2017 (3 days)  -10 Mbps for Break out Meeting Rooms: 26-29 April 2017 (4 days)  -5 Mbps for Skype Conference at Plenary Meeting Room: 26-28 April 2017 (3 days)</p> <p><b><u>8. Welcome Reception on 26 April OR 28 April 2017</u></b>  No. of participant: 160 persons  Menu: Finger foods &amp; Free flow soft drinks</p> <p><b><u>NOTE:</u></b> Interested Hotels should provide their quotation for Fullday meeting package which inclusive all requirements mentioned in each point above. If there are items that could not be included in a package, a unit price for those items should be provided in detail. <b><u>All price should exclude tax exempt (Nett price)</u></b></p>
3	<p><b>LOT 2 – CTCN Meeting (25 – 28 April 2017)</b>  <i>preferable the venue is the same as Lot 1 or walking distance</i></p>	<p><b><u>Fullday Meeting Package</u></b>  Day 1, 25 April 2017, No. of participant: 80 persons  Day 2 – 4, 26 – 28 April 2017, No. of participant: 50 persons</p> <p><b><u>General Requirement:</u></b></p> <ul style="list-style-type: none"> <li>▪ Meeting room lay out: U-shape with 3 layers chairs</li> <li>▪ 2X Coffee breaks, 1X Lunch</li> <li>▪ Standard meeting kits</li> <li>▪ Standard meeting equipments</li> <li>▪ Standard sound system</li> <li>▪ On-site staff to attend to all meeting arrangements</li> <li>▪ Wireless microphones, Qty: 5 units</li> <li>▪ Head Table for Committee with desk microphone for 2 persons</li> <li>▪ Podium</li> <li>▪ LCD &amp; screen, Qty: 1 unit</li> <li>▪ Free usage and Open WIFI in the meeting room</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Free of flipchart and its paper as well as with three different whiteboard markers</li> <li>▪ Banner in meeting room, Qty: 1 unit</li> </ul> <p><b><u>Rental of Meeting Equipment on 25-28 April 2017 (4 days)</u></b></p> <p>-Laptop for presentation during meeting, Qty: 1 unit  <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro(Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i></p> <p><b><u>Dedicated Internet Connection on 25-28 April 2017</u></b></p> <p>10 Mbps for Meeting Room  5 Mbps for Skype Conference</p> <p><b><u>NOTE:</u></b> Interested Hotels should provide their quotation for Fullday meeting package which inclusive all requirements mentioned in each point above. If there are items that could not be included in a package, a unit price for those items should be provided in detail. <b><u>All price should exclude tax exempt (Nett price)</u></b></p>
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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.

CONDITIONS	
Delivery Terms	<input checked="" type="checkbox"/> Other DDP
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> Please refer to Annex 1
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> Local Currency: IDR
Value Added Tax on Price Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>2</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

After-sales services required	<input checked="" type="checkbox"/> Others full support as required in Annex I of this tender document
Deadline for the Submission of Quotation	<b>29 March 2017 at 17.00 hrs (GMT+7)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>3</sup>	<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"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, UNDP 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"/> Bidder may quote one or more lot but not partially
Payment Terms <sup>4</sup>	<input checked="" type="checkbox"/> UNDP shall make 100% payment within 30 days upon delivery of required service and submission of supplier's original invoice for the services provided specified in the Purchase Order. Note: any bank charges and bank commissions shall be borne by the vendor
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Others Please see Annex I
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if the delivery/completion is delayed beyond the agreed date <input checked="" type="checkbox"/> Others: The issued PO will be cancelled if the selected supplier does not meet the requirement of this RFQ
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of service <input checked="" type="checkbox"/> Others submission of original invoice

<sup>3</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>4</sup> UNDP 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, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.



Annexes to this RFQ <sup>5</sup>	<input checked="" type="checkbox"/> Specifications and Criteria of the Required Service (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.
General Terms and Conditions	Please refer to UN General Terms and Conditions available at <a href="http://www.undp.org">www.undp.org</a> , which can also be provided upon request.
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<b><i>Rida Dian Trisna (rida.trisna@undp.org) cc. Feby Utari (feby.utari@undp.org)</i></b>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>7</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>8</sup>)*

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/028/2017**

#### **LOT 1 - GCF Meeting (26 – 29 April 2017)**

No.	Description	Required Quantity			Price per Unit (IDR)	Total Price (IDR)	REMARKS
		Qty	UoM	No. of day or night			
1	Hotel Rooms						
1.a	<b><u>Hotel Room on Deluxe Category with internet connection</u></b> Check in: 25 April 2017 – Check out: 29 April 2017 (4 nights) No. of Room: 78 SINGLE Rooms with daily breakfast	78	SGL room	4			
1.b	<b><u>Hotel Room on Deluxe Category with internet connection</u></b> Check in: 27 April 2017 – Check out: 29 April 2017 (2 nights) No. of Room: 32 SINGLE Rooms with daily breakfast	32	SGL room	2			
2	Meeting Package						
2.a	<b><u>Full day Meeting Package on 26 – 28 April 2017 (3 days)</u></b> Venue: Plenary Room Meeting room lay out: round table/café	200	pax	3			

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

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

	<p>style (6persons/table)</p> <p>No. of participant: up to 200 persons</p> <ul style="list-style-type: none"> <li>▪ Inclusions: 2X Coffee breaks, 1X Lunch * <b><i>lunch to be set up with round table</i></b></li> <li>▪ standard meeting kits,</li> <li>▪ standard meeting equipments</li> <li>▪ standard sound system</li> <li>▪ on-site staff to attend to all meeting arrangements</li> <li>▪ Wireless microphones at each table</li> <li>▪ Head Table for Committee with desk microphone for 2 persons</li> <li>▪ Podium</li> <li>▪ LCD &amp; screen (1 unit), Qty: 1 unit</li> <li>▪ Free usage and Open WIFI in the meeting room</li> <li>▪ Free of flipchart and its paper as well as with three different whiteboard marker</li> <li>▪ Banner in meeting room, Qty: 1 unit</li> </ul>						
3	Break out Room						
	<p><b><u>Break out rooms on 26 – 29 April 2017 (4 days)</u></b></p> <p>No. of break out room: Three (3)</p> <p>Meeting room lay out: round table (6 persons/table) or one large square with participants facing each other (which ever fits best in the space)</p> <p>No. of participant: 60 persons for each break out room (total 180 participants)</p> <ul style="list-style-type: none"> <li>▪ Standard meeting kits,</li> <li>▪ standard meeting equipments</li> <li>▪ standard sound system</li> <li>▪ on-site staff to attend to all meeting arrangements</li> <li>▪ Wireless microphones at each table</li> <li>▪ Head Table for Committee with desk microphone for 2 persons</li> <li>▪ LCD &amp; screen (1 unit), Qty: 3 unit</li> <li>▪ Free usage and Open WIFI in the meeting room</li> <li>▪ Free of flipchart and its paper as well as with three different whiteboard marker</li> </ul>	3	room	4			

	*the participant is from the existing 200 persons from Plenary Room							
4	Bilateral Meeting Room							
	<b><u>Bilateral Meeting Room with internet connection on 26 – 29 April 2017 (4 days)</u></b> Venue: Small Meeting Room for 10 persons No. of Meeting Room: One (1) Room lay out: board meeting	1	Unit	4				
5	Secretariat Room							
	<b><u>Secretariat Room with internet connection on 25 – 29 April 2017 (5 days)</u></b> Venue: Small Meeting Room No. of Meeting Room: One (1) Room lay out: secretariat office, desk	1	Unit	5				
6	Rental of Laptop							
	<b>Laptop for presentation/ skypeconference during meeting in Plenary Meeting Room on 26 – 28 April 2017 (3 days), Qty: 1 unit</b> <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i>	1	Unit	3				
	<b>-Laptop for presentation in break out Room on 26 – 29 April 2017 (4 days), Qty: 3 units</b> <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i>	3	Unit	4				
	<b>-Laptop for Secretariat room on 25 – 29 April 2017 (5 days), Qty: 1 unit</b> <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed),</i>	1	Unit	5				

	Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14" Mouse Pad							
7	Dedicated Internet Connection							
	<b><u>7.Dedicated Internet Connection:</u></b> -20 Mbps for Plenary Meeting Room: 26-28 April 2017 (3 days) -10 Mbps for Break out Meeting Rooms: 26-29 April 2017 (4 days) -5 Mbps for Skype Conference at Plenary Meeting Room: 26-28 April 2017 (3 days)	1	Lot	3				
		1	Lot	4				
		1	Lot	3				
8	Welcome Reception							
	<b><u>Welcome Reception on 26 April OR 28 April 2017</u></b> No. of participant: 160 persons Menu: Finger foods & Free flow soft drinks	160	Pax	1				
TOTAL								

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Comply to meet the requirement stated in the RFQ document			
Comply to meet the condition stated in the RFQ document			
Comply to meet all Provisions of the UNDP General Terms and Conditions			

**LOT 2 – CTCN Meeting (25 – 28 April 2017)**

No.	Description	Required Quantity			Price per Unit (IDR)	Total Price (IDR)	REMARKS
		Qty	UoM	No. of day or night			
1	Meeting Package						
	<b><u>Fullday Meeting Package</u></b> Day 1, 25 April 2017 (1 day), No. of participant: 80 persons  <b><u>General Requirement:</u></b> <ul style="list-style-type: none"> <li>Meeting room lay out: U-shape with 3 layers chairs</li> <li>2X Coffee breaks, 1X Lunch</li> <li>Standard meeting kits</li> <li>Standard meeting equipments</li> <li>Standard sound system</li> <li>On-site staff to attend to all meeting arrangements</li> <li>Wireless microphones, Qty: 5 units</li> <li>Head Table for Committee with desk microphone for 2 persons</li> <li>Podium</li> <li>LCD &amp; screen, Qty: 1 unit</li> <li>Free usage and Open WIFI in the meeting room</li> <li>Free of flipchart and its paper as well as with three different whiteboard markers</li> <li>Banner in meeting room, Qty: 1 unit</li> </ul>	80	Pax	1			
2	<b><u>Fullday Meeting Package</u></b> Day 2 – 4, 26 – 28 April 2017 (3 days), No. of participant: 50 persons  <b><u>General Requirement:</u></b> <ul style="list-style-type: none"> <li>Meeting room lay out: U-shape with 3 layers chairs</li> </ul>	50	pax	3			

	<ul style="list-style-type: none"> <li>▪ 2X Coffee breaks, 1X Lunch</li> <li>▪ Standard meeting kits</li> <li>▪ Standard meeting equipments</li> <li>▪ Standard sound system</li> <li>▪ On-site staff to attend to all meeting arrangements</li> <li>▪ Wireless microphones, Qty: 5 units</li> <li>▪ Head Table for Committee with desk microphone for 2 persons</li> <li>▪ Podium</li> <li>▪ LCD &amp; screen, Qty: 1 unit</li> <li>▪ Free usage and Open WIFI in the meeting room</li> <li>▪ Free of flipchart and its paper as well as with three different whiteboard markers</li> <li>▪ Banner in meeting room, Qty: 1 unit</li> </ul>							
3	Rental of Laptop							
	<b><u>Laptop for presentation/skype conference during meeting on 25-28 April 2017 (4 days), Qty: 1 Unit</u></b> <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro(Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i>							
4	Dedicated Internet Connection							
	<b><u>Dedicated Internet Connection on 25-28 April 2017</u></b> 10 Mbps for Meeting Room 5 Mbps for Skype Conference	1	Lot	4				
		1	Lot	4				
TOTAL								

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 document			
Comply to meet the condition stated in the RFQ document			
Comply to meet all Provisions of the UNDP 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/UNDP/028/2017**

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



## **Annex 3**

### **General Terms and Conditions**

#### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

#### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

#### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

#### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

#### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers,

agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

#### **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

## **15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract 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 UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor 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 Contractor 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 Contractor 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 Contractor 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 UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor 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 Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

## **23.0 SECURITY:**

**23.1** The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

**23.2** UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

## **24.0 AUDITS AND INVESTIGATIONS:**

**24.1** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP 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 UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

**24.2** The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon 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 documentation for such purposes and to grant to UNDP access to the Contractor's premises. 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 UNDP hereunder.

## **25.0 ANTI-TERRORISM:**

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

## **26.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP 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 Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.



LOT 3  
Long Term Agreement  
HOTEL SERVICES IN BALI FOR UNDP INDONESIA

Quotations submitted by email must be limited to a maximum of 4 MB, virus-free and no more than 3 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 UNDP 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 above mentioned services.

Preferred Currency of Quotation <sup>9</sup>	<input checked="" type="checkbox"/> Local Currency : IDR
Value Added Tax on Price Quotation <sup>10</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, Tuesday, March 29, 2017 and 17.00 hrs (GMT+7)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>11</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP 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 <sup>12</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of services UNDP will issue a Purchase Order as a written commitment when ordering.

<sup>9</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>10</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

<sup>11</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>12</sup> UNDP 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, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>13</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One or more Service Provider, depending on the following factors: UNDP will award the agreement with at least 2 hotels in each city that offer the best price to UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement <sup>14</sup> <i>(UNDP will issue a PO as a call-off every time ordering against the LTA)</i>
Annexes to this RFQ <sup>15</sup>	<input checked="" type="checkbox"/> Hotel List of Information (Annex 1) <input checked="" type="checkbox"/> Form for Submitting Supplier's Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3), <input checked="" type="checkbox"/> LTA Agreement (Annex 4) 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) <sup>16</sup>	<p><b>Long Term Agreement: HOTEL SERVICES IN BALI FOR UNDP INDONESIA</b></p> <p><i>Email address:</i>  rida.trisna@undp.org; cc. feby.utari@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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 UNDP requirements.

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.

<sup>13</sup> UNDP 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.

<sup>14</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

<sup>15</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>16</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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

After UNDP has identified the lowest price offer, UNDP 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 UNDP'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 UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP 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.

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 UNDP herein attached as Annex 3.

UNDP 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 UNDP's 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, you can find detailed information about vendor protest procedures in the following link:  
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Annex 1  
HOTEL LIST OF INFORMATION FORM – LOT 3  
**Long Term Agreement with UN Agencies in Indonesia**

		SCORING WEIGHT	SAMPLE	HOTEL
<b>Hotel Name</b>			<b>BuSAMbble Hotel</b>	
Address			494 Toddle Rd., Someland 10600	
Telephone:			02 000 1234	
Fax:			02 000 6308	
Website:			<a href="http://www.bubble.kh.com">www.bubble.kh.com</a>	
Contact person:			Ms. Sukhami Januar	
Telephone:			02 000 6200	
E-mail:			sukhami@bubble.kh.com	
<b>General Information:</b>				
Hotel rating			5 stars	
Airport distance from Hotel			24 kms. (30 mins.)	
No. of Rooms			387 (38 suites)	
	Single bed		288	
	Double beds			
	Twin beds		99	
	non-smoking		188	
No. of Restaurants			9	
No. of lounges/pubs			2	
Remarks			centre of Someland near major shopping area & DCU	
<b>Hotel Accommodation + Breakfast (net rate without VAT), in IDR or USD</b>				
Superior Room	Single	30%	US\$ 60	
	Double		US\$ 65	
Deluxe Room	Single		US\$ 70	
	Double		US\$ 75	
Le Meridien Club	Single		US\$ 130-145	
	Double		US\$ 150-160	
Executive Suite Club	Single		US\$ 180-195	
	Double		US\$ 200-220	

<b>Conference Facilities Services (net rate without VAT), in IDR or USD</b>			-	
<b>Food &amp; Beverages/Pax</b>				
Breakfast (buffet)		10%	US\$ 20	
Lunch (Buffet)			US\$ 20	
Dinner (Buffet)			US\$ 29	
<b>Services &amp; Amenities</b>				
Business center		10%	07.00-23.00 hrs.	
Photocopy charge (price per page)			US\$ 0.25/page	
Fax charge (price per page)			US\$ 1.35 (local)	
Printer (price per page) - black & white			US\$ 0.1/page	
Printer (price per page) - color			US\$ 0.15/page	
Parking			Free	
Transfer to/from airport (price per trip)			US\$ 35	
Shuttle services to/from UN premises in Jakarta (price per trip)			US\$ 25	
Group Photo (price per unit)			US\$ 10	
<b>Meeting Package/pax</b>				
1 Cofee Break (Half day meeting)		40%	US\$ 10 nett	
1 Break + lunch (Half day meeting)			US\$ 30 nett	
2 Breaks + lunch (Full day meeting)			US\$ 35 nett	
2 Breaks + lunch + dinner (Full day meeting)			US\$ 40 nett	
2 Breaks + lunch + dinner + accommodation (Fullboard meeting) in Twin Sharing Rooms			US\$ 75 nett	
Cocktails Reception			US\$ 20 nett	
<b>Audio/visual &amp; other equipments rental (Net rate without VAT)/Day</b>				
Computer Notebook (Price per day)		10%	US\$ 10 nett	
Computer Desktop (Price per day)			US\$ 7 nett	
LCD Projector +Screen (Price per day)			US\$ 15 nett	
PA system (loud speakers, microphones etc.) (Price per day)			US\$ 20 nett	

Installation charge - Internet (Price per day for one connection)		US\$ 100/line	
Local call (Price per call)		US\$ 0.25/call	
Wireless Internet		Free	

<b>Complementary Items (Specify conditions of complimentary room)</b>			
Guestroom		1 complimentary room for every 30 rooms	
Others			
Reward System			

**Meeting Rooms in the hotel**  
**(Net Rate without VAT), in IDR**  
**or USD**

Meeting Rooms (Indicate top 10 meeting rooms)	Suitable for # of participants (Round table style)	24 Hours Rental Rate/Day)
GENERAL CHECK LIST	YES/NO/Remarks	
<b>Equipment</b>		
Lighting, possibility to dim lights partly or fully during presentations		
Generators in case of power cuts		
Rooms		
Safety box in the rooms		
Air conditioner		
Minibar with drinks and snacks		
Balcony / terrace		
Shower		
Bath tub		

Hot water (especially during rush hours) and water pressure	
Internet / wireless connection	
Telephone	
Satellite TV	
Iron	
Kitchenette in one or more rooms	
<b><u>General Services/Facilities</u></b>	
Laundry	
Ironing	
Bar	
Restaurant	
Gym	
Swimming pool	
Public computers / internet or wireless connection	
Other communication facilities (telephones, faxes etc.)	
24 hour reception	
Reservations, travel tickets, travel agency etc.	
Room service	
Safety boxes	
ATM machines	
Money exchange	
Car rental facilities	
Acceptance of credit cards and traveler's checks.	
Welcome Drink	
Shop at the hotel	

<b><u>Special Facilities for disabled participants</u></b>		<b>YES/NO/Remarks</b>
Guest rooms (how many)		
Ramps		
Bathroom adapted on disabled guest rooms		
Lift Entrance: Width 90cm - Height 210cm		
Bathroom: Width 88cm - Height 205cm		

**Important Note: Duly signed/stamped  
and electronic copy of the List of  
Information should be provided as part  
of offer.**

**Name of representative:**

**Address:**

**Telephone/Fax:**

**Dated this . . . . .day/month of . . . . .[year].**



**Annex 2**  
**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>17</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>18</sup>)*

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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.

**TABLE 1 : Hotel List of Information**

\*Please fill all the rates for all the types of services your hotel provided in the List of Information Form attached.

**TABLE 2 : 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>
Accepting / Signing UNDP Long Term Agreement Contract			
UNDP Terms of Payment			
Validity of Quotation 90 days			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*

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<sup>17</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>18</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

## **ANNEX 3**

### **UNITED NATIONS DEVELOPMENT PROGRAMME GENERAL CONDITIONS OF CONTRACT (SERVICES)**

#### **1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

#### **3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

#### **5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

#### **6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

#### **7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products

liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8. INSURANCE AND LIABILITIES TO THIRD PARTIES**

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - (i) Name UNDP as additional insured;
  - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
  - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

## **9. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

## **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

## **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

## **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## **15. TERMINATION**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract 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 UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2. Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article 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 UNCITRAL 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.

## **17 PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18 TAX EXEMPTION**

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19 CHILD LABOUR**

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20. MINES**

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.1 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

## ANNEX 4

<p style="text-align: center;"><b>LONG TERM AGREEMENT (LTA)</b> <b>“HOTEL SERVICES FOR UNDP INDONESIA”</b></p>
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LTA/...../.....

**Ref: “Long Term Agreement (LTA) for Hotel Services”**

The United Nations Development Programme is entering into this Long Term Agreement on behalf of all United Nations Agencies, Programmes and Funds in Indonesia as listed in Annex 3. Each individual United Nations Agency, Programme or Fund utilizing the entitlements under this Long Term Agreement shall be individually and solely responsible for any costs, benefits or liabilities that accrue through their utilization of said entitlements.

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its Country Office at UNDP, Menara Thamrin 8th Floor, Jl. M.H. Thamrin Kav 3, Jakarta 10250 Indonesia (hereinafter called “UNDP”) on behalf of UN Agencies in Indonesia and ..... (hereinafter called “the Contractor”) with its office .....

WHEREAS, UNDP acting on behalf of UN Agencies in Indonesia, desires to enter into a Long Term Agreement for the provision of hotel services by the Contractor to UNDP, pursuant to which the UNDP Indonesia Country Office and other UN Agencies can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Solicitation for Proposal “Hotel Services for UN Agencies in Jakarta and other cities in Indonesia” the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties”) hereby agree as follows:

**Article 1: SCOPE OF WORK**

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto (“Hotel Services”), as and when requested by the UNDP Indonesia Country Office or other UN Agencies and reflected in a Purchase Order or relevant contractual instrument of a respective UN Agency.
2. Such Services shall be at the discount prices listed in Annex 1. UNDP shall, at 6 monthly intervals, or such other interval as UNDP shall decide, solicit the Contractor for an updated list of prices for services. While the prices may change, the percentage rate of discount for UNDP Indonesia Country Office or other UN Agencies shall remain the same for the length of this Agreement.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be in force for three years from the Entry into Force of this Agreement.

Article 2: CHANGES IN CONDITION

4. In the event of any advantageous changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

5. The Contractor is expected to report semi-annually to UNDP on the Services provided to UNDP.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6. The standard UNDP General Conditions for Professional Services, attached as Annex 2, shall apply to this Agreement, and any subsequent Purchase Orders/Contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of three years.

IN WITNESS WHEREOF, the duly authorized representatives of the PARTIES have signed this agreement.

For and on behalf of:

*(NAME OF THE HOTEL)*

UNITED NATIONS  
DEVELOPMENT PROGRAMME  
ON BEHALF OF UN AGENCIES  
IN INDONESIA

Mr/Mrs.  
Position: \_\_\_\_\_

XXX  
UNDP

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

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

Cleared by:  
XXX  
UNDP

\_\_\_\_\_