

# 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>  <b>MEETING PACKAGE REQUIREMENT</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>Free 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)</p> <p>No. of participant: 60 persons for each break out room</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: 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> </ul> <p><i>*the participant is from the existing 200 persons from Plenary Room</i></p> <p><b><u>** on 29 April 2017 is to book Full day meeting package (2X Coffee break + 1 Lunch) for 180 participants</u></b></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>-Laptop for presentation during meeting/Skype Conference in Plenary Meeting Room, 26 – 28 April 2017 (3days), Qty: 1 unit</p> <p>- Laptop for presentation during meeting/Skype conference in 3 break outs Meeting Room, 26 – 29 April 2017 (4 days), Qty: 4 units</p> <p>-Laptop for secretariat room, 25 – 29 April 2017 (5 days), Qty: 1 unit</p>
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3	<p><b>LOT 2 – CTCN Meeting (25 – 28 April 2017)</b></p> <p><b>MEETING PACKAGE REQUIREMENT</b>  <i>*Preferable the venue is the same hotel as Lot 1 or walking distance to the venue in Lot 1</i></p>	<p><b><u>Fullday Meeting Package</u></b>  Day 1: 25 April 2017 -&gt; No. of participant 80 persons  Day 2 – 4: 26 – 28 April 2017 -&gt; No. of participant 50 persons</p> <p>General requirement:</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>▪ standardmeeting kits</li> <li>▪ standard meeting equipments</li> <li>▪ standard sound system</li> <li>▪ on-site staff to attend to all meeting arrangements</li> <li>▪ 2 wireless microphones</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>▪ Free 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><b>-Laptop for presentation during meeting, 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><u>5.Dedicated Internet Connection on 25-28 April 2017</u></b>  10 Mbps for Big Meeting Room  5 Mbps for Skype Conference at Big Meeting Room</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.

<b>CONDITIONS</b>	
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
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>

<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.

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
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.

<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.

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

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>	<p><b><i>Rida Dian Trisna (rida.trisna@undp.org)</i></b></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>

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<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.