

**Amendment # 1 to the
REQUEST FOR PROPOSAL
Long-Term agreement for the provision of event management services for UNDP Country
Office in Uzbekistan and its projects**

DATE: 04 October 2017
REFERENCE: RFP/012/17: Long-Term agreement for the provision of event management services for UNDP Country Office in Uzbekistan and its projects

We hereby notify the following amendments of the above-referred RFP as follows:

1. Section 7: Financial Proposal Form, Case#1 should now read as follow:

<u>CASE #1</u>				
Brief: 3-day conference at "Charos" Resort (2 nights)				
Start of the event: 25 October 2017				
Number of participants: 66				
Accommodation: 6 single deluxe rooms, 30 double standard rooms				
Meals: 3 breakfasts, 3 lunches, 2 dinners, 1 reception, 6 coffee breaks				
Facilities: 1 conference room				
Equipment: 2 laptops, 1 LCD projector, 1 LCD screen, 2 microphones, 3m*5m size banner with UNDP logo, 1 representative of the Event Management Company to coordinate and monitor all arrangements				
Transportation: 2 buses (30 people each), 2 Mercedes E 250.				
Below please list all expenses related to the event:				
Type of Cost	Unit of measurement	Q-ty	Unit price	Total price per item (in USD)
ACCOMMODATION:				
Deluxe (single)	room	6		
Standard (double)	room	30		
MEALS:				
Breakfast (standard, provided by the hotel)	ea	198		
Lunch (first course, main course, salad, bread, tea or soft drink)	ea	198		
dinner (1 salad, hot starter, main course, bread, water and tea)	ea	132		
reception	ea	66		
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	396		
FACILITIES:				
Conference room (60 persons)	room	1		
EQUIPMENT:				

laptops	ea	2		
LCD projectors	ea	1		
LCD screens	ea	1		
microphones	ea	2		
3m*5m size banner	ea	1		
TRANSPORTATION:				
bus (30 people)	ea	2		
Mercedes E 250 (or equivalent)	ea	2		
OTHER COSTS (IF ANY)				
SUB-TOTAL CASE #1:				

This Amendment is an integral part of RFP/012/17 and terms specified herein prevail over the same in the RFP/012/17.

All other terms and condition of the RFP/012/17 not affected by this Amendment remain unchanged and valid.