



Empowered lives.
Resilient nations.

REQUEST FOR QUOTATION (RFQ) 001/18

NAME & ADDRESS OF FIRM	DATE: January 3, 2018
	REFERENCE: Provision of hospitality services for Youth Leadership Camp, (1-6 February 2018).

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of hospitality services for Youth Leadership Camp, (1-6 February 2018)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **16:00 (local time) of January 12, 2018** local Yerevan time via email to the address below:

Tenders.armenia@undp.org

OR via courier mail to the address below:

United Nations Development Programme
14 Petros Adamyan str. Yerevan 0010, Armenia

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 5 email transmissions. Files larger than 5 MB will not be delivered and therefore the quotation will not be considered. 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	<input checked="" type="checkbox"/> Local Currency: Armenian Drams
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	Friday, January 12, 2018, 16:00 (local time)

United Nations Development Programme

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Experience in provision of similar services; <input checked="" type="checkbox"/> Description of venue/conference facilities; <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"/> 60 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	<input checked="" type="checkbox"/> 100% upon completion of services
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> To be equipped with all required facilities; <input checked="" type="checkbox"/> To be able to accommodate all service recipients;
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order/Contract for Goods/Services
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Procurement Unit procurement.armenia@undp.org 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.

Services 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.

United Nations Development Programme

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the services 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, 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

Thank you and we look forward to receiving your quotation.

**Sincerely yours,
Procurement Unit
UNDP Armenia**

Terms of Reference

1. General

Title: Provision of hospitality services for Youth Leadership Camp
Project: "Women in Local Democracy 2 / Phase 2"
Starting Date: 1 February 2018
Duration: Six days (1-6 February)
Location: Outside Yerevan, Armenia

2. Background

Since December 2014, UNDP Armenia is implementing "Women in Local Democracy 2" Project (hereinafter "WILD 2") with the financial support of Swiss Agency for Development and Cooperation. Recently the project entered its 2nd phase, funded by GIZ/SDC. The project is implemented in partnership with the RA Ministry of Territorial Administration and Development (MTAD) and aims at advancement of women leadership and gender equality in regions/communities of Armenia through enhanced knowledge and mechanisms for progressive realization of women's rights at the local level. The project will work in the following directions:

- Empowerment of women to advance their political leadership potential and skills vis-à-vis community development processes
- Supporting women to advance their leadership potential and skills through economic empowerment models
- Empowerment of active youth in the communities through empathy-building leadership models as enablers of local democracy and women support groups
- Strengthening gender responsive and accountable governance in communities (focus on clusters), as well as gender mainstreaming throughout Territorial Administration Reform both at policy and local levels.

In February 2018, the project will organize "I AM the Community" forth youth leadership camp for young leaders from Syunik, Vayots Dzor, Tavush and Lori regions. The objective of the Youth Camp is to support the cultivation of future local vibrant leaders in the communities, who are carriers of knowledge and skills on gender-balanced, participatory and inclusive governance. The model will target young males and females who have motivation and drive for change-making.

Youth Camp will be comprised of 5-6 days of trainings, role plays, games and workshops to provide knowledge and skills in the mentioned areas. The engaged youth will practice running a campaign, designing models for participatory decision-making, etc.

3. Scope of services:

The overall objective of the task is to provide hospitality services for the duration of six days.

Hospitality services should include the following:

i) Conference facilities

- Main conference hall for 43 participants with water on tables; removable chairs and tables, for the whole duration of the event,
- 1 smaller conference hall/meeting room for 20 participants;
- LCD projector, big screen, computer, flip chart stand, flipchart papers, portable and table microphones;

United Nations Development Programme

ii) Accommodation and overnight (breakfast included)

- 20 double rooms (in total 5 nights);
- 3 single rooms (in total 5 nights)

iii) Meals and coffee breaks

- 6 Lunch for 43 participants (1-6 Feb)
- 5 Dinner for 43 participants (1-5 Feb)
- 10 Coffee-break for 43 participants (1-6 Feb)

Options for Basic Lunch/Dinner Menu:

- Menu 1: 2 salads (with fresh vegetables, Armenian yogurt and chicken); soup (2 types: mushroom soup and borsch), cheese boards (Holland, Lori, Rockford); main course (2 types: chicken with rice, beef stroganoff with French fries), black/green olives, pickles, bread assortment, soft drinks, water, instant coffee, oriental coffee, tea.
- Menu 2: 2 salads (with vegetables, Mushrooms and Olivier); soup (2 types: chicken soup and yogurt soup), cheese boards (Holland, Lori, Rockford); main course (2 types: fish with rice, escallop with fried/cooked vegetables), black/green olives, pickles, bread assortment, soft drinks, water, instant coffee, oriental coffee, tea.

Coffee break menu:

instant coffee (Jacobs and Nescafe) or machine coffee, oriental coffee, tea, regular sugar, fresh sliced lemon, milk, still water, pastries 3 types minimum; fruit centerpieces (fresh seasonal fruits); natural juice (selection, e.g. orange, apple, cherry, etc.)

A detailed description of each service is provided in the Request for Quotation (RFQ).

4. Selection criteria

The provider is expected:

- To be outside Yerevan;
- To have a renowned experience in providing high quality hospitality services;
- To be equipped with all required facilities;
- To be able to accommodate all service recipients;
- To provide reasonable prices for the required services.

5. Duration

The services shall be provided for the duration of six days, on 1-6 February 2018.

6. Payment terms

The project team will follow up the delivery process to ensure that the services comply with those of the bid and final handover of the services.

Payment term: 100% upon delivery and acceptance of services, via bank transfer.
25% increase or decrease of participants must not affect the unit price.

United Nations Development Programme

#	Description	Quantity
1.	Single room reservation for 3 participants for 5 nights (Feb 1-6, 2018; breakfast included).	$3 \times 5 = 15$
2.	Double room reservation for 40 participants for 5 nights (Feb 1-6, 2018; breakfast included).	$20 \times 5 = 100$
3.	<p>- Main conference hall for 43 participants with water on tables; removable chairs, for the whole duration of the event</p> <p>1 February (half day) 2 February (full day) 3 February (full day) 4 February (full day) 5 February (full day) 6 February (half day)</p> <p>- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4</p>	1 hall x 5 days = 5
4.	Set of 4 portable microphones	$4 \times 1 \text{ day} = 4$
5.	<p>Rent of 1 smaller conference hall/meeting room/space for 20 participants (optional)</p> <p>1 February (half day) 2 February (full day) 3 February (full day) 4 February (full day) 5 February (full day) 6 February (half day)</p>	1 hall x 5 days = 5
6.	<p>Lunch for each training day for 43 participants</p> <p>1) 1 February 2018 13:30-14:30 2) 2 February 2018 13:00-14:00 3) 3 February 2018 13:00-14:00 4) 4 February 2018 13:30-14:30 5) 5 February 2018 13:30-14:30</p>	$6 \times 43 = 258$

United Nations Development Programme

	6) 6 February 2018 13:30-14:30	
7.	<p>Coffee breaks for each training day for 43 participants</p> <p>1 February 2018 16:40-17:00 (basic) 2 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 3 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 4 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 5 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 6 February 2018 11:00-11:20 (basic)</p> <p>Basic Coffee Break Menu: instant coffee (Jacobs and Nescafe) or machine coffee, oriental coffee, tea, regular sugar, fresh sliced lemon, milk, still water, pastries 3 types minimum; fruit centerpieces (fresh seasonal fruits); natural juice (selection, e.g. orange, apple, etc..)</p>	10*43=430
8.	<p>Dinner for each training day for 43 participants</p> <p>1) 1 February 2018 19:00-20:30 2) 2 February 2018 19:00-20:30 3) 3 February 2018 19:00-20:30 4) 4 February 2018 19:00-20:30 5) 5 February 2018 19:00-20:30</p>	5*43=215

Notes: 25% increase or decrease of participants must not affect the unit price.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)***

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.001/18:

TABLE 1: Offer to provide Services Compliant with TOR (please describe the venue and the facilities proposed)

Item No.	Description of requested services	Quantity	Duration (days)	Unit Price AMD	Total Price per Item AMD
		A	B	C	(A*B)*C
1.	Single room reservation for 3 participants for 5 nights (Feb 1-6, 2018; breakfast included).	3	5		
2.	Double room reservation for 40 participants for 5 nights (Feb 1-6, 2018; breakfast included).	20	5		
3.	- Main conference hall for 43 participants with water on tables; removable chairs, for the whole duration of the event 1 February (half day) 2 February (full day) 3 February (full day) 4 February (full day) 5 February (full day) 6 February (half day) - LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4	1	5		
4.	Rent of 1 smaller conference hall/meeting room/space for 20 participants (optional) 1 February (half day) 2 February (full day) 3 February (full day) 4 February (full day) 5 February (full day) 6 February (half day)	1	5		
5.	Set of 4 portable microphones	4	1		
6.	Lunch for each training day for 43 participants 1) 1 February 2018 13:30-14:30 2) 2 February 2018 13:00-14:00 3) 3 February 2018 13:00-14:00 4) 4 February 2018 13:30-14:30 5) 5 February 2018 13:30-14:30 6) 6 February 2018 13:30-14:30	43	6		
7.	Coffee breaks for each training day for 43 participants	430	1		

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

United Nations Development Programme

	1 February 2018 16:40-17:00 (basic) 2 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 3 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 4 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 5 February 2018 11:00-11:20 (basic) 16:00-16:20 (basic) 6 February 2018 11:00-11:20 (basic) Basic Coffee Break Menu: instant coffee (Jacobs and Nescafe) or machine coffee, oriental coffee, tea, regular sugar, fresh sliced lemon, milk, still water, pastries 3 types minimum; fruit centerpieces (fresh seasonal fruits); natural juice (selection, e.g. orange, apple, etc..				
8.	Dinner for each training day for 43 participants 1) 1 February 2018 19:00-20:30 2) 2 February 2018 19:00-20:30 3) 3 February 2018 19:00-20:30 4) 4 February 2018 19:00-20:30 5) 5 February 2018 19:00-20:30	43	5		
	Total Final and All-Inclusive Price Quotation				

Additional Requirements

Description	Availability Yes/No	Notes
Validity of Quotation		
All Provisions of the UNDP General Terms and Conditions (Yes/No), acceptance of GTC is mandatory.		
Availability of large conference room and 1 smaller working room		
LCD projector, big screen, computer, flip chart stand, flipchart papers, portable microphones		
Wi-Fi internet connection in all conference rooms to provide for 29 participants		
Latest Business Registration Certificate		
Experience in provision of similar services		
Description of venue/conference facilities		
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List		

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]



*Empowered lives.
Resilient nations.*

Annex 3

General Terms and Conditions are attached separately