

PROVISION OF EVENT/MEETING FACILITIES PACKAGE SERVICES IN PHNOM PENH FOR UN AGENCIES AND ITS PROJECTS IN CAMBODIA

1) Project Title

Provision of Event/Meeting facilities Package Services for UN Agencies and its Projects in Phnom Penh.

2) Project Description

In compliance with the Secretary General's UN Reform Programme, the UN Resident Coordinator (RC) System in Cambodia, consisting of all UN agencies present in the country, has undertaken steps to harmonize common services among the UN Agencies in which includes but not limited to:

- United Nations Development Programme (UNDP)
- Food and Agriculture Organization (FAO)
- United Nations Population Fund (UNFPA)
- United Nations Children's Fund (UNICEF)
- World Food Programme (WFP)
- World Health Organization (WHO)
- United Nations Assistance to the Khmer Rouge Tribunal (UNAKRT)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Educational, Scientific and Cultural Organization (UNESCO)
- ILO Better Factories Cambodia (ILO-BFC)
- ILO Joint Projects Office (ILO-JPO)
- International Organization for Migration (IOM)
- International Fund for Agricultural Development (IFAD)
- The International Monetary Fund (IMF)
- Office of the High Commissioner for Human Rights (OHCHR)
- The United Nations Action for Cooperation against Trafficking in Person (UNACT)
- United Nations High Commissioner for Refugees (UNHCR)
- United Nations Department of Safety and Security (UNDSS)
- United Nations Joint Programme on HIV/AIDS (UNAIDS)
- United Nations Conference on Trade and Development (UNCTAD)
- United Nations Human Settlements Programme (UNHABITAT)
- United Nations Women (UNWOMEN)
- United Nations Office on Drugs and Crime (UNODC)
- United Nations Volunteers (UNV)
- United Nations Office for Project Services (UNOPS)
- World Bank and ADB
- UN Agencies' Projects

In order to achieve cost efficiency from economies of scale while ensuring outstanding quality of service, one recommendation agreed among the UN Agencies was to consolidate all the Events/meeting facilities package requirements and enter into common contract with Hotels to serve all its Events/meeting facilities package needs and service requirements.

3) **Scope of Services:**

The Contractors shall upon request and receipt of duly authorized instructions from UNDP, facilitate the organization and make all necessary arrangements for the hosting of Events. This shall include arranging of Venues and all associated facilities and, the Contractor shall:

- Identify suitable room/hall for the event in timely manner.
- Ensure that any other services such as, additional electronic and audio-visual equipment and workshop materials (such as flipcharts, notebooks, folders, banners, flags) will be satisfactorily provided, and electronic equipment is fully functional.
- Ensure that meeting packages (lunch, coffee breaks, and dinner) are provided and arranged in timely manner and as required.

The UN total annual expenditure for Event/Meeting facilities package services from January 2017 to December 2017 was approximately US\$ 256,266 The estimate amount of Event/Meeting facilities package services in 2018 is approximately US\$ 312,000.00.

The detail expenditure in 2017 is given below:

Hotel	No of Event	Total expenditure
4 star hotel	123	USD 183,185.22
5 star hotel	15	USD 73,080.86

4) **Duration:**

UNDP Cambodia desires to enter Long Term Agreements (LTA) with contractors (classified by 4 and 5 star hotels) for providing events package for a period of 12 months, the period which may be renewed based on Contractors' satisfactory performance and at the sole discretion of UNDP Cambodia.

5) **Management Reporting System:**

Contractors shall be established management reporting system which is able to submit the overall report to UNDP on a quarterly basis during the full duration of the contract or at any time upon request by the UN Agencies.

6) **Billing and Invoice:**

UN Agencies shall provide payment to the Hotels within 30 days after receipt and certification of the hotel's invoice.

7) **Qualifications of the Successful Service Provider at Various Levels:**

The successful hotels will be contracted to serve the needs of UN agencies in Cambodia shall have the following minimum eligible criteria:

- Legal registration (Valid Patent Certificate and Valid Business Registration Certificate)
- At least 4 years of work experience operated as Hotel in Phnom Penh.
- Hotel star certificate issued by Ministry of Tourism or other equivalent documents.
- At least 2 meeting rooms which is able to accommodate minimum 20 pax (20 pax per room)
- Acceptability of all provisions of the UNDP General Terms and Conditions.

Detail requirement for Event/Meeting Package

Duration of Event	Component of Event/Meeting Package*
Half-Day (with Lunch)	Venue (Meeting Room)
	1 Coffee/tea break with snacks
	Lunch standard (buffet)
Half-Day (without Lunch)	Venue (Meeting Room)
	1 Coffee/tea break with snacks
1 Day (with lunch)	Venue (Meeting Room)
	2 Coffee/tea breaks with snacks
	Lunch standard (buffet)
1 Day (without lunch)	Venue (Meeting Room)
	2 Coffee/tea breaks with snacks
2 Days	Venue (Meeting Room)
	2 Coffee/tea break with snacks (per day)
	Lunch standard (buffet)
From 3 Days or over	Venue (Meeting Room)
	2 Coffee/tea break with snacks (per day)
	Lunch standard (buffet)
Half-Day (with Dinner)	Venue (Meeting Room)
	1 Coffee/tea break with snacks (afternoon)
	Dinner standard (buffet)
1 day (with Lunch and Dinner)	Venue (Meeting Room)
	1 Coffee/tea break with snacks (afternoon)
	1 Lunch and 1Dinner standard (buffet)
2 days (with Lunch and Dinner)	Venue (Meeting Room)
	1 Coffee/tea break with snacks (afternoon)
	1 Lunch and 1Dinner standard (buffet)
*Note: The package must include the followings: <ul style="list-style-type: none"> • LCD (1 unit) • Screen (1 unit) • Flip charts stand, flip charts papers and markers (at least 1 set/event) • Pencil & paper based number of Pax • Pure drinking water based on number of Pax • Electronic and audio-visual equipment (1 set) • Microphones (choice of standing and/or cordless microphones) (4 mics) • Wifi for all participants 	

Schedule for Non-Event/Meeting Package (Non- evaluation)**I. MEAL RATE****Breakfast (buffet):****Lunch (buffet):****Dinner (buffet):****Breakfast (Set Menu)****Lunch (Set Menu)****(Min. 6 main courses
per day with 2 for
seafood, 2 for meat
and 2 for
vegetables).****Dinner (Set Menu)****(Min. 6 main courses
per day with 2 for
seafood, 2 for meat
and 2 for
vegetables).****II. ADDITIONAL FACILITY RENTAL RATE****LCD Projector & Screen:****Laptop:****Printer (black & white, A4 size):****Printer (color, A4 size):****Photocopy machine:****Fax machine:****DVD Player:****Microphone with stand:****Table microphone:****Earphone:****Clip microphone:****Cordless microphone:****Interpreter booth:****Flipchart with stand:****Whiteboard:****Backdrop:**

Banner:

Name badge for participants:

Standing flower arrangement:

Khmer traditional dance:

Follow spot:

Moving head light:

Break out room (half/full day):

**Waiting room for His Excellency
half/full day):**

Others:

III. ROOM CAPACITY

Meeting room details, including room set up style and room capacity.

Room Set Up Style	Room Name & Room Capacity							
	Name	Capacity	Name	Capacity	Name	Capacity	Name	Capacity
Classroom								
Theater								
U Shape								
Round Table								
Banquet								
Reception								
Board room								
Others								