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REQUEST FOR QUOTATION (RFQ) 128-1/18 (Services)

NAME & ADDRESS OF FIRM	DATE: December 6, 2018
	REFERENCE: Support to the organization of “Regional Integration and Trade: The Armenia Connection” Conference

Dear Sir / Madam:

We kindly request you to submit your quotation for **Support to the organization of “Regional Integration and Trade: The Armenia Connection” Conference**, 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 December 18, 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 10 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	Tuesday, December 18, 2018, 16:00 (local time)

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/transportation means; <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
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Proven track record of organizing similar scale events with the participation of international officials, <input checked="" type="checkbox"/> Broad network of third party vendors for printing and production of marketing materials, catering, transportation services, etc.; <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.

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

Support to the organization of “Regional Integration and Trade: The Armenia Connection” Conference

(14-15 May 2019)

1. General

Post Title: Event Management Company (EMC)

Duration: 6 months

Starting Date: 25 December 2018

Location: Yerevan, Armenia

2. Background

The “Regional Integration and Trade: The Armenia Connection” Conference will identify the priority interventions necessary for Armenia to establish a trade and transit corridor that connects the key EU and EEU markets with Iran and the new silk road to China.

The Conference is envisaged as a two-day event, with high-level political participation on the first day, and a more technical focus on the second day.

The Conference will bring together approximately 100 participants¹ to discuss the practical steps necessary to convert intention into reality in terms of achieving secure but frictionless border management between Georgia, Armenia, and Iran with following representation:

- Ministerial-level representatives of the Governments of Armenia, Georgia and Iran;
- Ambassadorial-level representatives of the diplomatic community (European Union, Russia, China, United States etc.);
- International financial and technical partners – World Bank, EIB, ICMPD, UNDP, UNECE, UNCTAD, World Customs Organisation (WCO) etc.;
- Civil society and the private sector, as border users for trade and tourism purposes.

The Conference will require substantive organisation by the State Revenue Committee, diplomatic outreach by the Ministry of Foreign Affairs.

3. Purpose

The purpose of this contract is to provide logistics support to the Organizer of the event to ensure the smooth flow of the Conference. The event management company (EMC) will need to work closely with the Event Manager and all the parties involved to deliver a high-quality event.

4. Participants

Up to 100 delegates, a wide range of business, development practitioners, government representatives, impact-oriented investors and international organizations.

5. Organizers and roles

¹ The number of participants and subsequent quotes for services and goods may change.

- The UNDP will be hosting the event in close partnership with the RA State Revenue Committee, and is responsible for the organizational aspects, as well as a wide range of partnerships that will be required for the success of the event and for the effective follow-up to it;
- The EMC will be responsible for logistics, venue, relevant technical support devices, synchronous English-Russian-English translation, lunches, coffee breaks, etc.

6. Scope of Work

With this ToR UNDP will engage a professional EMC for providing hospitality services for the duration of two days and ensuring that all necessary logistical and practical arrangements are made, providing consultancy and logistical support to the Event Manager.

A detailed breakdown of responsibilities is outlined below:

1. Publicity and Promotion

- Preparation of the design based on the Conference branding,
- Preparation of 3 roll-ups, 1 venue banner,
- Preparation of 1 video clip (approximately three-minutes long) for introduction by senior officials, of existing and prospective cooperation in the field of Electronic Data Exchange.
- Propose and produce participants package for up to 100 units (each unit contains a folder, event agenda, notebook-24page, a pen, USB flash memory stick (min. 8Gb), project visibility leaflet (the content of which will be provided);
- Compile content and produce the colored conference booklet, approximately 6 pages (100 units, the content will be provided by UNDP);
- Manage the social media accounts (Facebook, Twitter and LinkedIn accounts established and active) of the conference for the period of the contract by creating relevant content and monitoring the engagement.

2. Event Management

2.1 Venue set-up

- Liaise with all the parties involved and ensure all conference zones are arranged and ready for the event as required for two full day (main conference hall in Yerevan for 100 participants with water on the tables, removable chairs for the whole duration of the event);
- Ensure all required audiovisual equipment, internet access and technological resources are properly set at the venue (at least four portable and table microphones, two LCD projectors, two big screens, 4 flipchart papers, 2 flip chart stands, 2 laptops, equipment for simultaneous interpretation for up to 100 participants);
- Prepare and set-up a one-stop general information support service/information kiosk for participants on the event day;
- Arrange and manage participants' registration on site.

2.2 Accommodation

Arrange accommodation and overnight (40 single rooms for two nights, breakfast included)

2.2 Catering and social events (Annex 1a for Menu is attached)

- Arrange lunch for participants and team members on the event sight for two days of the conference (provide quotes for 100 participants);
- Arrange refreshments and coffee available for 100 participants 6 times during the conference;
- Organize a seated welcome dinner on Day 1 for 40 people and a social event with drinks and buffet for 60 people on Day 2.

2.3 Logistics

- Collect all the materials and items required for a proper event set-up;
- Arrange and provide transportation for a timely load-in and load out, liaising with all the parties involved.

2.4 Other

- Ensure sufficient number of team members to support the working group at the event (at least 5 people).

3. Guest logistics

- Arrange and manage airport pick-up/drop-off to hotels/living locations of the foreign participants (approx. 40 people);
- Arrange transportation to and from the event venues for two days of the conference (bus and/or minibuses;
- From city center to the conference venue and backwards, to evening events venues and backwards);
- Develop welcome/thank you packs with keepsakes for participants and partners; preferably with Armenian touch (for 40).

4. Deliverables

No	Deliverables	Date	Milestone percentage
1	Accurate budget, timeline and reports	15 January 2019	15%
2	Production of high-quality Conference materials, including but not limited to promotional items and venue banners	15 March 2019	30%
3	Professional event management a. Timely and adequate set-up of the event venue b. Lunch and dinner arrangements for participants for two days c. Timely and accurate load-in and load-out d. Provision of support staff	15 April 2019	25%
4	Guest logistics a. Airport pick-up/drop-off b. Preparation of welcome packs c. Transportation organized in due time and manner	20-23 May 2019	30%

5. Reporting

The EMC will be in contact with the UNDP on daily basis to provide status updates. All the major developments and changes should be communicated in writing via email.

The EMC will provide UNDP with monthly progress reports based on a pre-agreed format and a post-event report. The format/content and exact reporting periods will be determined in the final contracting stage upon discussion with the EMC. All reports must be submitted in English.

6. Qualifications

The EMC will be a firm with experience in organizing large-scale events, conferences, workshops, various international outreach activities, etc. The company should have the following qualifications:

- Proven track record of organizing similar scale events with the participation of top officials;
- Extended portfolio of design and production with international clients and/or global projects;
- Broad network of third party vendors for printing and production of marketing materials, catering, transportation services, etc.;
- Expertise in digital marketing and social media management.

The EMC should ensure involvement of the following key personnel (support team not listed):

- Project manager with event-management specialization, with 2 years of relevant experience in similar assignments.
- Production coordinator with 3 years of relevant experience in similar assignments.
- Designer, with 3 years of relevant experience in similar assignments.
- Social media expert, with 3 years of relevant experience in similar assignments.

Notes: Increase or decrease of participants must not affect the unit price.

Options for Basic Lunch Menu

Menu 1:

- 2 salads (with fresh vegetables, Armenian yogurt and chicken);
- Soup (2 types: mushroom soup and borsch),
- 3 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, natural juice (selection, e.g. Orange, apple, cherry, etc.)
- Pastries 3 types minimum
- Fruit centerpieces (fresh seasonal fruits);

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(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.128-1/18:

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

Item No.	Description of requested services	Quantity (per day)	Duration (days)	Unit Price AMD	Total Price per Item AMD
		A	B	C	(A*B)*C
1.	Single room reservation for 40 participants for 2 nights (May 14, 15; breakfast included).	40	2		
2.	- Main conference hall for 100 participants with water on tables; removable chairs, for the whole duration of the event 14 May (full day) 15 May (full day) two LCD projectors, two big screens, 4 flipchart papers, 2 flip chart stands, 2 laptops, equipment for simultaneous interpretation for up to 100 participants	1	2		
3.	Set of 4 portable and table microphones	4	2		
4.	LCD projectors, two big screens, 4 flipchart papers, 2 flip chart stands, 2 laptops	As selected	2		
5.	Equipment for simultaneous interpretation for up to 100 participants	For 100 people	2		
6.	Lunch for each conference day for 100 participants	100	2		
7.	Coffee breaks for each conference day for 100 participants <ul style="list-style-type: none"> ➤ Instant coffee (Jacobs and Nescafe) or machine coffee, ➤ Oriental coffee, tea, regular sugar, fresh sliced lemon, milk, ➤ Still water, natural juice (selection, e.g. Orange, apple, cherry, etc.) ➤ Pastries 3 types minimum ➤ Fruit centerpieces (fresh seasonal fruits); 	300	2		

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

8.	Dinner Day one				
	Social event with drinks and buffet	40	1		
		60	1		
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.		
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]



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Annex 3

General Terms and Conditions are attached separately