

**REQUEST FOR QUOTATION (RFQ) 128/19**

NAME & ADDRESS OF FIRM	DATE: November 29, 2019
	REFERENCE: Provision of hospitality services to UNDP Armenia

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of hospitality services to UNDP Armenia**, 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 6, 2019** local Yerevan time via email to the address below:

[Tenders.armenia@undp.org](mailto: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	<b>Friday, December 06, 2019, 16:00 (local time)</b>
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;

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	<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; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for 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.

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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](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



### Annex 1

*Empowered lives.  
Resilient nations.*

**Title:** Provision of hospitality services to UNDP Armenia

**Project Title:** Women and Youth for Innovative local Development

**Contract modality:** Contract for Services

**Duration:** 1.5 months (December 15, 2019 – January 31 , 2020)

**Starting Date:** December 19, 2019

### **1. Background:**

The “Women and Youth for Innovative Local Development” project is part of four-year strategic partnership framework between UNDP, GIZ and CoE and UNDP within “Improvement of the local self-governance system in Armenia” programme, which aims at strengthening accountability, effectiveness, efficiency and inclusiveness of the local self-government system in Armenia in a regionally and socially balanced manner.

The project is aligned with Switzerland’s Federal Dispatch on International Cooperation 2017-2020 and the resulting Cooperation Strategy South Caucasus 2017-2020 with its overall goal, and will be linked, where appropriate, with programs to come in the new strategic period of 2021-25. The first phase of the programme (2014-2019) is completed and the implementing partners – GIZ, UNDP and CoE now enter the 2nd phase of the program (2019-2023).

UNDP’s project will: (i) pilot three innovative municipal services which will be co-designed and monitored by citizens, including vulnerable/marginalized groups; (ii) further advance youth leadership; and (iii) continue to empower women at the local level through building on and upscaling the results achieved during the past years.

The project will contribute to the following results:

- Leadership potential and skills of women and youth in communities of Armenia are advanced for community development and transparent and accountable governance and
- Municipalities have delivered relevant services and incentives for citizens, the business environment and local economic actors.

UNDP Armenia will be organizing two big scale events 1) Community of Practice and youth leadership camp in the regions during the period of December 2019– January 2020. To ensure full

engagement and low turnover of the participants, the events and trainings will be residential, therefore, potential hotels should be located in Tsaghkadzor, Dilijan or Aghveran.

## **2. Scope of services:**

The overall objective within the scope of the given ToR will be to provide hospitality services for the planned 2 events, the first one 2.5 days and the second one 7.5 days. The tentative dates of the events are as follows:

1. December 19-21, 2019 - Community of Practice
2. January 25-31 – I AM the Community Youth Camp

Particularly, the following services should be provided:

### **i) Conference facilities (2.5 days)**

- One big conference hall for 70 (December 19-21, 2019) and 40 (January 25-31, 2020) participants with water on the tables; removable chairs, tables and with proper heating/air conditioning system
- 2 smaller conference hall/meeting room for 15-25 participants in each; with proper heating/air conditioning system
- LCD projector, screen, computer, flip chart stand (in each room), flipchart papers (for each flipchart stand placed in rooms), portable microphones, water on the tables

### **ii) Accommodation and overnight (2 nights, breakfast included)**

- 5 single rooms with proper heating/air conditioning system for each event, dates to be agreed with the hotel/s
- 50 twin rooms with proper heating/air conditioning system, dates to be agreed with the hotel/s

### **iii) Meals and coffee breaks**

- Provision of lunches (x 3) and dinners (x 2)

#### **Options for Basic Lunch/Dinner Menu<sup>1</sup>:**

Menu Option 1: 3 salads (with fresh vegetables, Armenian yogurt and chicken); soup (2 types: mushroom soup and borsch), cheese boards (Dutch, Lori, Roquefort); meat boards (Basturma, fillet, sausage), 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 Option 2: 3 salads (with vegetables, Mushrooms and Olivier); soup (2 types: chicken soup and yogurt soup), cheese boards (Dutch, Lori, Roquefort); meat boards (Basturma, fillet, sausage), 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.

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<sup>1</sup> Presented menus are optional and can be changed according to the service provider dish-card

- Provision of coffee breaks (x 4) (*Armenian /black/ and instant coffee (Jacobs and Nescafe), tea, regular sugar, fresh sliced lemon, milk, still water, pastries 3 types minimum; fresh seasonal fruits; natural juice (multi, orange, pineapple, cherry)*)

**iv) Logistical services**

- Copying, printing services
- Transportation for short distances from neighboring communities to the event venue and back, if requested by organizers.

**3. Selection criteria**

The provider is expected:

- To have a renowned experience in providing 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.

**4. Duration**

The services shall be provided for during the months of October-December 2019. 4 events are planned, 2.5 days each.

**5. Contracting arrangements**

The applicants will be requested to provide financial proposal for delivering the required scope of services based on attached detailed RFQ. The successful candidate will sign a contract with UNDP: the candidate shall agree to UNDP contracting & payment procedures. The payment will be ensured after successful delivery of services by the applicant and respective acceptance of those by the Project.

**6. Payment terms**

The project team will follow up the delivery process to ensure that the services comply with those of the proposal 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

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#	Description	Quantity
1.	Single room accommodation for 5 participants for 8 nights (December 19-21, January 25-31; breakfast included).	5*8=40
2.	Twin room accommodation for 100 participants for 8 nights (December 19-21 (65 participants), January 25-31 (35 participants); breakfast included	50*8=400
3.	<p>- Main conference hall for 70 (for December 19-21 event) participants and 40 (for January 25-31 event) participants with water on tables; removable chairs, for the whole duration of the event</p> <p>December 19 (half day) December 20 (full day) December 21 (half day)</p> <p>January 25 (half day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31(half day)</p> <p>- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4, water on the tables-70/day for December 19-21 event) and 40/day (for January 25-31 event)</p>	1 hall x 8 days = 8
4.	Set of 2 portable microphones	2 x 8 days=16
5.	<p>Rent of 2 smaller conference hall/meeting room/space for 15-25 participants</p> <p>December 19 (half day) December 20 (full day) December 21 (half day)</p>	2 meeting room x 4 days=8

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	<p>January 25 (half day)  January 26 (full day)  January 27 (full day)  January 28 (full day)  January 29 (full day)  January 30 (full day)  January 31(half day)</p> <p>Flip chart stand-2, flipchart papers-4</p>	
6.	<p>Lunch for December 19-21 event for 70 participants * 3 times</p> <p>1.December 19 (half day) – 13:00-14:00  2. December 20 (full day) – 13:00-14:00  3. December 21 (half day) – 13:00-14:00</p> <p>Lunch for January 25-31 event for 40 participants * 7 times</p> <p>4. January 25 (half day) – 13:00-14:00  5. January 26 (full day) – 13:00-14:00  6. January 27 (full day) – 13:00-14:00  7. January 28 (full day) – 13:00-14:00  8. January 29 (full day) – 13:00-14:00  9. January 30 (full day) – 13:00-14:00  10.January 31(half day) – 13:00-14:00</p>	110*10=1100



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7.	<p>Coffee break for December 19-21 event for 70 participants * 4 times</p> <ol style="list-style-type: none"> <li>1. December 19 (basic)</li> <li>2. December 20 (basic)</li> <li>3. December 21 (basic)</li> </ol> <p>Coffee break for January 25-31 event for 40 participants * 12 times</p> <ol style="list-style-type: none"> <li>4. January 25 (basic)</li> <li>5. January 26 (basic)</li> <li>6. January 27 (basic)</li> <li>7. January 28 (basic)</li> <li>8. January 29 (basic)</li> <li>9. January 30 (basic)</li> <li>10. January 31 (basic)</li> </ol> <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>	110*16=1760
8.	<p>Dinner for December 19-21 event for 70 participants *2</p> <ol style="list-style-type: none"> <li>1. December 19 - 19:00-20:30</li> <li>2. December 20 - 19:00-20:30</li> <li>3. December 21 - 19:00-20:30</li> </ol> <p>Dinner for January 25-31 event for 40 participants*6</p> <ol style="list-style-type: none"> <li>4. January 25 - 19:00-20:30</li> <li>5. January 26 - 19:00-20:30</li> <li>6. January 27 - 19:00-20:30</li> <li>7. January 28 - 19:00-20:30</li> <li>8. January 29 - 19:00-20:30</li> <li>9. January 30 - 19:00-20:30</li> <li>10. January 31- 19:00-20:30</li> </ol>	110*8=880

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

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>***(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.128/19:

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

**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 accommodation for 5 participants for 8 nights (December 19-21, January 25-31; breakfast included).	5	8		
2.	Twin room accommodation for 100 participants for 8 nights (December 19-21 (65 participants), January 25-31 (35 participants); breakfast included	100	8		
3.	<p>- Main conference hall for 70 (for December 19-21 event) participants and 40 (for January 25-31 event) participants with water on tables; removable chairs, for the whole duration of the event</p> <p>December 19 (half day) December 20 (full day) December 21 (half day)</p> <p>January 25 (half day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31(half day)</p> <p>- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4, water on the tables-70/day for December 19-21 event) and 40/day (for January 25-31 event)</p>	1	8		
4.	Set of 2 portable microphones	2	8		
5.	<p>Rent of 2 smaller conference hall/meeting room/space for 15-25 participants</p> <p>December 19 (half day)</p>	1	8		

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

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	<p>December 20 (full day) December 21 (half day)</p> <p>January 25 (half day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31(half day)</p> <p>Flip chart stand-2, flipchart papers-4</p>				
6.	<p>Lunch for December 19-21 event for 70 participants * 3 times</p> <p>1.December 19 (half day) – 13:00-14:00 2. December 20 (full day) – 13:00-14:00 3. December 21 (half day) – 13:00-14:00</p> <p>Lunch for January 25-31 event for 40 participants * 7 times</p> <p>4. January 25 (half day) – 13:00-14:00 5. January 26 (full day) – 13:00-14:00 6. January 27 (full day) – 13:00-14:00 7. January 28 (full day) – 13:00-14:00 8. January 29 (full day) – 13:00-14:00 9. January 30 (full day) – 13:00-14:00 10.January 31(half day) – 13:00-14:00</p>	110	10		
7.	<p>Coffee break for December 19-21 event for 70 participants * 4 times</p> <p>1.December 19 (basic) 2. December 20 (basic) 3. December 21 (basic)</p> <p>Coffee break for January 25-31 event for 40 participants * 12 times</p> <p>4. January 25 (basic) 5. January 26 (basic) 6. January 27 (basic) 7. January 28 (basic) 8. January 29 (basic) 9. January 30 (basic) 10.January 31 (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</p>	110	16		

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	seasonal fruits); natural juice (selection, e.g. orange, apple, etc.)				
8.	Dinner for December 19-21 event for 70 participants *2  1.December 19 - 19:00-20:30 2. December 20 - 19:00-20:30 3. December 21 - 19:00-20:30  Dinner for January 25-31 event for 40 participants*6  4. January 25 - 19:00-20:30 5. January 26 - 19:00-20:30 6. January 27 - 19:00-20:30 7. January 28 - 19:00-20:30 8. January 29 - 19:00-20:30 9. January 30 - 19:00-20:30 10.January 31- 19:00-20:30	110	8		
	<b>Total Final and All-Inclusive Price Quotation</b>				

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

### 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 35 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		

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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**