

REQUEST FOR QUOTATION (RFQ) 003/21

NAME & ADDRESS OF FIRM	DATE: January 11, 2021
	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 January 15, 2021** 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 15, 2021, 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;

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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

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 Empowerment and Gender Equality Programme**

Contract modality: Contract for Services

Duration: **2 months (January 22, 2021 – March 22, 2021)**

Starting Date: **January 22, 2021**

1. Background:

UNDP Armenia, in partnership with the RA Ministry of Territorial Administration and Infrastructure, continuous to initiate and implement projects on women empowerment, gender equality and youth leadership in Armenia. There are four ongoing projects within the UNDP Armenia Women Empowerment and Gender Equality Programme (the Programme). Two of the projects - **“Women in Politics”** and **“Women and Youth in Innovative Local Development”** include components aimed at advancement of youth leadership, nudging their voice and action at community level, as well as supporting youth participation in policy making.

“Women in Politics” project funded by UK Good Governance Fund aims at advancement of youth leadership and women political empowerment. The project works in the following directions: (i) exploring policy gaps for women political participation from grassroots to national level; (ii) advancing leadership potential and skills of women in communities of Armenia vis-a-vis community development processes and ongoing reforms; (iii) advancing the role and capacities of political parties for advancing women in politics; (iv) policy dialogue on gender equality and participatory democracy in the context of local development and ongoing reforms from local to subnational and national levels; (v) advancing discourse on issues of gender equality and women participation at all levels through advocacy and public campaigns; (vi) empower youth in the communities as enablers of local democracy and women support groups through empathy-building leadership models.

“Women and Youth in Innovative Local Development” project (WYILD Project), funded by the Swiss Agency for Development and Cooperation, dwells on women political empowerment in enlarged communities, youth local leadership and citizen-driven public services. WYILD Project has a goal to improve the accountability, effectiveness and inclusiveness of local self-government in Armenia in regionally and socially

United Nations Development Programme

balanced manner. The Project is implemented in partnership with RA Ministry of Territorial Administration and Infrastructure and is the continuation of earlier “Women in Local Democracy 2” project. It supports 52 enlarged municipalities with coherent and interrelated programmatic intervention, which contributes to the further democratization and development of communities. WYILD 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.

UNDP Armenia will be organizing youth leadership camps during the period of **January 2021– March 2021**. The camps will be organized in Yerevan. **Taking into consideration of COVID-19 pandemics and the restrictions, the organizers should re-think the logistical aspects to decrease the risk of participants to get infected. As the big teams will be divided into smaller groups there is a need to ensure the hotels are maximum 1.5 kilometers far from the republic square to ensure trainers and organizers easy and quick move.**

2. Scope of services:

The overall objective within the scope of the given ToR will be to provide hospitality service for the planned I AM the Community 2 (two) camps, overall, 12 (twelve) days (6 (six) days each). The tentative dates of the events are as follows:

Event 1 : January 23 - 28 – I AM the Community Youth Camp – 8 (1st group) and January 29 - February 3 – I AM the Community Youth Camp – 9 (1st group),

Event 2: January 24 - 29 – I AM the Community Youth Camp – 8 (2nd group) and January 30 - February 4 – I AM the Community Youth Camp – 9 (2nd group),

Particularly, the following services should be provided:

Event 1: January 23 - 28 – I AM the Community Youth Camp – 8 (1st group) and January 29 - February 3 – I AM the Community Youth Camp – 9 (1st group),

i) Conference facilities (12 days)

- One big conference hall for 30 (January 23 – February 3, 2021) participants with water on the tables; removable chairs, tables and with proper heating/air conditioning system, Alcohol rub sanitizers (containing at least 70% alcohol), medical masks,
- 2 smaller conference hall/meeting room for 10-15 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 (12 nights(6+6 for each camp), breakfast included)

- 22 single rooms with proper heating/air conditioning system for each event, dates to be agreed with the hotel/s (22 single rooms for the period of January 23 – 28, 2021 and 22 single rooms for the period of January 29 - February 3)

iii) Meals and coffee breaks

- Provision of lunches and dinners

Options for Basic Lunch/Dinner Menu¹:

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.

- Provision of coffee breaks (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.

Event 2: January 24 - 29 – I AM the Community Youth Camp – 8 (2nd group) and January 30 - February 4 – I AM the Community Youth Camp – 9 (2nd group),

v) Conference facilities (12 days)

- One big conference hall for 30 (January 24 – February 4, 2021) participants with water on the tables; removable chairs, tables and with proper heating/air conditioning system, Alcohol rub sanitizers (containing at least 70% alcohol), medical masks,
- 2 smaller conference hall/meeting room for 10-15 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

vi) Accommodation and overnight (12 nights (6+6 for each camp), breakfast included)

- 22 single rooms with proper heating/air conditioning system for each event, dates to be agreed with the hotel/s (22 single rooms for the period of January 24 – 29, 2021 and 22 single rooms for the period of January 30 - February 4)

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

vii) Meals and coffee breaks

- Provision of lunches and dinners

Options for Basic Lunch/Dinner Menu²:

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.

- Provision of coffee breaks (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)

viii) 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 January-March 2021.

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

² Presented menus are optional and can be changed according to the service provider dish-card

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

Event 1: January 23 - 28 – I AM the Community Youth Camp – 8 (1st group) and January 29 - February 3 – I AM the Community Youth Camp – 9 (1st group)

#	Description	Quantity
1.	Single room accommodation for 22 participants for 12 nights (6 + 6 nights) (22 single rooms for the period of January 23 – 28, 2021 and 22 single rooms for the period of January 29 - February 3)	22*8=176
2.	<p>- Main conference hall for 30 participants (January 23 – February 3, 2021) with water on tables; removable chairs, Alcohol rub sanitizers (containing at least 70% alcohol), medical masks, for the whole duration of the event</p> <p>January 23 (full day) January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day)</p> <p>- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4, water on the tables</p>	1 hall x 12 days = 12
3.	Set of 2 portable microphones	2 x 12 days=24
4.	<p>Rent of 2 smaller conference hall/meeting room/space for 10-15 participants</p> <p>January 23 (full day) January 24 (full day)</p>	2 meeting room x 12 days=24

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	January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) Flip chart stand-2, flipchart papers-4	
5.	Lunch for January 23 – February 3, 2021 event for 25 people per day. January 23 (full day)- 13:00-14:00 January 24 (full day) - 13:00-14:00 January 25 (full day) - 13:00-14:00 January 26 (full day) - 13:00-14:00 January 27 (full day) - 13:00-14:00 January 28 (full day) - 13:00-14:00 January 29 (full day) - 13:00-14:00 January 30 (full day) - 13:00-14:00 January 31 (full day) - 13:00-14:00 February 1 (full day) - 13:00-14:00 February 2 (full day) - 13:00-14:00 February 3 (full day) - 13:00-14:00	25*12=300

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6.	<p>Coffee break for January 23 – February 3, 2021 event for 25 participants * 2 times per day</p> <p>January 23 (full day) January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day)</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>	$25 * 2 * 12 = 600$
7.	<p>Dinner for January 23 – February 3, 2021 event for 25 participants * 1 time per day</p> <p>January 22 - 19:00-21:00 (10-15 people) January 23 - 19:00-21:00 January 24 - 19:00-21:00 January 25 - 19:00-21:00 January 26 - 19:00-21:00 January 27 - 19:00-21:00 January 28 - 19:00-21:00 January 29 - 19:00-21:00 January 30 - 19:00-21:00 January 31 - 19:00-21:00 February 1 - 19:00-21:00</p>	$(25 * 12) + 15 = 315$

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	February 2 - 19:00-21:00 February 3 - 19:00-21:00	
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Event 2 January 24 - 29 – I AM the Community Youth Camp – 8 (2nd group) and January 30 - February 4 – I AM the Community Youth Camp – 9 (2nd group),

#	Description	Quantity
8.	Single room accommodation for 22 participants for 12 nights (6 + 6 nights) (22 single rooms for the period of January 24 – 29, 2021 and 22 single rooms for the period of January 30 - February 4)	22*8=176
9.	<p>- Main conference hall for 30 participants (January 24 – February 4, 2021) with water on tables; removable chairs, Alcohol rub sanitizers (containing at least 70% alcohol), medical masks, for the whole duration of the event</p> <p>January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) February 4 (full day)</p> <p>- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4, water on the tables</p>	1 hall x 12 days = 12
10.	Set of 2 portable microphones	2 x 12 days=24

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11.	<p>Rent of 2 smaller conference hall/meeting room/space for 10-15 participants</p> <p>January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) February 4 (full day)</p> <p>Flip chart stand-2, flipchart papers-4</p>	<p>2 meeting room x 12 days=24</p>
12.	<p>Lunch for January 24 – February 4, 2021 event for 25 people per day.</p> <p>January 24 (full day) - 13:00-14:00 January 25 (full day) - 13:00-14:00 January 26 (full day) - 13:00-14:00 January 27 (full day) - 13:00-14:00 January 28 (full day) - 13:00-14:00 January 29 (full day) - 13:00-14:00 January 30 (full day) - 13:00-14:00 January 31 (full day) - 13:00-14:00 February 1 (full day) - 13:00-14:00 February 2 (full day) - 13:00-14:00 February 3 (full day) - 13:00-14:00 February 4 (full day) - 13:00-14:00</p>	<p>25*12=300</p>

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13.	<p>Coffee break for January 24– February 4, 2021 event for 25 participants * 2 times per day</p> <p>January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) February 4 (full day)</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>	$25 * 2 * 12 = 600$
14.	<p>Dinner for January 24 – February 4, 2021 event for 25 participants * 1 time per day</p> <p>January 23 - 19:00-21:00 (10-15 people) January 24 - 19:00-21:00 January 25 - 19:00-21:00 January 26 - 19:00-21:00 January 27 - 19:00-21:00 January 28 - 19:00-21:00 January 29 - 19:00-21:00 January 30 - 19:00-21:00 January 31 - 19:00-21:00 February 1 - 19:00-21:00 February 2 - 19:00-21:00</p>	$(25 * 12) + 15 = 315$

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	February 4 - 19:00-21:00	
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Notes: 25% increase or decrease of participants must not affect the unit price.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³*(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.003/21

TABLE 1: Event 1: January 23 - 28 – I AM the Community Youth Camp – 8 (1st group) and January 29 - February 3 – I AM the Community Youth Camp – 9 (1st group)

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 22 participants for 12 nights (6 + 6 nights) (22 single rooms for the period of January 23 – 28, 2021 and 22 single rooms for the period of January 29 - February 3)	22	12		
2.	<p>- Main conference hall for 30 participants (January 23 – February 3, 2021) with water on tables; removable chairs, Alcohol rub sanitizers (containing at least 70% alcohol), medical masks, for the whole duration of the event</p> <p>January 23 (full day) January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day)</p> <p>- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4, water on the tables</p>	1	12		
3.	Set of 2 portable microphones	2	12		
4.	<p>Rent of 2 smaller conference hall/meeting room/space for 10-15 participants</p> <p>January 23 (full day) January 24 (full day) January 25 (full day)</p>	1	12		

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

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	January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) Flip chart stand-2, flipchart papers-4				
5.	Lunch for January 23 – February 3, 2021 event for 25 people per day. January 23 (full day)- 13:00-14:00 January 24 (full day) - 13:00-14:00 January 25 (full day) - 13:00-14:00 January 26 (full day) - 13:00-14:00 January 27 (full day) - 13:00-14:00 January 28 (full day) - 13:00-14:00 January 29 (full day) - 13:00-14:00 January 30 (full day) - 13:00-14:00 January 31 (full day) - 13:00-14:00 February 1 (full day) - 13:00-14:00 February 2 (full day) - 13:00-14:00 February 3 (full day) - 13:00-14:00	25	12		
6.	Coffee break for January 23 – February 3, 2021 event for 25 participants * 2 times per day January 23 (full day) January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) 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.)	50	12		

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7.	Dinner for January 23 – February 3, 2021 event for 25 participants * 1 time per day January 22 - 19:00-21:00 (10-15 people) January 23 - 19:00-21:00 January 24 - 19:00-21:00 January 25 - 19:00-21:00 January 26 - 19:00-21:00 January 27 - 19:00-21:00 January 28 - 19:00-21:00 January 29 - 19:00-21:00 January 30 - 19:00-21:00 January 31 - 19:00-21:00 February 1 - 19:00-21:00 February 2 - 19:00-21:00 February 3 - 19:00-21:00	25	12		
Total Final and All-Inclusive Price Quotation					

TABLE 1: Event 2: January 24 - 29 – I AM the Community Youth Camp – 8 (2nd group) and January 30 - February 4 – I AM the Community Youth Camp – 9 (2nd group),

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 22 participants for 12 nights (6 + 6 nights) (22 single rooms for the period of January 24 – 29, 2021 and 22 single rooms for the period of January 30 - February 4)	22	12		
2.	- Main conference hall for 30 participants (January 24 – February 4, 2021) with water on tables; removable chairs, Alcohol rub sanitizers (containing at least 70% alcohol), medical masks, for the whole duration of the event January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) February 4 (full day)	1	12		

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	- LCD projector-1, big screen-1, computer (laptop)-1, flip chart stand-1, flipchart papers-4, water on the tables				
3.	Set of 2 portable microphones	2	12		
4.	Rent of 2 smaller conference hall/meeting room/space for 10-15 participants January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day) February 4 (full day) Flip chart stand-2, flipchart papers-4	1	12		
5.	Lunch for January 24 – February 4, 2021 event for 25 people per day. January 24 (full day) - 13:00-14:00 January 25 (full day) - 13:00-14:00 January 26 (full day) - 13:00-14:00 January 27 (full day) - 13:00-14:00 January 28 (full day) - 13:00-14:00 January 29 (full day) - 13:00-14:00 January 30 (full day) - 13:00-14:00 January 31 (full day) - 13:00-14:00 February 1 (full day) - 13:00-14:00 February 2 (full day) - 13:00-14:00 February 3 (full day) - 13:00-14:00 February 4 (full day) - 13:00-14:00	25	12		
6.	Coffee break for January 24– February 4, 2021 event for 25 participants * 2 times per day January 24 (full day) January 25 (full day) January 26 (full day) January 27 (full day) January 28 (full day) January 29 (full day) January 30 (full day) January 31 (full day) February 1 (full day) February 2 (full day) February 3 (full day)	50	12		

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	February 4 (full day)				
	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.)				
7.	Dinner for January 24 – February 4, 2021 event for 25 participants * 1 time per day January 23 - 19:00-21:00 (10-15 people) January 24 - 19:00-21:00 January 25 - 19:00-21:00 January 26 - 19:00-21:00 January 27 - 19:00-21:00 January 28 - 19:00-21:00 January 29 - 19:00-21:00 January 30 - 19:00-21:00 January 31 - 19:00-21:00 February 1 - 19:00-21:00 February 2 - 19:00-21:00 February 4 - 19:00-21:00	25	12		
	Total Final and All-Inclusive Price Quotation				

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		

United Nations Development Programme

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]

General Terms and Conditions are attached separately