PROCUREMENT NOTICE

RFP-049/14 - Entering into a Long Term Agreement (LTA) for Provision of Events Management Services for UNDP-Iraq Office

UNDP is seeking service provider(s) to provide Event and Conference Organizing Services and related services on Long Term Agreement (LTA) basis for a period of 12 months with possible extension up to 3 years upon satisfactory performance and delivery of the services.

The Events services organized by UNDP Iraq covers hotel venues, accommodation of the participants, staff, and ancillary staff, translation services, audio-visual equipment, electronic equipment, photography services, and workshop materials such as (flipcharts, notebooks, folders, banners, flags), transportation of participants and per diem payments to participants.

The total annual estimated values of events services organized in the previous 2 years by UNDP Iraq were as follows:

Year	Event Services in US$ Excluding Interpretation	Interpretation Services in US$	Total Amounts of Distributed Per Diem	Total Number of Participants	Total Number of Events
2012	2,000,123.00	96,219.30	1,611,517.85	5,106	145
2013	1,610,031.71	49,742.00	721,777.69	3,150	311

UNDP invites qualified and eligible Service Providers to submit offers under both or one of the following two LOTs:

LOT A: Provision of Events Management Services Inside Iraq, and OR
LOT B: Provision of Events Management Services Outside Iraq (specifically in the Middle East).

To obtain the Solicitation Documents (Request for Proposal) please send an e-mail to the following e-mail address:

zaynab.rashan@undp.org
All amendments/clarifications will be announced on the below link:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=16281

A Teleconference Meeting to provide clarifications to Proposers will be organized on 25th June, 2014 at 10:30AM. Instructions to connect will be provided in due time to all Proposers that confirm participation.

Deadline for receipt of offers is *15th July 2014 at 4:00PM Amman Time* at the address mentioned in the RFP document.