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REQUEST FOR QUOTATION (RFQ)

TO:	DATE: 23 September 2014
INTERESTED HOTELS	REFERENCE: RFQ/UNDP-REDD+/041/2014 "Meeting Package and Accommodation for National Seminar on REDD+ Networking in Jakarta, 18 – 19 November 2014".

Dear Sir / Madam:

We kindly request you to submit your quotation for the **"Meeting Package and Accommodation for National Seminar on REDD+ Networking in Jakarta, 18 – 19 November 2014"**, Quotations may be submitted on or before Wednesday, 1 October 2014 at 1000 hours Jakarta local time and via ☒ *e-mail* and ☒ *courier mail* to the address below:

United Nations Development Programme - UNDP (REDD+ Project)

Mayapada Tower 2 - 14th Floor

Jl. Jend. Sudirman Kav. 27 Jakarta

Telp : +62-21-2500811 and Fax : +62-21-2500822

Email: dina.manullang@undp.org

Attn: Dina Manullang and cc to Yusef Milah and syafari.usmaini@undp.org

And should be marked / title:

REFERENCE: RFQ/UNDP-REDD+/041/2014 – "Meeting Package and Accommodation for National Seminar on REDD+ Networking in Jakarta, 18 – 19 November 2014".

The requirements for the Meeting and Accommodation for National Seminar on REDD+ Networking in Jakarta, 18 – 19 November 2014 are as follows:

1. Hotel Requirement:

- Location: DKI Jakarta area
- Minimum Four stars hotel with high standard conference rooms.
- Availability of business centre.
- **1 Big meeting room to accommodate 300 persons**
- Good security system: the hotel security management must has a good relationship with the closest police station, has 24 hour reception/night porter and security guard on duty.

2. Meeting Package Inclusive :

- Fullday Meeting Package for 300 pax for 2 days,
Tuesday & Wednesday, 18-19 November 2014, inclusive :
Time : 08.00 - 18.00
2 time coffee break and Lunch/day
Roundtable
- 2 units LCD minimum 5000 ansilumens and 2 unit Big Screen
- 4 units of wireless microphone
- 1 unit registration desk to be placed outside of each meeting room
- Availability of 10 sufficient electric extension cables for participants/room
- 2 units flipchart and markers
- Free Wi-fi


3. Accommodation :

- 150 standard/superior Twin bed rooms
- **Cl. 17 November 2014 and CO. 20 November 2014**

Quotations submitted by email must be limited to a maximum of 4MB, virus-free and no more than four (4) email transmissions. 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.

Sincerely yours,


Yusef Millah
Procurement Officer REDD+
23 September, 2014