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REQUEST FOR QUOTATION (RFQ)

TO:	DATE: 21 October 2014
INTERESTED HOTELS	REFERENCE: RFQ/UNDP-REDD+/047/2014 "Meeting Package for Training on Operators for data NFI 2009-2013, Bogor 10 November - 9 December (30 calendar days)"

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Meeting Package for Training on Operators for data NFI 2009-2013, Bogor 10 November - 9 December (30 calendar days)**", Quotations may be submitted on or before Thursday, 28 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+/047/2014 – Meeting Package for Training on Operators for data NFI 2009-2013, Bogor 10 November - 9 December (30 calendar days)"

The requirements for the Accommodation and Meeting Package for Training on Operators for data NFI 2009-2013, Bogor 10 November - 9 December (30 calendar days)" are as follows:

1. Hotel Requirement:

- Location: Central or Bogor City
- Pusediklat or Minimum Three stars hotel with high standard conference rooms.
- Availability of business centre.
- **1 Big meeting room to accommodate 65 persons/room**
- 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 :

- Meeting rooms Full-day meeting package for 50 participants/rooms

Dates : 10 November – 9 December 2014 (30 days) Oneday

Time : 08.00 - 21.00

U-Shape Lay out with head table and chairs

2x Coffee break, lunch and Dinner

1 units LCD minimum 3000 allumens and 1 units Screen/room

2 units of wireless microphone/room

- 1 unit registration desk to be placed outside of each meeting room
- Availability of 10 sufficient electric extension cables for participants/room
- Standard Sound System
- Stationary (Block note & pens/pencil, ice water and mints)
- 3 units flipchart and markers
- Free Wi-fi

2. Accommodation :

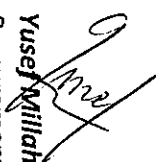
28 standard/superior Twin bed room (included Breakfast)

- **Cl. 9 November 2014 and CO. 10 December 2014**
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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,

A handwritten signature in black ink, appearing to read 'Yusef Millah', written over the printed name.

Yusef Millah
Procurement Officer REDD+
21 October, 2014