



REQUEST FOR QUOTATION (RFQ)

Reference: LEB/CO RFQ/104/14

Dear Sir / Madam,

The United Nations Development Programme invites you to participate in the bidding for the services of Event Organizer as listed below.

Please submit your quotation, **by e-mail to procurement.lb@undp.org, on or before 3:00 p.m., Beirut Local Time, on Friday 21 November 2014.**

GENERIC DESCRIPTION [INCL. TECHNICAL SPECIFICATIONS, QUALITY, & SPECIAL FEATURES REQUIRED]

The AKR Launch for the Arab Knowledge Report is organized by the United Nations Development Programme in coordination with Mohammed Bin Rashid Al Maktoum Foundation. It shall take place on 7-8-9 December 2014, in Dubai U.A.E.

The selected vendor will be responsible for the launching and follow-up on the various aspects related to the organization of the conference.

The tasks include both direct services (such as reception of the participants, ground transportation, etc.) and indirect services (such as translation, printing of pre- activities papers, sound set-up in activities rooms, equipment and supplies, etc.)

In order to succeed in this mission, the selected vendor profile should include previous multinational experience, and will need to work in close collaboration with the UNDP team and the event organizer with permanent coordination, exchange of information and necessary data.

CONDITIONS

Delivery Term	All documents (Offers, invoices, statement of account...etc) should be delivered and addressed to UNDP/RPD office bearing UNDP'S VAT registration number 266069
Address of Delivery	UNDP/RPD Lazarieh Center – block 02A Downtown Beirut P.O. Box: 11-481 Beirut, Lebanon
Payment Terms	Upon receipt of duly certified invoice, and satisfactory performance of services, the incurred cost shall be settled within 30 days (from the day our office receives the said invoice) via an Electronic Bank Fund Transfer (EFT) or Cheque (CHK)
Validity of Quotation	30 days
Preliminary Examination - Completeness of quotation.	Partial bids permitted

REQUIREMENTS

I. Human Resources

The selected vendor will assign, upon its selection by UNDP, one representative to work on the various preparatory phases. He/She will identify the needs and provide the human and material resources required for the success of the activities. In addition to daily communication and preparatory work, his/her presence at the meeting venue is obligatory starting 5 December till 11 December 2014.*

In terms of human resources, the following temporary personnel are required to insure a good organization of the meeting:

TITLE	NO.	NO. OF DAYS	TASKS
Photocopy Operator	01	4	Manage all photocopying tasks before and during the activities, including technical maintenance of the machines. Operators available day and night shifts.
Usher	01	3	Organizational work (registration and orientation of participants, distribution of documents during the activities, assisting with all organizational work, typing etc.) Formal attire required

(*): upon the arrival of the first UNDP staff, 2 days prior to the event

II. Transportation:

a) Airport/Hotel:

The selected vendor will insure timely and satisfactory transportation to all participants between Airport and Hotel as per the Transportation List that will be communicated shortly. It will include all needed information; such as travelers' names, their timings, flight details and other deemed necessary details to insure proper service. The selected might also be required to insure transportation between hotel and a social dinner venue – within the city – that will be identified and informed about as soon as possible.

At this stage, vendors should include the following goods and services in their offer:

Item	Description	N° of Units	N° of Days
Airport Transportation	Through Marhaba Services	100	2

b) Ground Transportation:

Item	Description	N° of Units	N° of Days
Ground Transportation	2 cars for transportation within the city	2	3

III. Equipment

Simultaneous interpretation equipment and sound system to be installed on 6 December, one (1) day prior to the meeting activities, and tested for proper functioning;

Photocopier, Computers and Printers should be installed on 6 December, in order to be ready for use early morning of 7 December 2014.

TYPE	DESCRIPTION	QTY	NO OF DAYS
Sound System:	To be set in the meeting room on the evening of 6 December till 9 December 2014. <ul style="list-style-type: none">• 5 delegate microphones on head table + 2 wireless microphones	1	3
Translation Booths	Booths MUST be soundproofed and to be set in the meeting room on the evening of 6 December till 9 December 2014	2	3
Headphones	For interpretation activities on 7-8-9 December 2014	1000	1 (7 Dec)
		100	2 (8-9 Dec)
Audio Recording	To be set in the main meeting room on the evening of 6 December till 9 December 2014. MP3 on CD or USB	1	2
Video Recording	To be set in the main meeting room on the evening of 6 December till 9 December 2014. CD or USB	1	2

Photocopier, including operator	To be set in the secretariat room on the evening of 5 December till 9 December 2014	1	4
Colored Printer	To be set in the secretariat room on the evening of 5 December till 9 December 2014 – staff use	1	4
LCD projector	To be set in the main meeting room on the evening of 6 December till 9 December 2014	2	3
Screen	To be set in the main meeting room on the evening of 6 December till 9 December 2014	2	3
Laptop	To be set in the main meeting room on the evening of 6 December till 9 December 2014	2	3

IV. Interpretation:

TYPE	DESCRIPTION	QTY	NO OF DAYS
Interpreters	Two ways interpretation in the main meeting room (Arabic – English). High quality performance required.	2	3

V. Supplies:

TYPE	DESCRIPTION	QTY
Paper	- For photocopying and printing -50 sheet-packages	20
Banner	4m (W) * 3m (H) – dimensions to be confirmed based on field visit to the meeting venue and taking the proper measurements; Based on the design sent by UNDP team, to be posted in the main meeting room	1
Pop-Up banner	Curved 3m * 3m based on the design sent by UNDP team	3
Roll-ups	Roll-up (85cm wide x 200 cm high) based on the design sent by UNDP team	10
Name Plates	For speakers	15
Badges	To be distributed to the participants' rooms or at the registration. The Event Organizer will provide the plastic holder and prepare a badge name for each participant to be put inside the plastic badge-holder. Badges will be done based on the design and list sent to him by UNDP team. They shall be prepared in advance in coordination with UNDP team. Changing badges due to spelling mistakes or making additional ones for unexpected guests should be possible during and after registration. On-site registration and additions will be needed.	1000
Folders	Hard cover folders for A4 documents based on the design sent by UNDP team	1000
Flags	UN and UAE Flags	2

VI. Printing/ photocopying (pre-workshop)

TYPE	DESCRIPTION	QTY
Printing materials	Documents to be photocopied prior to event and to be provided by UNDP;	10000 pages
ADDITIONAL REQUIREMENTS		
Language	All documentation shall be submitted in English	
Currency of quotations	All rates shall be submitted in US Dollars	
Invoices	Should be addressed to UNDP	
General Terms & Conditions	This RFQ is subject to UN General Terms & Conditions for Goods available at http://www.lb.undp.org/content/dam/lebanon/docs/Operations/procurement/How%20does%20UNDP%20do%20business.pdf It can also be provided upon request.	
NAME, FUNCTIONAL TITLE: Procurement Unit, UNDP Lebanon		
DATE: November 10, 2014		
E-MAIL ADDRESS: procurement.lb@undp.org		