

PRE-BID CONFERENCE  
May 18, 2015, 11:00, UNDP Conference room

on technical issues of preparation and submission of documents within the framework of the  
tender RFP № 412/2015 - conclusion of a long-term agreement for the provision of hotel  
services in Minsk for UN agencies  
(accommodation, organization and event management, catering services)

1. **Question:** Whether cash payments are foreseen under the present long-term agreement?

**Answer:** Cash payments are not foreseen under the present long-term agreement. All payments will be made by bank transfer.

2. **Question:** Is it allowed to submit the bid with the multiple currencies?

**Answer:** As per requirement of the solicitation document, the proposer can select one currency from the following currencies when submitting bid: US Dollar (USD), euro (EUR), the Belarusian ruble (BYR). The submission of bid in several currencies in the financial offer is not allowed.

3. **Question:** Whether the rates for catering services should be fixed in the bid or can be negotiable, as the prices for these services are constantly changing due to currency fluctuations?

**Answer:** All rates per unit of the requested services, including rates for catering, indicated in the price list of the financial proposals, will be included in the contract as a price list for provision of services for organizing events. Therefore, all rates, including rates for catering services, should be fixed and valid during the whole period of the long-term agreement. The Proposer, in its turn, considers the exchange rate risks when selecting the currency of proposal and its rates.

4. **Question:** Please indicate whether in the price list of financial proposal accommodation rate should indicate the price from the rack or discounted rate?

**Answer:** Accommodation rate, indicated in the price list of financial proposal, should indicate discounted rate for the Customer, as all rates per unit of requested services, mentioned in the price list of financial proposal, will be included in the price list of long-term agreement for provision of services for organizing events.

5. **Question:** Transportation rates depend on market price for fuel. Whether transportation rates will be adjusted within the period of the long-term agreement in case of increase of market prices for fuel?

**Answer:** Proposer should fill the current rates for transportation in the financial part of the offer. Additionally, in the long-term agreement the following provision will be included: Transportation services should be available at prices that were listed by the Contractor in the form of financial offer, and must remain unchanged, except in cases where the change in prices due to an increase in market prices for fuel. In this case, the percentage change in the price of fuel costs the Contractor must be less than or equal to the change in the market price for fuel. Contractor in writing shall notify Customer about price changes and Customer may

request a detailed price calculation of the Contractor. Customer will assess the level of change and can ask for the signing of an additional agreement.

6. **Question:** Is it allowed to offer conference room of larger capacity (for 100 people), for the event for 80 people?

**Answer:** Yes, it is allowed.

7. **Question:** Whether banquet hall is allowed to offer as conference hall?

**Answer:** Yes, banquet hall can be used for organizing event, but all the requirements for conference rooms, mentioned in the Terms of Reference, are applied to banquet hall as well.

8. **Question:** We would like to indicate different discount rates for different size of groups. Whether this information can be indicated in the price list?

**Answer:** Different discount rates for different size of groups should be indicated in the price list pointing out minimum size of the group to apply the corresponding rate.

9. **Question:** Whether alternative proposals are allowed?

**Answer:** Submission of alternative proposals is not allowed.

10. **Question:** What kind of documents should be provided by the Applicant to confirm the correspondence of the offer to the requirements indicated in Section 6, pos. 2.2-2.4 of RFP 412/2015?

**Answer:** Documents, required in pos. 2.2-2.4 of the Section 6 of RFP 412/2015 can be internal documents of the hotel, describing the requirements of the Customer, and certified by authorized representative of the Proposer.

11. **Question:** Is it allowed to provide financial documentation as per requirements of RFP after deadline for submission of proposal due to possible delays in receiving the required documents and inner procedures of getting the required documents from finance departments?

**Answer:** In case of prolonged terms of getting the required document from finance departments, the Proposer should indicate in the proposal that the required documents, confirming financial stability, will be sent (with indication of the dates) to UNDP, but not later than 1 week from the deadline for submission of proposals.

12. **Question:** Whether advanced payments are foreseen under the long-term agreement?

**Answer:** Advance payment is allowed for not more than 20% from the total sum of each separate Customer order.

13. **Question:** Whether copies of the diplomas for personal manager and back-up manager should be enclosed to the submission?

**Answer:** Yes, as per qualification requirements, Proposer should provide diplomas for personal manager and back-up manager.

14. **Question:** In the price list of the financial proposal, standard single room is specified. Please inform whether any other types of room can be offered in the price list?

**Answer:** Proposer should provide the rate for standard room for accommodation of 1 person. This rate can be applicable for other type of rooms of the Proposer, if Proposer lacks

standard single rooms (this information can be included by the Proposer in the comments to the price list).

**15. Question:** What is the average annual quantity of events?

**Answer:** According to the statistics for the previous year, the average number of events per year by the UN system is about 150, with about 40% - the event organized in hotels 4\* - 5\* or equivalent, 60% - in the hotel 3\* or equivalent. The average number of participants of the event is about 20-40 people (45%); the average duration of the event - Day 1 (52%);

**16. Question:** According to the qualification requirements for personnel (personal manager and back-up manager), experience of personnel in organizing events should be at least 2 years. This option is quite restrictive due to current job market situation. Is it possible to reduce the requirement for a given parameter to 1 year? (This question came from a few Participants).

**Answer:** UNDP will make appropriate changes to the tender document as supplementary information, experience of personnel in organizing events will be at least 1 year.

**17. Question:** Rates per unit of measure (as well as discounted rates, if applicable) listed in the price list will be included in the agreement as a specification. The agreement will be concluded for a period of 1 year with possibility of extension up to 3 years, which is the subject of satisfactory performance of its obligations by Contractor. Please inform whether the rates of the price list will be revised at the end of each year of long-term agreement?

**Answer:** Rates per unit of measure (as well as discounted rates, if applicable) listed in the price list will be included in the agreement as a specification. Provided rates of the price list will be fixed for the whole period of agreement duration (except for transportation, see Question 5) and are not subject to revision. But in the event of any advantageous technical changes and/or downward pricing of the services during the duration of the agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the agreement. UNDP will also closely monitor market prices.