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REQUEST FOR QUOTATION (RFQ)
Reference: LEB/CO RFQ/143/16

Dear Sir / Madam,

The United Nations Development Programme invites you to participate in the bidding for the items and services listed below.

Please to submit your quotation, **by e-mail to procurement.lb@undp.org**, on or **before 11:00 a.m., Beirut Local Time, on Monday 25 July 2016.**

GENERIC DESCRIPTION [INCL. TECHNICAL SPECIFICATIONS, QUALITY, & SPECIAL FEATURES REQUIRED]	
<p>The United Nations Development Programme (UNDP), Regional Bureau for Arab States (RBAS) is planning to organize the 5th Ministerial Conference of ACINET on 5-7 September 2016 in Tunis (Tunisia).</p> <p>The Hotel will be responsible for the launching and follow-up on the various aspects related to the organization of the said meeting.</p> <p>The tasks include both direct services (such as reception of the participants, accommodation, meals, conference halls, secretariat room, etc.) and indirect services (such as related meeting facilities from providing internet connectivity to the presence of a technician and personnel in the conference room, etc.)</p> <p>In order to succeed in this mission, the Hotel will need to work in close collaboration with the UNDP team and the Event Organizer. Permanent coordination and exchange of information and data is necessary.</p>	
CONDITIONS	
Delivery Term	All documents (Offers, invoices, statement of account...etc) should be delivered to UNDP 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 Check (CHK)
Validity of Quotation	30 days
Preliminary Examination Completeness of quotation.	Partial bids not permitted

REQUIREMENTS			
The organization of the meeting includes the following tasks and services:			
I. Human Resources			
<p>The Hotel will assign, upon its selection by UNDP, one representative to work on the various preparatory phases. He/She will be in direct contact with UNDP team as well as with the Event Organizer.</p> <p>He/She will identify the needs and provide the human and material resources required for the success of the said meeting. In addition to daily communication and preparatory work, his/her presence at the meeting venue is mandatory starting 01 September till 07 September 2016.</p>			
II. Accommodation			
<p>The Hotel shall insure the availability and reserve 140-160 rooms (Bed & Breakfast) to all participants including those who will cover their own hotel costs.</p> <p>The Hotel will be informed in time about the final number of participants and number of nights per participants.</p>			
TYPE AND N° OF ROOMS	NUMBER OF NIGHTS	ARRIVALS & CHECK OUTS	DESCRIPTION
140-160 Single Standard Rooms (B&B) / Covered by UNDP	600-640 No. of Nights	Check-in as of 04 September & check-out as of 08 September 2016	The detailed Rooming List will be sent to you later
<p>PLEASE NOTE:</p> <ol style="list-style-type: none"> The hotel will provide all participants with late check in & late checkout depending on their flight schedules; The hotel should guarantee our hotel reservation at the same rate even if there is over booking; The hotel should guarantee 10 upgrades to suites which details will be provided with the rooming list <u>All participants, with no exception, are responsible for paying their extra charges (alcohol, laundry, spa, mini bar, etc.)</u> UNDP will pay for the rooms, meeting package and consumed dinners. 			
III. Meeting Rooms			
TYPE	DESCRIPTION	QTY	N° OF DAYS
Opening Ceremony on 05 September 2016	<ul style="list-style-type: none"> U-shaped setup for 200 pax and can be turned to theatre style. Big podium; 3 tables for registration outside the room Room equipped with an internet connection, water, notebooks, pens and tissue papers; 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. To be set up on the evening of 04 September 2016. 	1	1

Side meeting room on 05 September 2016	<ul style="list-style-type: none"> Set up of the tables shall be in the form of U-Shape for 25-30 pax. Paper pads and pens to be provided for each participant Room equipped with water and tissue papers. 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. 	1	1
Main Meeting Rooms on 06 September 2016.	Main Meeting Room (1): 200 PAX <ul style="list-style-type: none"> Set up of tables shall be in the form of U-Shape. 1 table for registration outside the rom. Paper pads and pens to be provided for each participant Room equipped with water and tissue papers. 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. 	1	1
Side meeting room on 06 September 2016	<ul style="list-style-type: none"> Set up of the tables shall be in the form of U-Shape for 25-30 pax. Paper pads and pens to be provided for each participant Room equipped with water and tissue papers. 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. 	1	1
Side meeting room 1 on 07 September 2016	<ul style="list-style-type: none"> Set up of tables shall be in the form of classroom style for 100 pax. 1 table for registration outside the rom. Paper pads and pens to be provided for each participant Room equipped with water and tissue papers. 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. 	1	1
Side meeting room 2 on 07 September 2016	<ul style="list-style-type: none"> Set up of tables shall be in the form of classroom style for 100 pax. 1 table for registration outside the rom. Paper pads and pens to be provided for each participant Room equipped with water and tissue papers. 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. 	1	1

Closing Ceremony on 07 September 2016	Main Meeting Room: 200 PAX <ul style="list-style-type: none"> Set up of tables shall be in the form of theatre style for 200-250 pax Paper pads and pens to be provided for each participant Room equipped with water and tissue papers. 2 tables inside the room=> 1 for distributed and displayed material and 1 for the interpretation's headphones. 	1	1
Secretariat room 03 till 07 September 2016	<ul style="list-style-type: none"> To be near the main meeting room Set up shall be in the form of Lounge Style Room equipped with coffee, tea, water and tissue papers 	1	5
VIP room 05 till 07 September 2016	<ul style="list-style-type: none"> To be near the side meeting rooms Set up shall be in the form of Lounge Style for 15 pax 	1	4
Press conference room 05 and 07 September 2016	<ul style="list-style-type: none"> To be near the side meeting rooms Set up shall be in the form of Theatre style for 50 pax 	1	1

IV. Business Meeting Package and Meals;

TYPE	DESCRIPTION	No of Participants
Coffee breaks & lunch on 06 and 07 September 2016	<ul style="list-style-type: none"> Includes 2 full coffee breaks and 1 lunch buffet* 	170-200
Coffee breaks (VIP room) 05 till 07 September 2016	<ul style="list-style-type: none"> Continuous coffee break for 3 days 	10-15
Reception dinner on 05 September 2016	<ul style="list-style-type: none"> Rich reception dinner after the opening ceremony Please provide menus 	170-200
Extra Meals	- UNDP will cover lunches and/or dinners for an amount not exceeding 50 TND , alcohol and tobacco not included. Additional amounts shall be covered by participants. Applicable to the persons whose rooms are covered by UNDP. We will only pay consumed meals.	1,000

* Lunch Buffet should be generous, set in a spacious place for easy access without causing a long queue, and possibility of moving around it. It should include soft drinks and choice of food should cater for all needs (special diets, vegetarian, people with allergies..)

ADDITIONAL REQUIREMENTS

Language	All documentation shall be submitted in English
Currency of quotations	All rates shall be submitted in USD or TND
Invoices	Should be addressed to UNDP bearing UNDP's VAT Registration Number 266069

General Terms & Conditions	<p>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</p> <p>It can also be provided upon request.</p>
NAME, FUNCTIONAL TITLE:	Procurement Unit, UNP Lebanon
DATE:	11 July, 2016
E-MAIL ADDRESS:	procurement.lb@undp.org