

Event Details

Procurement Notice

Event ID	Format	Type	Page
FJI10-0000004468	Buy	RFx	1
Event Round	Version		
1	1		
Event Name	FJI-LTA for Conferencing and Accommodation		
Start Time	Finish Time		
09/24/2019 03:08:49 CET	10/18/2019 15:08:00 CET		

Event Currency: Fiji Dollar
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

Submit To: Fiji
UNDP Office in Fiji
414 VICTORIA PARADE
KADAVU HOUSE
SUVA C
Fiji

Contact: Ronald Kumar
Phone: 322-7748
Email: ronald.kumar@undp.org

Event Description

The United Nations Development Programme (UNDP) would like to enter into Long-Term Agreements (LTAs) for supply of conference facilities and accommodation services. UNDP hereby invites all the interested hotels and service providers to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria
Section 5: Schedule of Requirements
Section 6: Returnable Bidding Forms
Form A: Bid Submission Form
Form B: Bidder Information Form
Form C: Joint Venture/Consortium/Association Information Form
Form D: Qualification Form
Form E: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to procurement.fj@undp.org with subject line "FJI-LTA for Conferencing and Accommodation Services", indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, by registering at <https://etendering.partneragencies.org>

The Bidder's Guide has been uploaded on the e-tendering site for registration purposes. Once registered, login and find the following event:

BU Code: FJI10
Event ID: 0000004468

This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

General Comments

- The following documents have been uploaded:
 - User Guide for Bidders to e-Tendering
 - Invitation to Bid (ITB) in pdf format
 - Proposal Forms in word

General Questions

Question	UOM	Best	Worst	Weighting	Response
Have you uploaded fully completed and duly authorized Proposal Forms as follows: <ul style="list-style-type: none">- Bid submission form (Form A)- Bidder Information Form (Form B)- Joint Venture Form (Form C) - if applicable- Eligibility and Qualification Form (Form D)		Yes		0%	

Required: Yes Mandatory Response: Yes

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Response Comments

Question	UOM	Best	Worst	Weighting	Response
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Have you submitted Company Profile, including printed brochures and product catalogues relevant to the goods/services being procured.

This should also include proof of hotel star rating as per local or industry standards.

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Have you provided Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Have you provided Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures?

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Have you uploaded the price schedule? (Form E)

Yes

0%

Required: Yes Mandatory Response: Yes

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Line Details

Line: 1	Item ID: 90111603E	Line Qty: 1	UOM: Each	Weighting: 100%	Bid Qty:
Required Response: Yes	Response Criteria: No				

Description: E) Conference organizing services

Min/Max Qty: No min / No max

Question	UOM	Best	Worst	Weighting	Response
Please indicate the unit price as specified in the solicitation document.		0	1	100%	

Required: Yes Mandatory Response: No

Response Comments

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		
Bid Attachments :		

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Appendix B - Terms & Conditions

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(a) The UNDP maintains this web site (the "Site") as a courtesy to those who may choose to access the Site ("Users"). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, "Materials") from the Site for the User's personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject to the terms and conditions outlined below, and also subject to more specific restrictions that may apply to specific Material within this Site.

(b) The UNDP administers this Site. All Material on this Site from the UNDP appears subject to the present Terms and Conditions.

(c) Unless expressly stated otherwise, the findings, interpretations and conclusions expressed in the Materials on this Site are those of the various UNDP staff members, consultants and advisers to the UNDP who prepared the work and do not necessarily represent the views of the UNDP, the United Nations or its Member States.

(d) UNDP procurement activities are guided by policies and procedures set out in various documents, including the procurement chapter of the UNDP's Programme and Operations Policies and Procedures available online. Please also read carefully all instructions, terms and conditions or requirements contained in the Site.

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If this Site contains bulletin boards, chat rooms, access to mailing lists or other message or communication facilities (collectively, "Forums"), the User agrees to use the Forums only to send and receive messages and materials that are proper and related to the particular Forum. By way of example and not as a limitation, the User agrees that when using a Forum, he or she shall not do any of the following:

- (a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- (b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;
- (c) Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents therefore as may be required by law;
- (d) Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another's computer;
- (e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;
- (f) Falsify the origin or source of software or other material contained in a file that is uploaded;
- (g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

The User acknowledges that all Forums and discussion groups are public and not private communications. Further, the User acknowledges that chats, postings, conferences, e-mails and other communications by other Users are not endorsed by the UNDP, and that such communications shall not be considered to have been reviewed, screened or approved by the UNDP. The UNDP reserves the right to remove, for any reason and without notice, any content of the Forums received from Users, including, without limitation, e-mail and bulletin board postings.

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General

The UNDP reserves its exclusive right in its sole discretion to alter, limit or discontinue the Site or any Materials in any respect. The UNDP shall have no obligation to take the needs of any User into consideration in connection therewith.

The UNDP reserves the right to deny in its sole discretion any user access to this Site or any portion thereof without notice.

No waiver by the UNDP of any provision of these Terms and Conditions shall be binding except as set forth in writing and signed by its duly authorized representative.

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