

United Nations Development Programme



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REQUEST FOR PROPOSAL

Provision of event and conference management services to UN system in Ukraine based on Long-Term Agreement

RFP No.: 20-2020-UNDP-UKR-RFP-CO

Project: UNDP Country Office

Country: Ukraine

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

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

Please acknowledge receipt of this RFP by sending an email to procurement.ua@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Approved by:



Name: Maryna Anokhina
Title: Procurement associate
Date: **January 17, 2020**



Name: Sukhrob Kakharov
Title: Operations manager, UNDP
Date: **January 17, 2020**



Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Application forms to be filled in English; supporting documents and local registration/licenses may be provided in local language
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed, by lots
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted 23.01.2020, 11:30</p> <p>Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine</p> <p>"Alexanian" meeting room</p> <p>Tel. No. :+ 38 044 253-93-63</p> <p>To express your interest to take part please send notification to e-mail procurement.ua@undp.org point out tender reference in subject, the title of the company, names and positions of the representatives, contact details in the body of e-mail. Please take care to have IDs to be allowed to the territory.</p>
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	Other – service fee percent
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine Tel. No. :+ 38 044 253-93-63 E-mail address dedicated for this purpose: procurement.ua@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Additionally direct invitations were sent to prospective Bidders by email, posted on the web-sites as follows: http://procurement-notices.undp.org and https://www.ungm.org/
14	23	Deadline for Submission	03.02.2020, 23:59 local time
14	22	Allowable Manner of Submitting Proposals	Only through e-tendering system
15	22	Proposal Submission Address	Official address for e-submission: e-tendering system (links can be found on websites http://procurement-notices.undp.org and https://www.ungm.org/) <u>Please note that bids received through any other address/ by any other means will not be considered.</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files, ZIP archives only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Time Zone to be Recognized: [Kyiv +2]

			<ul style="list-style-type: none"> ▪ Max. File Size per transmission: 5 MB <ul style="list-style-type: none"> ▪ Other conditions: <i>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the obtainable score of 700 points.</p>
18		Expected date for commencement of Contract	<i>February 24, 2020</i>
19		Maximum expected duration of contract	1(one) year with possible extension for other 2 (two) years
20	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors : It is anticipated to award the contract to up to 6 top scored qualified suppliers for Lot 1 and up to 3 suppliers for Lot 2 as a result of this RFP (proposers may be awarded for both Lots as result of evaluation process).
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP and other UN Agencies in Ukraine Long-Term Agreement
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<i>To ensure cost efficiency, value-for-money principle and transparent competition among LTA holders secondary competition rules will be applied as per TOR</i>

Section 4. Evaluation Criteria

Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Statement of Satisfactory Performance (reference letters) from the Top 3 (lot 1) / 5 (lot 2) Clients in terms of Contract Value the past 2 years
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN;
- List of events conducted past 2 years, relevant in scope and nature to the current TOR;
- List of hotels / venues with which contract relations are established and discounts are available;
- Information about sustainable practices currently set in forth by the bidder;
- Green policy availability confirmation with its copy attached;
- Sustainable strategy elaborated for service provision in frames of this LTA;
- Events related waste recycling procedures description;
- Quality assurance mechanism description;
- List of the equipment / supporting services available;
- Should part of the work under this ToR be sub-contracted, the Proposer should provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal;
- CVs of responsible staff highlighting experiences in servicing similar contracts, including relevant certificates, accreditations and awards received as per Section 6;
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years;
- Duly signed Technical and financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.

Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

Offers must be submitted within the stipulated deadline

Offers must meet required Offer Validity

Offers have been signed by the proper authority

Offers include requested company documentation, including documentation regarding the company's legal status and registration

A two-stages procedure is utilized in evaluating of the Technical Proposals

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Average number of events serviced per year over last 2 years – at least 25 for Lot 1, at least 50 for Lot 2.	Form D: Qualification Form
Financial Standing	Minimum annual turnover over the past 2 years shall equal to no less than USD 50,000.00 for Lot 1 and no less than 300,000.00 for Lot 2; <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Forms of assessment of technical proposals are given in the next pages. The maximum score that may be received for each assessment criterion indicates the relative significance or part of such a criterion in the overall assessment process.

Evaluation matrix:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	350
2.	Proposed Scope of Conference Services	200
3.	Management Structure and Key Personnel	150
	Total	700

Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Lot 1 Proven experience in provision of conference services management (60 points max): - minimum 3 years – 15 points; - 4-5 years – 30 points; - 6-8 years – 45 points; - 9 and more – 60 points. Lot 2 Proven experience in provision of conference services management (60 points max): - minimum 5 years – 15 points; - 5-7 years – 30 points; - 8-9 years – 45 points; - 10 and more – 60 points.	60
1.2	Financial stability - Minimum annual turnover over the past 2 years (60 points max): Lot 1 - yearly turnover from USD 50 000 to USD 100 000 - 40 points; - yearly turnover from USD 100 001 and more - 60 points; Lot 2 - yearly turnover from USD 300 000 to USD 450 000 - 40 points; - yearly turnover from USD 450 001 and more - 60 points;	60
1.3	Number of qualified core staff on the contract (30 points max): - at least 5 qualified staff – 10 points; - 6-8 – 15 points; - 9-11 - 20 points; - 12 and more - 30 points.	30
1.4	Average number of events serviced per year over last 2 years (60 points max): For Lot 1: - 25 – 30 projects – 40 points; - 31 - 40 projects – 50 points; - 41 projects and more – 60 points.	60

	For Lot 2: - 50 - 60 projects – 40 points; - 61 - 70 projects – 50 points; - 71 projects and more – 60 points.	
1.5	Reference letters from top clients for provision of relevant services: Lot 1: 3 – 5 references - 10 points; 6 and more – 20 points. Lot 2: 5 – 7 references - 10 points; 8 and more – 20 points.	20
1.6	Enough equipment availability	20
1.7	Quality assurance procedures in place (20 points max): - Quality assurance standards are in place/formulated - 10 points; - Quality assurance standards are in place/formulated and Quality Assurance Manager/Focal Point is designated and functioning – 20 points	20
1.8	Availability of own internal technical capacity for provision of major supporting service, such as catering – 10 points, printing – 5 points, translation – 5 points. (up to 20 points)	20
1.9	Sustainable strategies and practices set in forth and effective (up to 60 points max) <ul style="list-style-type: none"> • Green policy implemented on organizational level – 20 points; • Sustainable strategy for service provision is well elaborated - 20 points; • Events related waste recycling procedures developed and successfully implemented – 20 points. 	60
Total Part 1		350

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the scope of work requested? (assessed based on the Proposer's overall description of the scope of services proposed as per section 2 of the Technical Proposal)	15
2.2	Is the scope of task well defined and does it correspond to the ToR (assessed based on the section 2 of Technical Proposal):	
	a) Quality and completeness of the proposed conference package: conference banners and direction guiding signs, agenda, hand out materials, water, necessary equipment (e.g. projector, laser pointer, dictaphone b) e etc.) can be provided in full scope (30 points max)	30
	c) Quality and variety of premises proposed; direct agreements with hotels and conference venues (all requested venues covered, direct agreements available – 25 points max, proportional decrease according to number of venues not covered)	25
	d) Catering services agreements with reputable suppliers (20 points max)	20
	e) Transportation services (5 points max)	5
	f) Translation/Interpretation services (10 points max)	10
	g) Other services (5 points max)	5
2.3	Management of large number of requests for each client/organization at the same time	10
2.4	Demonstration of how the Offeror deals with incoming requests for events management where several requests are required in more than one place. And in case simultaneous events are required.	10
2.5	Presence of company's capacity and control management systems to deal with several requests/ entities/clients at the same time	10
2.6	Minimal extent to which any event management services would be subcontracted (subcontracting carries additional risks which may affect implementation of event management services, but properly done it Proposals a chance to access specialized skills.)	20
2.7	System of unforeseen situations management that might affect the continuation or even the commencement of a certain event on time (example).	10
2.8	Addressing major foreseen risks and how to mitigate them. Risk mitigation system in place.	10
2.9	Presence of the personnel/monitoring system(s) to manage events in an efficient manner and within the required time.	10
2.10	System of ensuring the quality of services provided within the acceptable range	10
Total Part 2		200

Technical Proposal Evaluation Form 3		Points Obtainable
Key Personnel		
3.1	Project manager/s (dedicated to UN)	
	At least 3 years of experience in area of conference services (3 years – 10 points; 4-5 years – 15 points; more than 5 years – 20 points)	20
	At least 3 years of experience in managing teams, support staff (3 years – 10 points; 4-5 years – 15 points; more than 5 years – 20 points)	20

	Proven successful experience in the similar assignments projects with acknowledged results (up to 10 points)	10
	Language Qualifications (Ukrainian/Russian and command English – 5 points, Ukrainian/Russian and fluent English – 10 points)	10
	Sub-Score	60
3.2	Event manager/s to be directly involved during contract implementation #1	
	At least 3 years of experience in area conference management (3 years – 10 points; than 3 years – 20 points)	20
	Proven successful experience in conference services management for the national government/international organizations/companies (up to 5 points)	5
	Language Qualifications (Ukrainian/Russian – 3 points, Ukrainian/Russian and English – 5 points)	5
	Sub-Score	30
3.3	Event manager/s to be directly involved during contract implementation #2	
	At least 3 years of experience in area conference management (3 years – 10 points; than 3 years – 20 points)	20
	Proven successful experience in conference services management for the national government/international organizations/companies (up to 5 points)	5
	Language Qualifications (Ukrainian/Russian – 3 points, Ukrainian/Russian and English – 5 points)	5
	Sub-Score	30
3.4	Event manager/s to be directly involved during contract implementation #3	
	At least 3 years of experience in area conference management (3 years – 10 points; than 3 years – 20 points)	20
	Proven successful experience in conference services management for the national government/international organizations/companies (up to 5 points)	5
	Language Qualifications (Ukrainian/Russian – 3 points, Ukrainian/Russian and English – 5 points)	5
	Sub-Score	30
	Total Part 3	150

Section 5. Terms of Reference

BACKGROUND

UNDP Ukraine is inviting suitably qualified companies to submit proposals to provide UNDP and other UN Agencies in Ukraine with the event planning and management services. The Long-Term Agreement (LTA) modality being sought for this contract is intended to stand as a mutual agreement with the supplier/s to provide the UN with integrated event management services as required over a specific time period with the fixed pricing for services and fixed discount for venues and hotels. Multiple events are envisaged, and specific Terms of Reference (ToR) shall be submitted to the supplier/s once fully developed within the time and price limitation defined in this LTA. In this regard prices quoted for the services described in the Price schedule will be the basis for calculating the cost for all services requested under the LTA.

Anticipated users of subject LTA will be: UNDP and other UN agencies in Ukraine. Each of these entities will contact the service provider separately regarding their requirements for the individual events as covered by these TOR.

GENERAL PROVISIONS

1. The Contract shall be concluded for a period of 1 (one) year and may be extended for 2 (two) additional 1 (one)-year terms at the discretion of the procuring UN entity subject to satisfactory performance by the Contractor/s.
2. The Prices for key services (which are specified in the Form G Financial Proposal) shall be maintained for the whole contract duration and quoted in USD or local currency.
3. The Contractor/s (Service Provider) must comply with UNDP General Terms and Conditions for professional services.
- 4. Sustainability and eco-friendliness of practices and materials used for service provision should be separately addressed for each service component. Waste sorting and recycling strategy during the events should be described in technical proposal.**

SELECTION PROCESS DETAILS

Lot 1 – small events **below 5000 USD** (project boards, trainings etc.)

Lot 2 – conferences, forums, high level meetings **above 5000 USD**

It is anticipated to award the contract to **up to 6 qualified suppliers for Lot 1 and up to 3 suppliers for Lot 2** as a result of this RFP (*proposers may be awarded for both Lots as result of evaluation process*).

In order to support smaller regional suppliers, they are encouraged to apply for Lot 1 and in case of being technically compliant but not the highest scored contract awarded bidder the suppliers will be enlisted in a roster for further direct requests in micro-purchasing procedure for the cases where the main suppliers have a lack of capacity or a lack of representation in the region.

Secondary competition rules

To ensure cost efficiency, value-for-money principle and transparent competition among LTA holders secondary competition rules will be applied as follows:

Lot 1 - secondary competition from 2.500 USD (at least 3 proposals from any of 6 LTA holders), optional secondary competition below 2.500 USD with possibility of direct order from any LTA holder based on current capacity and value for money analysis of the proposal (Note to the file signed on the level of the project in accordance with SOP requirements)

Lot 2 – secondary competition is obligatory.

SCOPE OF WORK

Within the recent years, the UN agencies in Ukraine have been organizing more than 670 events (meetings, workshops, trainings etc.) per year (Atlas agencies statistics only) and it is anticipated that such a tendency will be kept, with the respective volume adjustment as per real programmatic needs of the UN. In consultation with the procuring UN entity and its associated partners, the suppliers will be expected to deliver a set of services listed below (each event will be covered by an individual Service request, resulting in proposal of services confirmed by the requestor and Purchase Order in accordance with UN entity procedures). These will be requested on an as needed basis.

The Contractor/s (Service Provider) shall upon request and receipt of duly authorized instructions from UN, facilitate, organize and make all necessary arrangements for hosting the Event(s).

The exact requirements for each Event shall be instructed by a “Service Order” (i.e. request for each event) to be issued by UN. This shall include arranging rental of hotel venues and all associated facilities and services required for the event(s) as described below:

- 1. Invitation of Participants** - Participants' invitations, follow-up on the invitation and registration.
- 2. Identify and provide the Venue Including Arrangement of Equipment & Services as Requested for Each Event:**

- I. The Service Provider shall identify the most appropriate offer for the venue in accordance with UN's instructions (specification).
- II. The Service Provider shall submit the evidential documents on selecting process of the venues upon the request of UN.
- III. During the process of identifying the Event venue and as per UN request for each event, the Service Provider shall take into consideration the available facilities, such as adequate size, level of the hotels and required equipment/material.
- IV. The Service Provider shall arrange the venue in accordance with UN's instruction;
- V. The Service Provider shall ensure that the Event venue is clean and well prepared;
- VI. The Service Provider shall ensure all required audio-visual equipment is available and operational in all the rooms as required;
- VII. The Service Provider shall ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms;
- VIII. The Service Provider shall provide catering services if requested (specified) by UN;
- IX. The Service Provider shall provide conference material as per request of UN (production of meeting documents and information materials, preparation and distribution of information pack to participants, preparation of participants' soft copies with all relevant meeting materials, design and preparation of badges, copying and provision of flash cards);
- X. The Service Provider shall engage external moderators / trainers / facilitators / photographers / entertainers (musicians, cultural performances) for the event upon request;
- XI. The Service Provider shall compensate travel related entitlements to participants upon request

Events normally are held during the weekdays and occasionally during the weekends.

3. Provide Accommodation Arrangements:

- I. The Service Provider is required to book for the participants' accommodation. Usually, this is required when workshops are being held or trainings. However, it is to be considered that UNDP may require accommodation services alone;
- II. The Service Provider is required to compile rooming list for all participants, liaise directly with the hotel and allocate rooms;
- III. The Service Provider shall ensure accuracy of arrival/departure information negotiate special terms for early check-in, late check-out, latest possible date for free cancellation whenever possible;
- IV. The Service Provider shall ensure that the provided accommodations are clean, well heated and air conditioning is available as required.

4. Provide Transportation Services:

It is expected that the Service Provider provides transportation services for participants as required.

These services shall include:

- i. Airport pickup to place of event;
- ii. Transportation from and to location of event, transportation between locations of event if the event is taking place in different premises.

5. Arrangement of Payments to Participants of the Event (if such requested by UNDP):

The Service Provider shall provide payment of Per Diem, transportation cost and terminals to participants as per UNDP instructed amount in line with UNDP's rules and regulations. UNDP will reimburse the payments upon submitting the supporting documents of receipts of payments. Payment of Per Diem, transportation and terminals shall be enveloped for each participant.

The Proposers are requested to provide their proposals for the set of services according to the following structure:

1. Conference Package;
2. Catering Services;
3. Accommodation;
4. Transportation (transportation within the city, intercity travel, airport/railway pick up);
5. Translation/Interpretation services;
6. Supplementary services (printing, copying of materials, photo/video services, moderators, facilitators etc.).

SERVICES SPECIFICATION:

1. General Service Requirements:

- I. The response time to UN order/query shall not exceed 48 hours and the detailed quote for requested venues/events shall be provided accordingly.
- II. The Contractor shall provide polite, responsive and efficient service at all times to fulfil the UN requirements. As a service objective, telephone calls should be answered promptly. When it is necessary to place calls on hold, they should not be kept on hold for more than a few (i.e. five) minutes and call-back, when necessary, should be made within 1 (one) hour.

2. General Management of the Event and Provision of Focal Point(s) Including General Supervision Services:

- I. The Service Provider shall provide secretarial services for assisting in Events registration and coordination with hotel management throughout the Events executing period. A representative of the Service Provider may be required to be at the venue throughout the Event.
- II. The Service Provider shall organize the required services at the proposed agreed time.
- III. The Service Provider shall assign at least one focal point to provide the needed support during the Event as per UN's instructions.
- IV. The assigned focal point should be able to arrange for simultaneous events to fulfill in a satisfactory level the requirements of each event separately in line with UN requirements.
- V. The Service Provider's employees shall perform their functions in a highly efficient and professional manner in line with UN requirements.
- VI. The Service Provider shall nominate clearly the supervisor(s) responsible for the overall management of UN account.
- VII. Availability of support 24/7 for the UN Manager/Focal point.

3. Event Arrangement and Provision Supplementary Services Requirements:

- I. Upon instructions from UN the Service Provider shall make the booking of the venue of the Event in a timely manner – that is usually within 2 working days from receipt of order and submit the booking confirmation to UN.

- II. Conference Package to be provided as per instructions, sustainable and recyclable materials to be used for the products included in the package till maximum possible extent.
- III. The Service Provider shall arrange to hire qualified interpreters/translators.
- IV. The Service Provider shall arrange for fully functioning and 'day of event' support for all electrical equipment needed for the event including audio-visual equipment, wireless microphones, teleconferencing equipment, audio interpretation systems (booth, sound system, receivers and headsets); in case that equipment is not available at the venue, the Service Provider shall provide those from outside based on consultation with UN.
- V. The Service Provider shall ensure the required equipment is fully checked and functioning beforehand and replace non-functional equipment prior the event.
- VI. The Service Provider shall arrange for quality workshop materials and stationary (such as banners, flags data shows, decoration, signs, photography and notepads etc.) as required in service request;
- VII. The Service Provider shall arrange catering of various types including coffee/tea breaks, lunchbox or catering services for hot or cold lunch buffet, aperitifs, dinner buffet, full seating or standing as well as formal VIP lunch or dinner with table service according to UN's instructions.
- VIII. The Service Provider shall provide according to UN instructions/Terms of Reference or Service request qualified external moderators, facilitators, trainers, entertainers for specialized Events.
- IX. The Service Provider shall provide qualified professional video recording/photography services for the Event as per UN's instructions;
- X. The Service Provider shall arrange photocopying and printing services if it is clearly indicated in service request;
- XI. The Service Provider shall arrange payments to sub-contractors in frames of the event and remuneration to the participants, if needed, following specific approval requirements as stipulated by the UN.

4. Requirements to equipment:

Important: procuring UN entity expects that basic conference equipment will be provided at each workshop, meeting or conference without fail.

Basic conference equipment shall include:

#	Equipment	Description
1	LCD projector	1500 lumens, 1024x768
		2500 lumens, 1024x768
2	Screen	1.50 x 1.50 m
3	Laptop	Intel Core (or analogue) RAM 4Mb, DVD/RW (can be external)
4	Multifunctional printing / scanning device	A4, min 16 ppm, B&W
5	USB Flash drives	
6	Presenter with laser pointer	
7	Microphones (stand alone and radio, round table microphone set for the conferences)	frequencies 802, 800; 812, 800; 838-870
8	Sound system	600W (2 active speakers for 3 channels) 1000W (2 active speakers for 4 channels)
9	Consumables (paper, notepads, pen/pencil, flipchart/ white board markers etc.)	

Important: In your technical proposal, please provide the basic specification of equipment proposed / available (parameters, brand name, model etc.).

5. Requirements for catering services:

Catering services will be ordered in the majority of cases for UN when placing an order for an event. Sub-contractors should be separately addressed in the proposal for each separate event according to the UN terms and conditions. Catering services in-house or sub-contracted shall ensure quality food and drinks according to all public health and safety standards required for food service, qualified and properly trained kitchen and food service staff, in clean and suitably equipped dining facilities. Quality of the catering service is regarded to be guaranteed and controlled by the LTA holder. Catering services shall further be able to provide options for participants who have dietary restrictions and ensure proper labelling, detailing the menu options as well as providing indicating the content/ingredients of every dish served.

LTA holder also checks and guarantees adherence to the correspondence of the quantity/quality/portions sizes to the requestor according to the UN request.

The use of single-use plastics is banned from catering and events.

6. Accommodation arrangements requirements:

- I. Accommodation shall be arranged in a 3-star hotel for regular events and a 4-5-star hotel for high-level representation workshops (see the separate list below), single / double standard rooms, at least breakfast and wi-fi included.
- II. It is generally advised that the hotel chosen for accommodation has necessary conference facilities for the workshop.
- III. Dinner and/or lunch should be provided according to the specific type as requested by UN (optional).
- IV. Accommodation shall be at the same Event venue or a hotel nearby considering the transportation arrangement if requested by UN.
- V. The Service Provider shall make reservations of accommodations for the participants and provide confirming reservations list to UN.
- VI. The hotel accommodation may be subject to the UN's security clearance that the Service Provider should confirm with UN before reservation.
- VII. UN may require additional arrangements for VIP persons all-inclusive rate for additional services requested as part of Hotel room reservation such as internet services, laundry, executive transport etc. This shall be agreed upfront by UN.

7. Transportation Arrangements Requirements:

- I. The Service Provider shall provide safe, stress-free (drivers are professional, participants can easily identify drivers upon arrival, drivers willing to assist with luggage, drivers are polite toward all passengers regardless, no on-the-spot cash payments are required from participants), and appropriate, on-time airport pick up /transfer for the participants in required standard, such as bus, taxi, or car hire or suitable vehicle for VIP etc.
- II. The Service Provider shall provide safe and appropriate transportation from the venue of accommodation for, outside visit, or evening and social events etc. according to schedules and timing requested by the UN in timely manner.
- III. All vehicles and drivers should be insured. Drivers should have not less than 5 years of experience driving the required type of vehicle requested.
- IV. All vehicles provided should be clean and well maintained.
- V. For high-level representation or VIPs, executive or business class vehicles are mandatory.

8. Requirements to translation/interpretation and supplementary services:

The procuring UN entity may request a Service Provider to arrange English/Ukrainian (Russian), Ukrainian (Russian)/English and Ukrainian/Russian, Russian/Ukrainian translation/interpretation. *The Contractor therefore shall clearly identify its capacity to provide the latter service and furnish information on its existing roster of interpreters (including CVs) in its proposal.*

The Contractor will be expected to work with a limited roster of pre-approved interpreters for UN-sponsored events. Approved interpreters shall not be replaced without prior written authorization from the procuring UN entity.

	Type of service
1	Consecutive interpretation.
2	Equipment for simultaneous interpretation. Equipment delivery and installation, engineer support.
3	Simultaneous interpretation

Requirements to translation / interpretation equipment to be rented:

#	Equipment	Description
1	Sound system	600W (2 active speakers for 3 channels)
		1000W (2 active speakers for 4 channels)
2	Radio microphone	frequencies 802, 800; 812, 800; 838-870
3	Radio microphone (AKG or Sennheiser headset)	frequencies 838-866
4	Radio microphone (buttonhole)	frequencies 838-866
5	Microphone stand	on the floor
6	Round table microphones set	for the conferences
7	Booth	

Required supplementary services: professional video recording/photography services.

Printed materials should be replaced with digital equivalents in all possible cases.

Copying of necessary materials:

#	Service
1	A4 1+0 (black and white)
2	A4 1+1 (black and white)
3	A4 1+0 (colour)
4	A4 1+1 (colour)

Procuring of USB sticks, branding and coping of information.

3. Photocopying/Printing/Scanning of materials (*will be required only in exceptional/ad hoc cases but the Contractor shall be on stand-by to provide this service if required*) The price for design and layout of printing materials is to be included as a part of conference participant package.

#	Service
1	A4 1+0 (black and white)
2	A4 1+1 (black and white)
3	A4 1+0 (colour)
4	A4 1+1 (colour)

5	A5 4+4 Brochure (colour)
6	A6 4+0 Poster (colour, 200 g/m2, matt)

4. **Branded products** such as cups, bottles, t-shirts, plaids, caps, bags, fleeces, edible branded souvenirs (cupcakes, cookies) as required.

9. Requirements for reimbursement of travel costs and distribution Per Diems (if required):

- I. The procuring UN entity may request the Service Provider to reimburse travel costs (amount of reimbursement depends on the actual travel cost incurred) to participants in each particular case (the exact amount and the list of names with figures will be attached to each particular request).
- II. Certification documents as proof of incurred expense for travel are a must.
- III. The Service Provider shall upon request pay Per Diem to the participants attending a meeting in accordance with the UNDP rules and regulations. The Service Provider shall monitor participants check in, which should be taken into consideration when paying the Per Diems.

10. Requirements to reimbursement of moderators' fees:

The procuring UN entity may request the Service Provider to reimburse moderators' fees (amount of reimbursement depends on the actual trainer's fee) in each particular case (the exact amount and the list of names with figures will be attached to each particular request).

11. Requirements for personnel:

- I. The Service Provider guarantees that the personnel assigned to handle the UN's event arrangements shall be fully qualified, trained, have a strong logistic, administrative and communication skills and shall receive periodic training as required.
- II. The Service Provider shall assign adequate numbers of personnel to provide fully satisfactory services according to the volume/number of participants, types of services/requirements to fulfill its obligations under the Contract with the UN. In general, the Contractor shall assign the relevant personnel according to their technical know-how and reliability.
- III. The Service Provider shall assign a senior representative experienced in providing corporate conference services to oversee the conference management services provided to the UN and to ensure full compliance with all requirements of the Contract with the UN.
- IV. The Contractor's employees shall perform their functions in a highly efficient and professional manner maintaining full confidentiality of all UN events.
- V. The Contractor should demonstrate that the following roles and functions can be fully met:
 - a) Project Manager. Minimum experience and qualifications requirements:
 - At least 3 years of experience in area of conference services;
 - At least 3 years of experience in managing teams, support staff;
 - Proven successful experience in the similar assignments projects with acknowledged results
 - Ukrainian, Russian and command English are required, fluent English will be deemed as advantage.
 - b) Events Manager. Each event shall have a dedicated events manager(s) who will be responsible to coordinate with the requesting UN entity as well as the inputs provided to the event). Please provide CVs for at least 3 event managers.
Minimum experience and qualifications requirements:
 - At least 3 years of experience in area of conference services;
 - Proven successful experience in conference services management for the national government/international organizations/companies;
 - Ukrainian and Russian are required, fluent English will be deemed as advantage.

- VI. The Contractor shall confirm that the staff proposed and accepted by the UN may only be changed pursuant to written approval from the procuring UN entity.

12. Security requirements for venues/hotels:

- I. Hotel/venue should not be located in the vicinity of government premises and other locations where the demonstrations and large public gatherings usually occur.
- II. Hotel/venue should have reasonable standoff distance from the main road (minimum 50 meters).
- III. Hotel/venue should have its own security service (Security manager and guards), who are deployed both on the perimeter of the hotel and inside the building as well. Security personnel should have emergency button connected to the police who can be deployed in case of emergency within maximum 10 minutes.
- IV. Hotel/venue personnel should duly screened in the recruitment process. Hotel/venue personnel should be also regularly screened to prevent potential occurrence of theft.
- V. Hotel/venue should have CCTV with at least 2 weeks recording capacity working 24/7, monitoring exterior and interior of the hotel. There should be dedicated staff for monitoring the CCTV, ideally also on 24/7 basis.
- VI. Entry and exit of vehicles from the parking should be monitored by hotel/venue security.
- VII. Hotel/venue windows and glass surfaces inside ideally should be equipped with shatter resistant film (SRF) or should be made of safety tempered glass.
- VIII. Hotel/venue should comply with all fire safety standards as required by Ukrainian legislation. Hotel should have at least one alternative emergency exit from all premises, fire hoses and fire extinguishers should be deployed in sufficient numbers on each floor, hotel personnel should be periodically trained on fire safety procedures and on building evacuation procedures. Fire safety equipment of the hotel should be periodically inspected and certified by respective state authority. Hotel should have enough capacity to accommodate all UN Personnel staying overnight in the hotel maximum up to 7 floor for fire safety reasons.
- IX. Hotel/venue should have sufficient number of First Aid kits and at least one defibrillator (AED). Hotel/venue staff should be trained on the first aid. First aid kits must be regularly checked and replenished as needed.
- X. Hotel/venue should also pay attention to the selection of its clients in order to minimize the risk of potential security incident.

13. Other Requirements:

- I. The Service Provider should negotiate the best possible deals for UN with Hotels and other sub-vendors where UN shall have access to such deals.
- II. Any commissions provided by the Hotels and other sub-vendors to the Services Providers should be passed into UN. The Service Provider's sole income for the services under the LTA should be the management fee. If found otherwise, UNDP may terminate the LTA.
- III. Any information provided to the Service Provider in terms of location of event, number of participants, and their personal data and any other related information shall be dealt with strict confidentiality.

14. Reporting requirements

The Contractor shall provide the respective procuring UN agencies with management information reports consisting, at a minimum, of the following:

- I. The Contractor shall establish and monitor on a regular and continual basis the quality of conference services provided to the UN. These procedures shall include a self-inspection system covering all the services to be performed under the Contract and shall include a method for monitoring, identifying

and correcting deficiencies in the quality of service furnished to the UN.

- II. The UNDP reserves the right to conduct the own quality control of the services provided as well as documentation or other spot check and, if required, suggest the possible improvements to the Contractor.
- III. The Service Provider shall maintain a customer feedback record for every venue based on feedback received from UN Agencies, both positive and negative. The customer feedback record shall be submitted to the interested Agency along with the offer, if the venue in question is proposed.

PAYMENT TERMS

- I. The Service Provider shall submit the Event's invoice(s) to the requestor or focal point at UN within 48 working hours (this equals 6 working days) from event closure.
- II. The requestor/focal point shall review and clear the invoice with the supporting documents within one week from invoice(s) submission date to UN.
- III. The Service Provider shall settle all invoices with the hotel or any other party entitled to be paid, in a timely manner.
- IV. UN shall process reimbursement of Event invoice(s) within maximum 30 days from the date of acceptance of services.
- V. The Service Provider agrees that no services are provided for any events without an authorized financial commitment from the UN. During events, should any services be requested which are not included in the authorized financial commitment from the UN, the UN agreement to pay for these services must be provided by the UN in advance.
- VI. VAT exemption: in case service request has been placed by UNDP project or UN agency within the framework of international technical assistance between the Government of Ukraine it is exempt from VAT payments. Service request must be accompanied by Registration card of the project (program/agency), State registration conducted by the Ministry of Economic Development and Trade of Ukraine with Procurement Plan containing the category (type) of services provided under the service request. The procurement of services subject to such a Service request shall be made through international technical assistance in accordance with the "Procedure for Attraction, Use and Monitoring of Internal Aid Technical Assistance ", approved by the Resolution of the Cabinet of Ministers of Ukraine of 15.02.2002 No. 153, as well as in accordance with the provisions of item 197.11 of the Tax Code of Ukraine.

Financial proposal

The Proposer is required to prepare the Financial Proposal **in a password protected file, separated from the rest of the RFP** as indicated in the Instruction to Proposers, **separately for each lot**. The format of financial proposal is provided as Form G should be provided in two files: pdf format duly signed and a separate xls. file filled in, provided as a separate annex. **Both files should be password protected.**

The Financial Proposal must include breakdown of service fees applied to the net value of the cost components of the goods/services provided.

Considering the specific of service provision and secondary competition measures to ensure cost effectiveness, financial evaluation will be provided based on weighted service fee, calculated as per UNDP methodology described below.

Weight coefficients applied to each fee is based on the share of the service in the structure of consumption based on retroactive analysis.

Rules of fee calculation:

1. Standard fee in accordance with the quantity of participants is calculated for the amount of cost components as follows:

- Accommodation
- Conference package
- Catering (excluding supporting services and personnel for catering (waiters, table setting))
- Technical / managerial support of the event

2. Single fee for supporting services as follows (independently from the quantity of the participants)

- printing/ promotional materials (in occasions of justified skipping printing LTA usage as per requirements of SOP)
- video/photo services
- translation services

3 Ticket service fees (in occasions of justified skipping travel LTA usage as per requirements of SOP)

4 Cash payment fee - for meeting participants allowances (**not for UN staff DSAs, paid through travel module only**) /facilitator fee remuneration, also used in case of impossibility of wire transfer to sub-contractor for requested services listed in LTA

5 **No fees will be applied** for technical support services as follows, payments are provided based on fixed prices:

- rent of equipment
- transportation/logistics support
- supporting services and personnel for catering (waiters, table setting)

REQUIREMENTS FOR CONTRACTOR

Lot 1

- The organization / company must be duly registered locally in Ukraine, considering that the specific of services requires well established representation in the country and a net of local sub-contractors for supporting services provision. No restrictions to the ownership form, private entrepreneurs corresponding to all other technical requirements are welcome to submit proposals;
- In case of submitting proposal from consortium / joint venture or group of companies please be aware that the LTA will be signed with a leading company duly indicated. All accounting documents will have to be issued by the contracted member of the group only. This clause is highly relevant for the groups of private entrepreneurs working under the same trade mark in a group of companies.
- At least 3 years of experience in event management and conference service;
- Minimum annual turnover past 2 years – at least 50,000.00 USD;
- Have proven track record of events organized for high profile clients (same in nature and scope as per current TOR). Cooperation with international organizations will be considered as an asset;
- At least 25 events past 2 years (list of events to be provided as a part of application package);
- Sustainable strategies and practices set in forth and effective;
- Reference letters from at least 3 top clients for provision of relevant services;
- Enough equipment and staff capacity available (in accordance with requirements of articles 4 and 11 of the present TOR).

Lot 2

- The organization / company must be duly registered locally in Ukraine, considering that the specific of services requires well established representation in the country and a net of local sub-contractors for supporting services provision. No restrictions to the ownership form, private

entrepreneurs corresponding to all other technical requirements are welcome to submit proposals;

- In case of submitting proposal from consortium / joint venture or group of companies please be aware that the LTA will be signed with a leading company duly indicated. All accounting documents will have to be issued by the contracted member of the group only. This clause is highly relevant for the groups of private entrepreneurs working under the same trade mark in a group of companies.
- At least 5 years of experience in event management and conference service;
- Minimum annual turnover past 2 years – at least 300,000.00 USD;
- Have proven track record of events organized for high profile clients (same in nature and scope as per current TOR). Cooperation with international organizations will be considered as an asset;
- At least 50 events past 2 years (list of events to be provided as a part of application package);
- Sustainable strategies and practices set in forth and effective;
- Reference letters from at least 5 top clients for provision of relevant services;
- Enough equipment and staff capacity available (in accordance with requirements of articles 4 and 11 of the present TOR).

Key personnel requirements

Project manager/s (dedicated to UN)

- At least 3 years of experience in area of conference services
- At least 3 years of experience in managing teams, support staff
- Proven successful experience in the similar assignments projects with acknowledged results
- Language Qualifications (Ukrainian/Russian and good command of English)

Event manager/s to be directly involved during contract implementation

- At least 3 years of experience in area conference management
- Proven successful experience in conference services management for the national government/international organizations/companies
- Language Qualifications - Ukrainian/Russian and English

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in password protected file via email. Electronic format of submission only)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ as per Section 4, required documents

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's experience and reputation on the market

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevant certificates and association membership confirming documents.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Bidder's capability and expertise

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 Detailed organizational structure of the Company, including quantity of qualified personal available.
- 2.2 Information about sales volumes past 3 years.
- 2.3 Description of booking system in use
- 2.4 Quality assurance and service support provision information.
- 2.5 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.6 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.7 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Proposer is required to prepare the Financial Proposal **in a password protected file, separated from the rest of the RFP** as indicated in the Instruction to Proposers, **separately for each lot**. The format of financial proposal is provided as Form G should be provided in two files: pdf format duly signed and a separate xls. file filled in, provided as a separate annex. **Both files should be password protected.**

The Financial Proposal must include breakdown of service fees applied to the net value of the cost components of the goods/services provided.

Considering the specific of service provision and secondary competition measures to ensure cost effectiveness, financial evaluation will be provided based on weighted service fee, calculated as per UNDP methodology described in TOR.

Weight coefficients applied to each fee is based on the share of the service in the structure of consumption based on retroactive analysis.

Format of proposal for Lot 1

	Type of fee	%	Weight coefficient	Weighted fee
1	Standard conference package fee			
	for the event for up to 60 participants		0.35	0
	for the event for up to 120 participants		0.2	0
2	Single fee for supporting services		0.25	0
3	Ticket service fees			
	Avia		0.05	0
	Train		0.05	0
4	Cash payment fee		0.1	0
	Total weighted fee			0

Format of proposal for Lot 2

	Type of fee	%	Weight coefficient	Weighted fee
1	Standard conference package fee			
	for the event for up to 200 participants		0.3	0
	for the event for more than 200 participants		0.1	0
2	Single fee for supporting services		0.3	0
3	Ticket service fees			
	Avia		0.1	0
	Train		0.1	0
4	Cash payment fee		0.1	0
	Total weighted fee			0

“Duly authorized to sign the proposal for and on behalf of” _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____