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REQUEST FOR PROPOSAL

**PROVISION OF EVENT MANAGEMENT SERVICES FOR
UNDP/ACSD OFFICE IN ROME ITALY**

ON

LONG TERM AGREEMENT BASIS

RFP NO.: RFP-UNDP-ACSD-01-2020

ISSUED ON: 20 January 2020

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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
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security (Not Applicable)

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 gef.procurement@undp.org** indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering 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.

Approved by:



Name: Pier Carlo Sandei

Title: *Coordinator Africa Centre for Climate Sustainable Development*

Date: **January 20, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>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</p> <p>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.</p> <p>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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>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</p> <p>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.</p> <p>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.</p> <p>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</p>
3. Eligibility	<p>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.</p> <p>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.</p>
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> <p>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;</p>

	<p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <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> <p>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</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <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 Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
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</p>

	<p>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> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <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</p>

	<p>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> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <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>
<p>15.Only One Proposal</p>	<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.
<p>16.Proposal Validity Period</p>	<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>

<p>17.Extension of Proposal Validity Period</p>	<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>
<p>18.Clarification of Proposal</p>	<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>
<p>19.Amendment of Proposals</p>	<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> <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.</p>
<p>20.Alternative Proposals</p>	<p>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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<p>21.Pre-Bid Conference</p>	<p>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.</p>

C. SUBMISSION AND OPENING OF PROPOSALS

	<p>found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>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.</p> <p>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>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>
24. Withdrawal, Substitution, and Modification of Proposals	<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 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: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done)</p>

	<p>c) Evaluation of Technical Proposals</p> <p>d) Evaluation of Financial Proposals</p>
28. Preliminary Examination	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.
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 resources to perform the contract and all existing commercial commitments, 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; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and 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: 5px; 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> </div>

	<p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
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 following:</p> <ol 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> <ol 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;

	<p>in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction 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	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: Rome Italy Date: January 27, 2020 11:00 AM Venue: ACSD offices / UNDP Viale Guido Baccelli 86</p> <p>The UNDP focal point for the arrangement is: Alessandra Palma Telephone: Tel +39 06 62291253/Mob +393336404653/ E-mail: alessandra.palma@undp.org</p>
5	10	Proposal Validity Period	120 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	Local currency Euros
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ms. Alessandra Palma Address: Africa Centre for Climate and Sustainable Development UNDP, Viale Guido Baccelli 86 00151 Roma E-mail address: alessandra.palma@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	3rd February 2020 at 1600 New York Time Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	x e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Event ID number- ACSD-01/20
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files 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 technical proposal <u>must not be provided to UNDP until the date as indicated in No. 14 (for email submission only)</u> ▪ Password for financial proposal <u>must not be provided to UNDP until requested by UNDP</u> ▪ Max. File Size per transmission: 10MB ▪ Mandatory subject of email: PROVISION OF EVENT MANAGEMENT SERVICES
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>March 2, 2020</i>
19		Maximum expected duration of contract	Long Term Agreement for 3 YEARS
20	35	UNDP will award the contract to:	One Proposer Only

21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

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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 and is based in Italy	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	Minimum 7 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 7 years. <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.

Financial Standing	Minimum average annual turnover of USD 200,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	30
2.	Management Structure and Key Personnel	20
3.	Proposed Methodology, Approach and Implementation Plan	50
	Total	100

Bidders should demonstrate that they meet or will meet upon contract award the following mandatory requirements: As a measure of communication skills, the proposal should be clear and readable; information should be easy to find and should be in the order presented hereunder.

Evaluation Criteria #1 – Bidder's qualification, capacity and experience – (30 Marks)

- Sector Specific Experience: The proposal should clearly state the Bidder's overall organizational experience in the field of expertise required by the scope of work indicating proven track record of organizing high-visible international and national events (this should be corroborated by relevant documentation). The Proposal shall include at least three (3) examples of recent projects over the last 7 years as well as three (3) letters of reference or relevant client contact information. Bidders must be able to demonstrate that the firm has an in-depth knowledge of the scope of this assignment. The purpose of this information is to demonstrate the Bidder's experience and ability to successfully complete similar projects, develop creative solutions, resolve complex issues and communicate effectively with various parties and audiences.
- Experience of Project Lead with projects of similar scope and size: The Proposal shall include a summary of the relevant experience as it relates to their role in this assignment. A brief description (years in business, services provided, number of employees, etc.). Additionally, the Proposal shall include a brief description of each of the member firms, their role in this undertaking and the office from which their work will be conducted. A summary table format is acceptable.

Evaluation Criteria #2 -Management Structure and Key Personnel (20 Marks)

The Proposal shall include, as appendices a CV detailing their experience, skills and education in relation to this assignment.

- Demonstrated history of proposed Team: The Proposal shall include a brief description of each of the member firms/companies, their role in this undertaking and the office from which their work will be conducted. A summary table format is acceptable. Additionally, the Proposal shall demonstrate the history of the member firms/companies and individuals successfully delivering assignments of similar size and scope as a team. Demonstrating/ safeguarding ethics and integrity

Evaluation Criteria #3 -Proposed Methodology, Approach and Implementation Plan (50 Marks)

Business/Technical Solution /Methodology- (25 Marks)

This criterion is evaluated based on a global view of the proposal and further analyses the entire proposal in relation to achieving a complete and comprehensive solution from the Successful Bidder.

- Business/Technical Solution: The proposal must address all of the business aspects of the engagement as identified in the RFP.

- **Methodology:** The proposal must combine proven project methodology and include innovative approaches and ideas in the delivery of the project. Bidders should keep this in mind when submitting similar successful projects for review under Criteria 1.

Flexible and Scalable Solution: The proposal shall offer all of the services required to successfully deliver the project but should present a schedule that allows for adjustment, addition and/or deletion of specific activities as necessary to reflect budget availability, ACSD Project Lead direction or the evolution of the engagement.

- **Cost and Time Effectiveness:** The proposal shall indicate how the successful Bidder will effectively use the ACSD office's internal resources.

Project Management Methodology- (25 Marks)

- **Management Structure:** The Proposal shall include an organizational chart indicating a clear reporting structure and escalation methodology.
- **Proposed Communication Methods:** The proposal shall also indicate the number and frequency and method (i.e. /in person, web-conference, tele- conference, etc.) of the anticipated meetings. **Quality Assurance Standards:** A description of Proponents Quality Assurance methods and practices should be included.

Business/Technical Response – Other information.

The following information shall be included in your Business/Technical Solution response but is not evaluated as a stand-alone criterion:

- **Sustainability:** UNDP is committed to purchasing sustainable goods, services, and works. To aid the evaluation committee in better understanding the sustainable attributes for this purchase the proponent should prepare the following: Given the requirements in this RFP, describe how the service that you are proposing will be provided in a sustainable manner (e.g. considering greenhouse gas reduction, waste reduction, toxicity reduction, worker health and safety). With reference to United Nations Global Compact (UNGC) <https://www.unglobalcompact.org/what-is-gc/mission/principles> and Sustainable Development Goals (SDGs) <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

Section 5. Terms of Reference

<p>Context of the Requirement</p>	<p>In support of Italy’s commitment made at the G7 Environment Ministers Meeting in Bologna in June 2017, the Italian Ministry of Environment and UNDP have signed a framework cooperation agreement. The Italian Ministry of Environment and UNDP will jointly work on areas of common interest in development cooperation through the UNDP Africa Centre for Sustainable Development (ACSD) located in Rome, Italy.</p>
<p>Brief Description of the Required Services²</p>	<p>To procure the services of an event management company to assist the Africa Centre for Sustainable Development (ACSD) office (located in Rome, Italy) in planning, coordinating, and ensuring professional and efficient organization of events. The services of an event management company are important considering the political relevance of the events to be organized by the ACSD office especially for its outreach to beneficiary and donor countries.</p> <p>ACSD and the contractor will enter in a Long Term Agreement (LTA) for a period of 3 years and a maximum amount of 600.000 usd which will form the basis of ad-hoc requests of event organization according to the different needs of ACSD at a given unit price.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>The selected event management company will have responsibility for preparation and management of all logistical issues and arrangements related to hosting successful and professional events. Working closely with the ACSD office, the event management company will identify suitable services providers, as needed and arrange for event venue, catering, interpretation and assistance, accommodation, , IT equipment and support, and other related arrangements. The majority of the events will take place at ACSD premises, while others will need to be organized within Rome and sometimes in the Italian territory or elsewhere.</p> <p>Detailed specifications for the services and tasks/deliverables being requested under this assignment include:</p> <p>PREPARATION AND MANAGEMENT OF THE EVENTS:</p> <ul style="list-style-type: none"> • The contractor will have a focal point dedicated to ACSD, with a minimum experience in the same field of 10 yrs, English well speaking and full availability, especially during meeting events. • Attend coordination meetings called by the Event Coordinator of the ACSD office and support the holding of the meetings; • Assist development of regular report/update, throughout the organization period, to the Event Coordinator; • Prepare draft copy of the events program scenario, including running times for reviews, revisions and approval by the Event Coordinator; <p>PARTICIPANTS’ MANAGEMENT</p> <ul style="list-style-type: none"> • Source for partnerships and sponsors for the events as well as exhibitors and make follow up with interested parties; • Administer registration through website and compile confirmed registration list of participants;

- Send out invitations to all participants;
- Follow up on invitations-via telephone, e-mail, fax compile confirmed registration list-all participants;
- Identify and book accommodation for all participants, at 3, 4, 5-star Hotels, upon indication of ACSD and according to status of the participants, compile rooming list for all participants and liaise directly with the hotel - Allocate rooms (including VIP rooms) - Confirm accuracy arrival and departure information;
- Facilitate Protocol arrangements for VIPs, including arrival and departure at airport.

HOTEL ACCOMMODATIONS

The contractor will need to provide a list of hotels of various categories for a given guaranteed price to be booked for meetings participants upon request of ACSD.

- Double Room, single use, 4* hotel B/B, €/room night
- Double Room, 4* hotel, B/B, €/room night
- Double Room, single use, 5* hotel, B/B, €/room night
- Double Room, 5* hotel, B/B, €/room night
- Extra hotel charges (sojourn tax, room service, laundry, etc.) - to be determined for each event
- Agency fees - booking service, €/participant

LOCATIONS

When meetings will be organized outside ACSD conference room, or other venues, the contractor will be responsible of identifying, or providing, in coordination with ACSD staff, the following conference facilities:

- Conference room - up to 50 seats, theater /meeting table/ arrangement in a 4* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day
- Conference room - up to 50 seats, theater arrangement in a 5* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day
- Conference room - up to 100 seats, theater arrangement in a 4* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day
- Conference room - up to 100 seats, theater arrangement in a 5* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day
- Gazebo with aluminum support structure and transparent "Crystal" PVC roof, complete with self-locking wood floor, based on 2 event-days, €/Sq.M

SETTINGS

- Dais/ adjustable height - covered with felt-type carpet - choice of colors, €/Sq.M
- Felt-type carpet - choice of colors, €/Sq.M
- Rent of conference table/ round table covered with canvas

- Rental of upholstered meeting chairs, €/day
- Rental of tables/desk, 2 x 1 meter, €/day
- Platform with podium
- Pre-furnished 4.x 3 meter stands : dividing walls (2.5 meters high), welcome desk (1.5 x 0.6 x 1 h meters), office table (2 x 1 x 0.7h meters), 3 chairs, wastebasket and coat rack, €/2 event-days
- Design and construction of customized stands - price to be determined on request
- Backdrop for stage/photo wall complete with self-supporting structure and customized graphics, €/Sq.M
- Coat check with hangers, stander, desk and tickets, for 100 items, €/2 event-days
- Custom-printed PVC sign including rigid support, €/Sq.M
- Rope-and-stanchion barriers - €/Meters/day
- Air comfort system for gazebo, cost per sq. meter of gazebo, based on 2 event-days, €/Sq.M
- Dual gen set 200+200 KW (not including fuel), €/day

AUDIO/VIDEO - LIGHTING

- Infrared simultaneous translation system complete with 1 booth, 50 headsets and receivers, €/day
- 50 additional headsets and receivers, €/day
- Audio system complete with microphones for a maximum of 50 participants, €/day
- Audio system complete with microphones for a maximum of 100 participants, €/day
- Additional wireless microphones, €/day
- Mp3 audio recording, €/day
- Last generation portable PC complete with Office package, €/day
- Full HD 15.000 Ansi Lumen video projector, complete with floor support, €/day
- Projection screen with self-supporting frame, 4.5 x 3 meters, €/day
- Structure for rear project, €/day
- Led Wall including fasteners and floor supports - dimensions to be determined on the basis of the venue, €/Sq.M/day
- Video mixer and graphics, complete with console, €/day
- 21" LCD Monitor, €/day
- 50" LCD Monitor, €/day
- Video shooting with direction - including two cameras complete with interchangeable lenses, 2 stands, 1 video mixer, 2 HD recorders, monitor, intercom system, operators and staff of three technicians, €/day
- High speed color and black-and-white printer/photocopier/scanner - cost of copies to be calculated at the end of the event, €/day
- Audio/Video/PC technician, €/day
- External generator
- Lighting system for stage/photo wall on free-standing supports, €/day
- Online streaming, €/day
- Online streaming, €/day after the first day
- Editing HD video, cost per minute of video, €/min.
- Photo shoot (digital) with transfer of all rights, €/1/2 day
- Installation, dismantlement and disposal of additional equipment

- Wi-fi coverage system

MEETING ASSISTANCE- INTERPRETING SERVICES

The contractor, upon request of ACSD, will be responsible of providing the following meeting assistance and interpreting services, ensuring the high quality and professionalism of the personnel involved, with the following minimum criteria: for hostesses and stewards minimum of 2 yrs experience in similar context, for interpreters/translators a minimum of 5 yrs of experience preferably with UN agencies or diplomatic missions.

- Generic Hostesses/Stewards maximum of 8 hours, €/day
- Bilingual Hostesses/Stewards maximum of 8 hours, €/day
- Trilingual Hostesses/Stewards maximum of 8 hours, €/day
- Each additional hour after the first 8 hours, for all hostesses/stewards, €/hour
- Team of 2 professional simultaneous interpreters: English/Italian - French/Italian - Spanish/Italian - German/Italian for fully (7-hour) day, travel/accommodation expenses not included, €/day
- Team of two professional simultaneous interpreters for other languages TBD

COORDINATED IMAGE - BRANDING

- Graphic design and coordinated image for the event to be used on communications materials (invitations, document folders, panels, powerpoint templates), €/for service
- A4 customized notepads with backing, minimum 50 pcs, €/each.
- Printed invitations - open 20x21 cm; closed 10x21 cm; 4 colors front and back, dress and fold, minimum 50 pcs, €/each
- Printed envelopes, 11 x 23 cm with adhesive strip; 4 color printing on one side only, minimum 50 pcs, €/each
- A4 letterhead, 4 color printing on one side; minimum 200 pcs, €/each
- Presentation folders, closed 22x30.5 cm; 5 mm spine, inside pocket; matte patinated paper, minimum 50 pcs, €/each
- Customized pens, printed in 1 color, minimum 200 pcs, €/each
- Speaker name plates, cardboard, 4 color printing, €/each
- Badges and badge holders, minimum 50 pcs, €/each
- Customized congress bags, minimum 50s pcs, €/each
- Table flags for delegations complete with base, €/each

MAILING LIST

- Manage and update mailing list (unit price over 100 pax), €/pax
- Telephone Recalls, €/pax
- Send invitations - digital format, €/pax
- Print mailing labels, put into envelopes and mail invitations, €/pax

CATERING

- Welcome coffee to 5 /250participants: €/pax

Coffee
Milk
Tea
Sugar
Still and Sparkling Water
Fruit Juices
Croissants
Cakes

- All-day coffee station to 5 /40participants, €/pax

Coffee
Milk
Tea
Sugar
Still AND Sparkling water
Fruit Juices
Cakes

- Coffee break to 10/ 250 participants, €/pax:

Coffee
Milk
Tea
Sugar
Still and Sparkling Water
Fruit Juices
Cakes
Salty snacks

- Sitting Business lunch to 5/ 12 pax: participants, €/pax

Starter
Main course
Fruit
Dessert
Coffee
Still and Sparkling Water

- Buffet lunch/ dinner 15 / 100participants, €/pax

Finger food
2 Main courses
Fruit
Buffet Dessert
Coffee
Still and Sparkling Water (different drinks)

- Gala dinner to 50 /250 participants, €/pax:

Welcome Cocktail	€/pax
Starter	
First course	
Second course	
Side course	

Fruit	
Dessert	
Coffee	
Still and Sparkling Water (other drinks)	

- **Cocktail to 5/ 250 participants: €/pax:**

Different finger food
Main courses hot/cold
Buffet Fruits
Buffet Desserts
Coffee
Different drinks

ADDITIONAL SERVICES

- Floral centerpieces, €/each
- Formalities for obtaining required technical documents/certificates (DURVI, SIAE certificate, certificate attesting to properly mounted/installed structures, obtaining material certificates from manufacturers), €/service (not including the costs of the certificates)
- "Musical entertainment for the evening - 4 classical musicians - €/service/4 hours
- Presence of private ambulance or other security services, €/day
- Cleaning service and restroom attendants - cost per person per day, €/day
- Porters - €/1/2 day

EVENT ORGANIZATION SERVICES

The contractor will be requested to: Assist in the development of the concept of the event; Arrange and ensure all meeting rooms are arranged according to specifications and ready for the event/meetings as required; Ensure all required audio-visual equipment and lighting is available in all the rooms as required cross-check possibilities for seating arrangements and all related meeting facilities; Attend relevant meetings with the service providers involved in the organization of the event(s) to ensure coordination of all event elements; Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms and the above for the following costs:

- Fixed cost of organizing secretariat for one-day events, including the coordinator onsite from the day before the event () - €/event
- Event coordinator inspection, 1 day (€/service

PARTICIPANTS REGISTRATION AND INFORMATION SUPPORT

- Arrange and manage participants' registration prepare and maintain participants register (with relevant contact details);

PERIOD(S) OF PERFORMANCE AND TIMELINE

- Events will be held during the period March 2020 to March 2023 with an estimated range of 5 to 250 participants per event who will be invited from UNDP Headquarters, Regional and Country offices.

JOINT COMMITTEES AND WORKING MEETINGS	
Nr 1 /Month (5/10 Guests each): Jan- Dec 2020	
Nr 1 / Month (5/10 Guests each): Jan- Dec 2021	
Nr 1 / Month (5/10 Guests each): Jan- Dec 2022	
EVENTS MAX 40 Guest in ACSD	
Nr 2 /year (max 40 Guest each): 2020	
February	
July	
Nr 2/ year (max 40 Guest each): 2021	
April	
November	
Nr 2 / year (max 40 Guest each): 2022	
January	
December	
EVENTS Above 40 max 250 Guest	
with Tensile Structure in our Garden or other venues (hotel) in Rome.	
Nr 2 / year (max 40 Guest each): 2020	
May	
August	
Nr 2 /year (max 40 Guest each): 2021	
June	
September	
Nr 2 / year (max 40 Guest each): 2022	
March	
October	
ESTIMATED TOTAL AMOUNT	

DELIVERY TIMEFRAME

	<ul style="list-style-type: none"> • Delivery timeframes will be duly set according to the schedule of each event when each occasion arises for every event during the period between March 2020 to March 2023 <p>INSTITUTIONAL ARRANGEMENTS (<i>Contractor Roles and Responsibilities</i>)</p> <ul style="list-style-type: none"> • The Contractor will sign and abide by a confidentiality agreement related to access to information. • The Contractor will work collaboratively with internal and external stakeholders. • The Contractor will work in close collaboration with UNDP/ ACSD office on all aspects of events, in particular those relating to stakeholder relations and communications with public officials. • In coordination with the ACSD Event Coordinator, the Contractor will be responsible for assisting in the design of events, and for providing all logistics requirements for each event including location, catering, technology, assistance, interpretation services, booking hotel and assistance to participants. <p>UNDP / ACSD Roles and Responsibilities</p> <ul style="list-style-type: none"> • UNDP/ ACSD will duly provide the event management Contractor with relevant information/specifications.
Person to Supervise Work/Performance of the Service Provider	Coordinator & Head of Operations Africa Centre for Sustainable Development
Frequency of Reporting	Upon completion of each assignment
Progress Reporting Requirements	All data are to be submitted to the UNDP
Location of work	In various location in Italy and Europe
Expected duration of work	March 2020 to March 2023
Target start date	March 2020
Latest completion date	March 2023
Travels Outside of Italy Expected	Possible – to be agreed between selected contractor and UNDP/ACSD at time of undertaking if needed.
Special Security Requirements	Others: Contractor shall ensure security of its personnel during performance of contract commitments
Facilities to be Provided by UNDP	None.

(i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Not Required (details of activities not yet known)
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	Euros
Value Added Tax on Price Proposal ³	Must be exclusive of VAT and other applicable indirect taxes
Payment Terms ⁴	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.
Person(s) to review, inspect, approve outputs, completed services & authorize disbursement of payment	Name: Pier Carlo Sandei Title: Coordinator, Africa Centre for Climate and Sustainable Development (UNDP/ACSD) Office: Rome, Italy
Type of Contract to be Signed	LTA (<i>Contractor will be engaged on needs basis to provide Professional Services</i>)

The amount spent by UNDP/ACSD previously for two years.

Below figures, represent the total consumption for a period of last two year. This figure is just statistical information and does not entail any commitment for future purchases. The contract shall not impose a minimum guarantee on volume on the part of the UNDP/ACSD

No.	Year	Amount (USD)
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³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

1	2018	\$45,479.09
2	2019	\$382,707.07
	TOTAL	\$428,186.16

COST BREAKDOWN BY COST COMPONENT:

Bidders are requested to provide the rate for each requirements based on the following formats. UNDP shall use the rate for the price reasonability assessment purposes as well as the calculation of contract value and price in the event that both parties have agreed to add new requirement to the scope of Services

1- Events 5/12 Pax in ACSD	
Description	Cost (Euros)
Audio/Video Assistance Service	€
Hostess/Steward N 1 for 8 hours	€
Interpreters N 1 for 8 hours	€
microphone and headphones	€
Printing materials (folders, pens...)	€
Poster designed	€
Welcome coffee	€
Water on the conference table	€
Tableware and table linen	

2- Events max 40 Pax in ACSD Office	
Description	Cost (Euros)
Audio/Video Assistance Service	€
Hostess/Steward N 2 for 8 Hours	€
Interpreters N 2 for 8 Hours	€
microphone and headphones	€
Print expenses	€
2 coffee breaks	
1 buffet lunch	€
Water on the conference table	€
Tables, tableware and table linen for the outside	€
Gazebo / Outside curtains	€
Setting up and dismantling	€

3a- Events between 41 and 250 Guests in ACSD	
Description	Cost (Euros)
Tensile structure (100 mq)	€
Set up of the Tensile structure	€
Audio and Video set up	€
Lights set up	€
Setting up and dismantling	€
Outdoor heating	€
Toilets	€
Cleaning services	€
Audio/Video Assistance Service	€
Hostess/Steward N 6 for 8 Hours	€
Security Staff N 2 for 8 Hours	€

Printing expenses	€
Outdoor Kitchen set-up	€
Printing materials (badges, folders, agendas)	€
Presence of the Ambulance with a doctor on board	€
Cocktail	€
Floral decorations	
Tables, tableware and table linen for the outside	€
Transportation	€

3b- Events between 41 and 250 Guests (other venues in Rome/Italy)	
Description	Cost (Euros)
Rental Meeting Room	
Rental Audio/Video/Lights/Led-Wall/Wi-Fi	€
Audio/Video Assistance Service	€
Hostess/Steward N 4 For 8 Hours	€
Security Staff N 2 For 8 Hours	€
Interpreters N 4 For 8 Hours	€
Microphone And Headphones	
Print Expenses	€
1 Gala Dinner/Lunch	
Signposting	€
	€

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 a separate sealed envelope/password protected email)

▪ 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:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
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RFP reference:	[Insert RFP Reference Number]
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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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	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]
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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: _____

Form D: Qualification Form

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 qualification, capacity and expertise

- 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 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

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 Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Totals	
Other Costs	
Total Amount of Financial Proposal	

Table 2: Financial Breakdown (Cost Component)

Name	Qty	Unit rate (Euros)	Total Amount (Euros)
1-Events 5/12 Pax in ACSD			
Audio/Video Assistance Service			
Hostess/Steward N 1 for 8 hours			
Interpreters N 1 for 8 hours			
microphone and headphones			
Printing materials (folders, pens...)			
Poster designed			
Welcome coffee			
Water on the conference table			
Tableware and table linen			
Others (specify)			
Total			

Name	Qty	Unit rate (Euros)	Total Amount (Euros)
2-Events max 40 Pax in ACSD Office			

Audio/Video Assistance Service			
Hostess/Steward N 2 for 8 Hours			
Interpreters N 2 for 8 Hours			
microphone and headphones			
Print expenses			
2 coffee breaks			
1 buffet lunch			
Water on the conference table			
Tables, tableware and table linen for the outside			
Gazebo / Outside curtains			
Setting up and dismantling			
Others (specify)			
Total			

Name	Qty	Unit rate (Euros)	Total Amount (Euros)
3a-Events between 41 and 250 Guests in ACSD			
Tensile structure (100 mq)			
Set up of the Tensile structure			
Audio and Video set up			
Lights set up			
Setting up and dismantling			
Outdoor heating			
Toilets			
Cleaning services			
Audio/Video Assistance Service			
Hostess/Steward N 6 for 8 Hours			
Security Staff N 2 for 8 Hours			
Printing expenses			
Outdoor Kitchen set-up			
Printing materials (badges, folders, agendas)			
Presence of the Ambulance with a doctor on board			
Cocktail			
Floral decorations			
Tables, tableware and table linen for the outside			
Transportation			
Others (specify)			
Total			

Name	Qty	Unit rate (Euros)	Total Amount (Euros)
3b- Events between 41 and 250 Guests (other venues in Rome/Italy)			
Rental Meeting Room			
Rental Audio/Video/Lights/Led-Wall/Wi-fi			
Audio/Video Assistance Service			

Hostess/Steward N 4 for 8 Hours			
Security Staff N 2 for 8 Hours			
Interpreters N 4 for 8 Hours			
microphone and headphones			
Print expenses			
1 gala dinner/lunch			
signposting			
Others (specify)			
Total			

PRICE LIST

Bidders are requested to provide the rate for each requirements based on the following formats. UNDP shall use the unit rates while preparing orders.

Description	Unit Rate € (Euros)
HOTEL ACCOMMODATIONS	
Double Room, single use, 4* hotel B/B, €/room night	€
Double Room, 4* hotel, B/B, €/room night	€
Double Room, single use, 5* hotel, B/B, €/room night	€
Double Room, 5* hotel, B/B, €/room night	€
Extra hotel charges (sojourn tax, room service, laundry, etc.) - to be determined for each event	€
Agency fees - booking service, €/participant	€
LOCATIONS	
Conference room - up to 50 seats, theater /meeting table/ arrangement in a 4* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day	€
Conference room - up to 50 seats, theater arrangement in a 5* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day	€
Conference room - up to 100 seats, theater arrangement in a 4* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day	€
Conference room - up to 100 seats, theater arrangement in a 5* hotel or similar facility, equipped with basic audio system, podium and speakers' table, €/full day	€
Gazebo with aluminum support structure and transparent "Crystal" PVC roof, complete with self-locking wood floor, based on 2 event-days, €/Sq.M 100-140	€
SETTINGS	
Dais/ adjustable height - covered with felt-type carpet - choice of colors, €/Sq.M	€
Felt-type carpet - choice of colors, €/Sq.M	€
Rent of conference table/ round table covered with canvas	€
Rental of upholstered meeting chairs, €/day	€
Rental of tables/desk, 2 x 1 meter, €/day	€
Platform with podium	€
Pre-furnished 4.x 3 meter stands : dividing walls (2.5 meters high), welcome desk (1.5 x 0.6 x 1 h meters), office table (2 x 1 x 0.7h meters), 3 chairs, wastebasket and coat rack, €/2 event-days	€
Design and construction of customized stands - price to be determined on request	€
Backdrop for stage/photo wall complete with self-supporting structure and customized graphics, €/Sq.M	€
Coat check with hangers, stander, desk and tickets, for 100 items, €/2 event-days	€
Custom-printed PVC sign including rigid support, €/Sq.M	€
Rope-and-stanchion barriers - €/Meters/day	€
Air comfort system for gazebo, cost per sq. meter of gazebo, based on 2 event-days, €/Sq.M	€
Dual gen set 200+200 KW (not including fuel), €/day	€
AUDIO/VIDEO - LIGHTING	

Infrared simultaneous translation system complete with 1 booth, 50 headsets and receivers, €/day	€
50 additional headsets and receivers, €/day	€
Audio system complete with microphones for a maximum of 50 participants, €/day	€
Audio system complete with microphones for a maximum of 100 participants, €/day	€
Additional wireless microphones, €/day	€
Mp3 audio recording, €/day	€
Last generation portable PC complete with Office package, €/day	€
Full HD 15.000 Ansi Lumen video projector, complete with floor support, €/day	€
Projection screen with self-supporting frame, 4.5 x 3 meters, €/day	€
Structure for rear project, €/day	€
Led Wall including fasteners and floor supports - dimensions to be determined on the basis of the venue, €/Sq.M/day	€
Video mixer and graphics, complete with console, €/day	€
21" LCD Monitor, €/day	€
50" LCD Monitor, €/day	€
Video shooting with direction - including two cameras complete with interchangeable lenses, 2 stands, 1 video mixer, 2 HD recorders, monitor, intercom system, operators and staff of three technicians, €/day	€
High speed color and black-and-white printer/photocopier/scanner - cost of copies to be calculated at the end of the event, €/day	€
Audio/Video/PC technician, €/day	€
External generator	€
Lighting system for stage/photo wall on free-standing supports, €/day	€
Online streaming, €/day	€
Online streaming, €/day after the first day	€
Editing HD video, cost per minute of video, €/min.	€
Photo shoot (digital) with transfer of all rights, €/1/2 day	€
Installation, dismantlement and disposal of additional equipment	€
Wi-fi coverage system	€
MEETING ASSISTANCE- INTERPRETING SERVICES	
Generic Hostesses/Stewards maximum of 8 hours, €/day	€
Bilingual Hostesses/Stewards maximum of 8 hours, €/day	€
Trilingual Hostesses/Stewards maximum of 8 hours, €/day	€
Each additional hour after the first 8 hours, for all hostesses/stewards, €/hour	€
Team of 2 professional simultaneous interpreters: English/Italian - French/Italian - Spanish/Italian - German/Italian for fully (7-hour) day, travel/accommodation expenses not included, €/day	€
Team of two professional simultaneous interpreters for other languages TBD	€
COORDINATED IMAGE - BRANDING	
Graphic design and coordinated image for the event to be used on communications materials (invitations, document folders, panels, powerpoint templates), €/for service	€
A4 customized notepads with backing, minimum 50 pcs, €/each.	€
Printed invitations - open 20x21 cm; closed 10x21 cm; 4 colors front and back, drease and fold, minimum 50 pcs, €/each	€

Printed envelopes, 11 x 23 cm with adhesive strip; 4 color printing on one side only, minimum 50 pcs, €/each	€
A4 letterhead, 4 color printing on one side; minimum 200 pcs, €/each	€
Presentation folders, closed 22x30.5 cm; 5 mm spine, inside pocket; matte patinated paper, minimum 50 pcs, €/each	€
Customized pens, printed in 1 color, minimum 200 pcs, €/each	€
Speaker name plates, cardboard, 4 color printing, €/each	€
Badges and badge holders, minimum 50 pcs, €/each	€
Customized congress bags, minimum 50s pcs, €/each	€
Table flags for delegations complete with base, €/each	€
MAILING LIST	
Manage and update mailing list (unit price over 100 pax), €/pax	€
Telephone Recalls, €/pax	€
Send invitations - digital format, €/pax	€
Print mailing lables, put into envelopes and mail invitations, €/pax	€
CATERING	
Welcome coffee to 5 /250participants €/pax	€
All-day coffee station to 5 /40participants, €/pax	€
Coffee break to 10/ 250 participants, €/pax	€
Sitting Business lunch to 5/ 12 pax: participants, €/pax	€
Buffet lunch/ dinner 15 / 100participants, €/pax	€
Gala dinner to 50 /250 participants, €/pax	€
Cocktail to 5/ 250 participants: €/pax	€
ADDITIONAL SERVICES	
Floral centerpieces, €/each	€
Formalities for obtaining required technical documents/certificates (DURVI, SIAE certificate, certificate attesting to properly mounted/installed structures, obtaining material certificates from manufacturers), €/service (not including the costs of the certificates)	€
"Musical entertainment for the evening - 4 classical musicians - €/service/4 hours	€
Presence of private ambulance or other security services, €/day	€
Cleaning service and restroom attendants - cost per person per day, €/day	€
Porters - €/1/2 day	€
EVENT ORGANIZATION SERVICES	
Fixed cost of organizing secretariat for one-day events, including the coordinator onsite from the day before the event () - €/event	€
Event coordinator inspection, 1 day - €/service	€
PARTICIPANTS REGISTRATION AND INFORMATION SUPPORT	
Arrange and manage participants' registration prepare and maintain participants register (with relevant contact details);	€
PREPARATION AND MANAGEMENT OF THE EVENTS	
Management of the event - €/event	

N/B; No other costs other than those specified in your offer shall be accepted. The winning bidder will be required to hold prices quoted constant for the entire period of contract.

