**ANNEX 1: Technical Offer**

Companies are required to provide the basic information regarding the existing amenities available in their hotels. The below requested information will provide us a detailed description of the services your Hotel can offer to UNDP.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **HOTEL Detailed Description** |  |  |
| 1 | Please provide information about your hotelroom facilities | Enter information below | Additional Comments |
| 1.1 | Star ratings |  |  |
| 1.2 | Hotel brochure / website |  |  |
| 1.3 | Number of available room types |  |  |
|  | i. single |  |  |
|  | ii. double |  |  |
|  | iii. other, pls. specify |  |  |
| 1.4 | Check in and out time |  |  |
| 1.5 | Availability of WiFi, Internet connection inrooms and conference hall |  |  |
| 1.6 | Meal (please indicate whether breakfast, lunch or dinner are included in the room rate or not) |  |  |
|  | i. breakfast (please provide details and standardmenu if available) |  |  |
|  | ii. lunch (please provide details and standardmenu if available) |  |  |
|  | iii. dinner (please provide details and standardmenu if available) |  |  |
|  | iv. coffee breaks (please provide details andstandard menu if available) |  |  |
| 1.7 | Availability of restaurants and bars as well as their operating hours |  |  |
| 1.8 | Acceptance of International credit cards/mentiontype |  |  |
| 1.9 | Cancellation charges/no. of days before theactual date |  |  |
| 2 | Please provide information about your generalfacilities | Yes/No or Number | Additional Comments |
| 2.1 | Availability of business centers and theirworking hours |  |  |
| 2.2 | Availability of swimming pool, gym and otherfacilities as well as their working hours |  |  |
| 2.3 | Availability of parking space for guests |  |  |
| 3 | Please provide technical characteristic of the hotel | Yes/No or Number | Additional Comments |
| 3.1 | Basic cleanliness standards rating |  |  |
| 3.2 | Centralized air-conditioning |  |  |
| 3.3 | Constant hot water and heating |  |  |
| 3.4 | Security features |  |  |
| 3.5 | Fire exit and Fire-fighting system |  |  |
| 3.6 | Electricity back-up (generator) |  |  |
| 3.7 | Other (please specify) |  |  |
| 4 | Please provide information about the conferencehalls\* | Yes/No or Number | Additional Comments |
| 4.1 | Availability of conference halls for: |  |  |
|  | 10-30 people (theater style or U-shape style) |  |  |
|  | 30-50 people (theater style or U-shape style) |  |  |
|  | 50-80 people (theater style or U-shape style) |  |  |
|  | 80-100 people (theater style and U-shape style) |  |  |
|  | 100 above (theater style and U-shape style) |  |  |
|  | \*The number of conference halls for each of thecategory |  |  |
| 4.2 | Availability of equipment and services inconference halls |  |  |
| 4.3 | Internet connection in the conference halls (toconnect with number of laptops when necessary) |  |  |
| 4.4 | Teleconference equipment (audio/videoequipment) |  |  |
| 4.5 | Translation equipment |  |  |
| 4.6 | Cordless microphones |  |  |
| 4.7 | LCD/TV/DVD and overhead projectors withscreens |  |  |
| 4.8 | Flip charts, markers, stationery (pens, pencils,notepads) | Yes/No or Number | Additional Comments |
| 5 | Years of company existence/operation |  |  |
| 6 | Airport pick-up and drop off |  |  |
| 6.1 | Sightseeing tours organized by the hotel in thecity and around Armenia (please specify) |  |  |
| 6.2 | Receptions |  |  |
|  |  |  |  |