**Statement of Work Annex 1**

**Provision of conference venues and event Management services to UNDP- Libya.**

1. **Summary:**
   1. The United Nations Development Program in Libya (UNDP), requires the services on an “as and when required” basis, of an specialized vendor(s) that have a capacity to organize and combine a face- To- face conference meetings in parallel with providing tablets or lap tops for virtual conferences and ability to provide efficient internet bandwidth with adequate speed to support the plat form for over 50 of participants. The contractor(s) must have the ability to simultaneously support and run combined conference systems in different locations in Libya.
   2. The contractor(s) is required to have the capacity to provide technical support in terms of internet wiring, installation of router devices support and network speed enhancing on an “as and when required” basis to venues located in governmental and\or NGO premises when advised by UNDP.
   3. The contractor(s) is to have the capacity to meet emergency failures of network and\or electricity during the conferences by providing power generators backup, U.P.S batteries, and alternative internet source such as (V- SAT) that covers all locations in Libya.
   4. The contractor(s) to provide catering services (Coffee break and refreshment) to participants during meetings in all commenced venues when required.
   5. The contractor is to provide a high standard of health hazard prevention measures and best practices within the venue in due to COVID-19 procedures.

**2. Contract Approach:**

1. UNDP Libya reserve the right to conclude separate contracts with selected contractor(s). Any resulting contract shall be non- exclusive.
2. The initial term of the contract shall be one (01) year from the effective date (initial term) with the possibility to extend the contract for further period of 1 year, as a result of this tender, and under the same terms and conditions. Subject always to the continuation of UNDP- Libya project(s) mandate, ability of funds, and satisfactory performance of the contractor. The maximum contract period shall be two (02) years.
3. The selected contractor would agree to provide UNDP the service. Which shall conform to the specification set out in the SOW, and at the fixed unit price specified in the resulting contract, and for the entire duration of the contract.
4. **Details of service:**
   1. UNDP requires a contractor to provide working spaces, in different locations in Libya including but not limited to (Tripoli, Benghazi, Sabha, Obari, Bani Walid etc.…).
   2. The contractor to provide working spaces of a capacity to accommodate approx. (15-20 people) per location per session, with consideration to health measurements concerning **COVID-19** and strict adherence to spacing, good ventilation, face masking, thermal detectors and providing of sanitizers.
   3. The contractor is responsible for providing, distributing and collecting of Tablets\ or Lab top and audio devices (earphones) to participant at every booked sessions and meetings.
   4. Contractor is responsible to provide an IT specialist to assist participants in Log- in, monitor, operates, and ensures devices connectivity and assist in troubleshooting obstacles that may occur.
   5. Provides catering service to participant upon request from UNDP focal point.
   6. Make sure that all back- ups devices are in readiness and stand by place during meetings such as (V-sat, UPS, power generators etc..).
5. **Protocol for C-19 Hygiene**:
   1. Temperature check on entry.
   2. Mask and sanitizers.
   3. Protection equipment for servers: All workers must abide by the obligations of wearing masks, during coffee breaks, Lunch.
6. **Invoices:**

5.1UNDP- Libya official will certify the invoice only when the service has been satisfactory.

5.2 Invoices should be in English and submitted on monthly basis and must contain details.

5.3 Vendor should mention the cost of the service rendered by the date and location.

1. **Report summary:**

6.1 in an agreed upon formant, the contractor shall provide UNDP with a monthly reporting indicating number of tasks undertaken/ completed.

1. **Performance measures/ Key performance indicator**
   1. UNDP wishes to monitor the performance of the contract and will use key performance indicators (KPI’s) to facilitate this. These KPI’s will be incorporated into the resulting contract and will include, but not limited to:
      1. Service delivery of successfully and within requested time.
      2. Standard of service.
      3. Timeline and accuracy of invoices.
2. **Evaluation**
   1. The evaluation shall consider several factors, such but not limited to:
      1. Cost factors.
      2. Capacity.
      3. Experience.
      4. Adherence to C-19 Hygiene protocol.
3. **Evaluation Criteria:**
   1. Technical evaluation:
      1. **Co- working space resources, equipment**: Prospective contractors must provide information about the capacity of the conference’s spaces.
      2. **Experience**: Prospective contractors must provide UNDP with minimum of two years (02) of experience in the field.

**Technical Evaluation:**

**Table 01: (60%).**

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| --- | --- | --- | --- | --- |
| **Number#** | **Item** | **Supporting document provided? YES/ NO** | **Set Weight** | **Score** |
| **1-** | Conference capacity up to 15 Pax. With health measures, good ventilation lighting internet connection. |  |  |  |
| **2-** | 15-Pcs-Tablets 10” screen with earphones\or Laptops each location. |  |  |  |
| **3-** | Back up equipment:( Generator, UPS, V-SAT) with IT technician for installation and devices configuration. |  |  |  |
| **4-** | Authorization to exert in this field of experience |  |  |  |
| **5-** | Catering Services (Coffee Break or Lunch). |  |  |  |
| **6-** | C-19 Hygiene measures (Masks, Sanitizers, thermal detectors etc..) |  |  |  |
|  | **Total** |  |  |  |

**Financial proposal:** (40%)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Locations and Price Schedule** | | | | | | | | | |
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| **Conference spaces rate proposal** | | | | | | | | | |
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| No. | NB: adequate speed and bandwidth of Internet is inclusive in each proposal as per contract condition. | | Lump sum rate per one session | | | | | | **Meeting duration** | |
| **Option 01** | **Option 02** | **Option 03** | | | **Option 04** |
|
| **Location:** | | Conference + support + V-SAT+ Lunch\ Breakfast. On only. | Conference+ IT support+ V-SAT, Coffee break\ Lunch | | | Conference+ IT+ 10-15 Tabs\ Laptops+ Coffee break. | Conference+10-15 tabs+ IT support+ coffee break+ Lunch +V-sat. |
| 1 | **Locations** | **TRIPOLI** | **USD** | **USD** | | **USD** | | **USD** | **05-06 hrs.** | |
| 2 | **Benghazi** | **USD** | **USD** | | **USD** | | **USD** | **05-06 hrs.** | |
| 3 | **Sabah** | **USD** | **USD** | | **USD** | | **USD** | **05-06 hrs.** | |