

REQUEST FOR QUOTATION (RFQ)
(Services)



*Empowered lives.
Resilient nations.*

REQUEST FOR QUOTATION	DATE: July 11, 2021
	REFERENCE: RFQ Various Administrative Services LTA/2020

Dear Sir / Madam:

The United Nations Development Programme (UNDP) in Botswana kindly requests you to submit your quotation for **ANY** of the following services:

- **Lot 1: Conferencing/Meeting/Event Hosting Facilities**
- **Lot 2: Accommodation (Room Reservation) - (3-star, 4-star and 5-star standard),**
- **Lot 3: In-house Catering Facilities**

Details for each lot are provided in Annex 1 of this RFQ. Companies will be pre-qualified, and UNDP will enter into long-term agreements (LTA) for a minimum period of 1 year and a maximum period of 3 years with the selected/pre-qualified companies. Only companies that meet the selection criteria will be prequalified and their proposed fees will be reviewed and agreed upon and will remain fixed for the agreed LTA period. At least 3 companies under each lot will be selected. At the time of need for services, UNDP will check availability of service provider and issue a purchase order based on actual need and or numbers.

When preparing your quotation, please be guided by the form attached hereto as Annex 2 and provide ALL INFORMATION required as per ANNEX 2. This information is useful during evaluation.

Quotations may be submitted on or before **July 29, 2021 12:00 Noon GMT+2** and via ☒ *e-mail* or ☒ *courier mail* to the address below:

UNDP Resident Representative
UN Building, Government Enclave
Corner Presidents' Drive and Khama Crescent
P O Box 54
Gaborone, Botswana
or
by email to procurement.bw@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

DATA SHEET: SUBMISSION INSTRUCTIONS

Delivery Terms [INCOTERMS 2010]	N/A
Customs clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Resident Representative UN Building, Government Enclave Corner Presidents' Drive and Khama Crescent Gaborone
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	From the issuance of the Purchase Order (PO), companies to indicate (see evaluation criteria)
Delivery Schedule	N/A
Packing Requirements	N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> BWP
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT
Deadline for the Submission of Quotation	<i>Thursday, July 29, 2021 and 12:00 Botswana Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number <input checked="" type="checkbox"/> Company profile with list of clients, with contact details (Organization's name, Person's name, email and phone number), for similar services; <input checked="" type="checkbox"/> Business Certificate of Incorporation; <input checked="" type="checkbox"/> Trading License; <input checked="" type="checkbox"/> Document proving appropriate rating of hotel issued by relevant authority (04 star or 05 star) <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days (minimum) In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted (Companies can submit bids for ANY of the 3 LOTS or a combination of the LOTS or ALL the LOTS)

Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services according to specifications in the purchase order.
Evaluation Criteria (see detailed evaluation criteria Annex 3)	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One (1) or more suppliers (as per the requirements of the TOR)
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services); <ul style="list-style-type: none"> • a Long-Term Agreement (LTA) shall be established initially for one year and may be extended up to a maximum of 3 years, subject to satisfactory contract performance. • Before placing an order, for amounts exceeding USD 2,500 a Purchase Order will be issued. • Other UN Agencies may join this agreement if they decide to do so
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection for items requested and delivered to UNDP <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Detailed Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Assistant</i> <i>Enquiries.bw@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

¹ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNV activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Operations Manager
July 11, 2021

Annex 1 – Technical Specifications

BACKGROUND

The United Nations Development Programme (UNDP) Botswana, in Gaborone, looking for offers from reputable, well established and experienced service providers duly incorporated under the Laws of the Republic of Botswana, to provide hotel/lodge accommodation, Conferencing/Meeting/Event Host and In-house Catering Services. The services will be provided at fixed prices for an initial period of 12 months, with possible extension for a further three (3) years upon satisfactory performance and delivery of the services.

SCOPE OF SERVICES

Interested companies can express interest and quote for **ANY** of the following services:

- Lot 1: Conferencing/Meeting/Event Hosting Facilities
- Lot 2: Accommodation (Room Reservation) - (3-star, 4-star and 5-star standard),
- Lot 3: In-house Catering Facilities

Selection will be based on the evaluation criteria in ANNEX 3 at least 3 successful companies will be selected under each LOT and UNDP will enter into Long-Term Agreement (LTA) with the successful/selected companies. Once the service provider and the UNDP enter into this LTA agreement, UNDP would submit specific requests based on the programming of activities, actual numbers of people, dates and or kind of meals to be provided and if the service provider is available a purchase order will be issued upon receipt of a quote. Variations from the quotation will be promptly communicated by the service provider to UNDP, but in any event before invoicing. The services fees to be charged will be the ones agreed to in the LTA and will remain fixed over the agreed period. Once issued an invoice, the Service Provider will allow 30 days for payment.

LOT 1: CONFERENCING/MEETING/EVENT HOSTING SERVICES

The requirement is for a meeting room/facility. The Supplier shall have in its current premises all necessary equipment and facilities and shall have sufficient number of experienced and professionally trained experts and staff to handle the minimum requirements of the UNDP.

The successful Supplier that will be contracted to serve the needs of the UNDP shall have the following minimum qualifications:

- a) Be duly licensed by the Government of Botswana, for Event and Conference Organizing Services
- b) Mainmaintain a good track record in serving international organizations, embassies and multinational corporation,
- c) Employ competent and experienced staff
- d) Be financially capable of rendering services to UNDP Botswana
- e) Be willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TORs and as provided below

Cancellation Policy for Conferencing/meeting/Event Hosting Services

- In case of cancellation of an event, a prior notice of 3 days shall be given in advance and no cancellation fee will be charged by the hotel. Payment will be made on the services used.
- In case of less than 3 days prior notice of cancellation of an event, the hotel has to specify the % of charges to paid (it should not be more than 01 day of event cost)
- In case of a change in the number of people to be catered for in respect of an event, a prior notice of 1 day shall be given in advance and the hotel will only charge for the number of people last communicated. Payment will be made on the services used.
- In case of less than 1-day prior notice of changes in the numbers to be catered for an event, the hotel is

required to specify the % of charges to be paid (not be more than 1 day of event cost per person)

LOT 2: ACCOMMODATION (ROOM RESERVATION)

The requirement is for hotel/lodge accommodation for staff on official/personal mission in and out of Gaborone. As part of its proposal the service provider should indicate whether any discounted rates will be provided to the UN and how much the rate per room will be. Bidders are further to indicate the category rating of their facilities (3/4/5 star) and whether they have geographical coverage. Additional requirements include the following:

- The Supplier shall make reservations for lodging and accommodation as and when requested.
- This service shall include initiating and confirming reservations, and confirming the all-inclusive or any other type of rate requested and at which the reservation is made
- The Supplier shall make sure and use their best effort to host and facilitate the accommodation of the UNDP/UN participants.
- The Supplier shall ensure the rooms / accommodation availability over the contractual year, covered by the LTA, to be offered to the UNDP participants within the offered rate to UNDP.

Quality Control for the Services:

- The Contractor shall establish a system to monitor on a regular and continual basis the quality of services provided to UNDP.
- UNDP reserves the right to conduct its own quality control surveys
- The Contractor warrants that the personnel assigned to handle UNDP events and arrangements
- shall have a strong relevant experience and shall constantly be trained to be kept up to date.

Cancellation Policy For Room Reservation

- In case of cancellation of rooms with 1-day prior notice, no cancellation charges should be applied and paid
- In case of less than 1-day prior notice of cancellation of rooms, the hotel is required to specify the % of charges to be paid (which should not be more than 01 day of room cost)

LOT 3: IN-HOUSE CATERING SERVICES

Provision for outsourced catering services to UNDP/UN. The catering service provider is expected to serve UNDP/UN on a demand basis on a variety foods and beverages for lunch, coffee breaks and or cocktail parties as and when required. The company should be flexible to cater for a variety of people' dietary requirements (vegetarians, none-peanuts based products etc.). Below is a general indication of requirements:

- The company should have a qualified chef with at least a diploma qualification in culinary and at least 3 years post qualifications cooking experience.
- The team members should have a uniform (including head gear)
- Serving for lunch will be served as buffet with a variety of at least 3 starches, 3 proteins, 2 vegetable and a desert & soft drink or as instructed.
- Serving for coffee break will be served with at least three different types of snacks, fruits and beverages
- Provision of catering equipment & furniture (e.g. tables, seats, cutlery)
- The catering provider is expected to deliver the above-mentioned catering service on adhoc basis upon request in the form of Purchase Order (PO) for in house requirement or outside UNDP/UN as requested.

Annex 2 - FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. UNDP/RFQ/01/2020:

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

All prices/rates quoted must be in Botswana Pula (BWP) and Inclusive of all applicable charges

Awards are made per lot as follows:

Note:

* Only UNDSS cleared hotels/restaurants may be awarded contracts

* All hotels and conference facilities must have internet connectivity

PART A: TO BE FILLED FOR LOT 1: CONFERENCING/MEETING/EVENT HOSTING FACILITIES:

Please provide **3-5 pages** about the company (brief company profile) and services it provides and complete information requested in the tables below

Table 1: Company Profile & Services

General Company Information					
Hotel/Lodge Category (please tick)	3 star rating	4 star rating	5 star rating		
Number of meeting rooms available					
Size of available meeting rooms					
	PRICES IN BWP PER PARTICIPANT PER DAY (Is the meeting room services and cost inclusive of meals?)				
Cost components	1-10 Participants	11-20 Participants	21-30 Participants	31-40 Participants	Above 50 Participants
Venue Hire (Meeting room) Full Day from 08:00 to 1800 Hrs)					
Venue Hire (Meeting room) Half Day					
Room for Breakout Sessions (Group of 10-25 Participants)					
Arrival Tea/coffee per person					
Full English breakfast per person					

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Morning Tea with sandwiches and fruit per person					
Buffet Lunch per person					
Afternoon Tea with cakes per person					
Afternoon Tea with biscuits per person					
Cocktail dinner per person					
Buffet Dinner per person					
Soft Drink per person					
Projector Hire per day (cost/free)?					
PA System hire per day (cost/free)?					
Roving Mike per day (cost/free)?					
Photocopy/Printing per page					
VALUE ADDITION SERVICES					
	Yes	No	Please elaborate on comments below		
In addition to the requirements of the RFQ what other value addition services the company offers?			Please indicate value addition services and cost thereof		
Translation facilities available (Yes/No) (please specify)			e.g. is this subcontracted? Do you have the equipment and translators		
Secure/Guarded parking available (Yes/No)			Is there a perimeter fence/wall, electric fence? Do you have security guards, access control system and how it works		
Maximum Conferencing Capacity			Please indicate maximum number of people that can be hosted in one event		
Dedicated Internet available (Yes/No)			How do you handle request for additional bandwidth		
Is internet at an extra cost?					
Maximum internet bandwidth available to UNDP			What options are available?		
Does the company have facilities around and outside Gaborone? Please indicate other venues? Would the rates differ from one venue to another?			Please indicate other venues		
Are there outdoor facilities (meetings, games, outdoor activities)?			Please indicate what those are		
Is there soundproof between meeting rooms?			How is this achieved?		
Do meeting rooms have windows (to allow free flow of natural air?)					

What measures are in place at the facility in light with the COVID Pandemic?					
TRACK RECORD & EXPERIENCE					
Previous similar services provided	Date	Number of people	Level of event	Contact person of client	Cost
e.g. Name of event 1					
Does the company have a website, social media account?					
Latest customer reviews: BTO social media etc. provide proof					
Document confirming appropriate rating of hotel issued by relevant authority (4-star or 5-star)					

Table 2: Offer to Comply with Other Conditions and related Requirements

Other information pertaining to our quotation are as follows:	Your responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, please indicate your counter proposal
All provisions of the UNDP General terms and Conditions			
Validity of Quotation			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

PART B: TO BE FILLED FOR LOT 2: ACCOMMODATION SERVICES

Please provide 3-5 pages about the company (brief company profile) and services it provides and complete information requested in the tables below

Table 1: Company Profile & Services

GENERAL COMPANY INFORMATION					
Hotel/Lodge Category (please tick)	3 star rating	4 star rating	5 star rating		
Number of rooms available	Presidential Suit	Executive Suit	Standard Room		
Cost of each room					
	PRICES IN BWP PER ROOM PER DAY				
Cost components	Contents of each room		Price per room		
Standard single room per night (bed only)					
Standard single room per night (bed & breakfast)					
Standard single room per night (dinner, bed & breakfast)					
Buffet Lunch per person					
Buffet Dinner per person					
Soft Drink per person					
VALUE ADDITION SERVICES					
In addition to the requirements of the RFQ what other value addition services the company offers?					
	YES	NO	COMMENTS		
Complimentary Wi-fi available to guests (Yes/No)					
Complimentary Airport Shuttle available to guests (Yes/No)					
Maximum number of standard rooms available					
Would you offer special rates to the UN?			How will that compare with the normal rate?		
What measures are in place at the facility in light with the COVID Pandemic?					
TRACK RECORD					

Previous similar services provided	Date	Number of people	Level of event	Contact person	Cost
Does the company have a website, social media account?					
Is online booking available					
Latest customer reviews: BTO social media etc. provide proof					
Document confirming appropriate rating of hotel issued by relevant authority (4-star or 5-star)					

TABLE 2: Offer to Comply with Other Conditions and related Requirements

Other information pertaining to our quotation are as follows:	Your responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, please indicate your counter proposal
All provisions of the UNDP General terms and Conditions			
Validity of Quotation			
Will you accept UNDP Purchase Orders			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

PART C: TO BE FILLED TO BE FILLED FOR LOT 3 BY IN-HOUSE CATERING COMPANIES

Please provide 3-5 pages about the company (brief company profile), experience and services it provides, and complete information requested in the tables below

Table 1: Company Profile & Services

General Company Information					
Qualifications of the lead chef	Yes	No	Please specify		
Serving Team Members have uniform			Please show		
Experience of the company	Please provide the types of events, date, contract cost and contact person				
PRICES IN BWP PER PARTICIPANT PER DAY					
Cost components	Details Required	1-20 Participants	21-30 Participants	31-40 Participants	Above 50 Participants
Arrival Tea/coffee per person	(Please indicate types of tea/coffee proposed)				
Full English breakfast per person	Please indicate full menu				
Provision of Breakroom Refreshers	The proposed refreshers MUST have at least Assorted Snack; Bakeries E.g. Croissant, Sausages; fish fingers;				
Provision of Lunch:	Buffet The proposed menu MUST have at least, 3 Starch3 Proteins2 Vegetables 1 Dessert 1 fresh Juice or soft drink Per Person				
Provision of Cocktail Biting	The proposed menu MUST have at least 3 Proteins3 Starch e.g. chicken wings, fish fingers, French fries, Samosa etc. Per person				
Morning Tea with sandwiches and fruit bowl per person	Give examples of fruits				
Afternoon Tea with cakes per person					
Afternoon Tea with biscuits/snacks per person					
Fruit snacks					

Provision of Fresh Juice; Assorted Per Litre					
VALUE ADDITION SERVICES					
	Yes	No	Please elaborate on comments below		
In addition to the requirements of the RFQ what other value addition services the company offers?			Please indicate value addition services and cost thereof		
Furniture and equipment for cocktail setting including tablecloths, overlays and serviettes Cutlery and crockery and glassware and other relevant equipment			Can you get various colours in line with themes?		
What measures are in place at the facility in light with the COVID Pandemic?					
TRACK RECORD & EXPERIENCE					
Previous similar services provided	Date	Number of people	Level of event	Contact person of client	Cost
e.g. Name of event 1					
Does the company have a website, social media account?			Please provide website address/social media link		
Latest customer reviews: social media etc. provide proof			Please provide proof		

TABLE 2: Offer to Comply with Other Conditions and related Requirements

Other information pertaining to our quotation are as follows:	Your responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, please indicate your counter proposal
All provisions of the UNDP General terms and Conditions			
Validity of Quotation			
Document confirming appropriate rating of hotel issued by relevant authority (4-star or 5-star)			
Will you accept UNDP Purchase Orders			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

ANNEX 3: DETAILED EVALUATION CRITERIA

LOT 1 & LOT 2

Stage 1 Administrative Requirements

Evaluation Criteria	Company 1	Company 2	Company 3
Submission of all required qualification documents: <ul style="list-style-type: none"> • Company Registration Documents • Tax Registration Documents if applicable (if not provide exemption) • Share Certificates • Document confirming appropriate rating of hotel issued by relevant authority (3-star or 4-star or 5-star) 			
Completed Annex 2 Form Yes/No			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Acceptance of conditions indicated above in Table 2: <i>Offer to Comply with Other Conditions and Related Requirements</i>			
Acceptance of UNDP Purchase Orders			

Note: Bidders are required to pass stage 1 before they can proceed to stage 2. Failure to meet any of the requirements above will lead to disqualification.

Stage 2 Technical Evaluation (out of 100 obtainable points)

The pass mark is 70%

<u>Evaluation criteria</u>	<u>Company 1</u>	<u>Company 2</u>	<u>Company 3</u>
<i>In addition to the requirements of the RFQ what other value addition services does the company offer?</i> <i>e.g. a dedicated person to work on UNDP bookings etc (10 points)</i>			
<i>% penalty that UNDP will pay upon cancellation of accommodation with less than 1-day prior notice. (10 points)</i>			

<ul style="list-style-type: none"> • 10% or more - 0 points • 5-9% - 5 points • 0% - 10 points 			
<p><i>Experience in host and accommodating high profile guests: Indicate the largest and international event they have hosted, what was it , how many people, who was the liaison person (contact), when was this</i></p> <ul style="list-style-type: none"> • Over 5 years -15points • Between 2-4 years- 10 points • Below 2years-5points 			
<p><i>% penalty that UNDP will pay upon cancellation of an event with less than 3 days prior notice. (10 points)</i></p> <ul style="list-style-type: none"> • 10% or more - 0 points • 5-9% - 5 points • 0% - 10 points 			
<p><i>Easy of Booking and availability of on-line boking</i></p> <ul style="list-style-type: none"> • Available – 5 points • Not available – 0 points 			
<p><i>List of current clients and contracts, equivalent to UNDP, over the last 3 years: (10 points)</i></p> <ul style="list-style-type: none"> • More than 10 clients (10 points) • Between 5-9 Clients (5 points) • 1-4 Clients (3 points) 			
<p><i>Availability of recreational amenities (spa, swimming pools,, gym etc. (Applicable to 4 or 5 star) – 10 points</i></p> <p><i>10 points availability of all</i></p> <p><i>5 points 50% availability</i></p> <p><i>0 points</i></p>			
<p><i>24 hour service: Reception, amenities,</i></p>			
<p><i>Latest customer reviews: BTO social media etc. provide proof (10 points)</i></p> <p><i>10 positive or more: 5 points</i></p>			

<i>Less than 5: 2 points</i> <i>None: (0 points)</i>			
Price changes after contract signed (10 points) <ul style="list-style-type: none"> • <i>Will remain valid for 12 or more months - 10 points</i> • <i>Valid for 3-6 months - 5 points</i> • <i>Valid for less than 3 months - 3 points</i> 			
Complimentary services on offer e.g. complimentary breakfast, wifi, assortment of restaurants and dining options <i>10 points if the requirement is fully met</i> <i>5 points if requirement is partially met</i> <i>0 points not met</i>			
<i>Quality of amenities should be impeccable, ambiance should be splendid, adequate lighting and color of walls comforting – UNDP will do a physical site visit.</i>			
<i>Covid measures in place</i>			

Stage 3 Financial Evaluation

This will be based on comparison of unit costs for each of the items listed at Annex 2.

The contract will be award to the technical compliant that is, at least 3 companies per lot that score 70% and above and offer lowest costs.

EVALUATION CRITERIA LOT 3

Stage 1 Administrative Requirements

Table 1: Company Profile & Services

Evaluation Criteria	Company 1	Company 2	Company 3
Submission of all required qualification documents: <ul style="list-style-type: none"> • Company Registration Documents • Tax Registration Documents if applicable (if not provide exemption) • Share Certificates • Document confirming appropriate rating of hotel issued by relevant authority (3-star or 4-star or 5-star) 			
Completed Annex 2 Form Yes/No			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Acceptance of conditions indicated above in Table 2: <i>Offer to Comply with Other Conditions and Related Requirements</i>			
Acceptance UNDP Purchase Orders			

Note: Bidders are required to pass stage 1 before they can proceed to stage 2. Failure to meet any of the requirements above will lead to disqualification.

The pass mark is 70%

<u>Evaluation criteria</u>	<u>Company 1</u>	<u>Company 2</u>	<u>Company 3</u>
Qualifications of the lead chef (10 points) <i>10 points - highly qualified (diploma/degree) and experienced chef (over 3 years)</i> <i>5 points - qualified (diploma/degree) and experienced chef (over 3 years)</i> <i>0 – No relevant qualification & experience</i>			

<p>Experience of the company (10 points)</p> <p><i>10 points for service to at least 3 events of more than 50 people</i></p> <p><i>5 points for service to at least 3 events of below 25 people</i></p> <p><i>2 points for service to at least 3 events of below 10 people</i></p>			
<p>In addition to the requirements of the RFQ what other value addition services the company offers? (10 points)</p> <p><i>10 points: 5 or more additional value addition services</i></p> <p><i>5 points: medium 3 and below</i></p> <p><i>0 points: Not specified</i></p>			
<p>% penalty that UNDP will pay upon cancellation of an event with less than 3 days prior notice. (10 points)</p> <ul style="list-style-type: none"> <i>10% or more - 0 points</i> <i>5-9% - 5 points</i> <i>0% - 10 points</i> 			
<p>List of current clients and contracts, equivalent to UNDP, over the last 3 years: (10 points)</p> <ul style="list-style-type: none"> <i>More than 10 clients (10 points)</i> <i>Between 5-9 Clients (5 points)</i> <i>1-4 Clients (3 points)</i> 			
<p>Price changes (10 points)</p> <ul style="list-style-type: none"> <i>Will remain valid for 12 or more months - 10 points</i> <i>Valid for 3-6 months - 5 points</i> <i>Valid for less than 3 months - 3 points</i> 			
<p>Complimentary services on offer e.g. complimentary breakfast, wifi, assortment of restaurants and dining options</p>			
<p>Furniture and equipment for cocktail setting including tablecloths, overlays and serviettes Cutlery and crockery and glassware and other relevant equipment (10 points)</p> <p><i>10 points: availability of above catering materials/equipment</i></p> <p><i>5 points: partial availability</i></p>			

<i>0 points: not available</i>			
Physical Assessments by UNDP of the Business Premises where the cooking takes place (10 points) to assess <i>Cleanliness (5 points)</i> <i>Safety (3 points)</i> <i>Presentability of staff (2 points)</i>			

Stage 3 Financial Evaluation

This will be based on comparison of unit costs for each of the items listed at Annex 2.

The contract will be award to the technical compliant that is, at least 3 companies per lot that score 70% and above and offer lowest costs.