



## **REQUEST FOR QUOTATION (RFQ)**

### **Long Term Agreement (LTA) for**

Provision of Room Accommodation, Conference Rooms and Catering Services for UNDP The  
Gambia Country office

RFQ Reference: [GMB/UNDP/RFQ/2021/025](#)

**Deadline for the Submission of Quotation:** [Sunday, 15-August-2021 at 5pm GMT](#)

Lot 1: - Room accommodation

Lot 2: - Conference Rooms and Conference Related equipment

Lot 3: - Catering: off-premises and/or on-premises

RFQ Reference: GMB/UNDP/RFQ/2021/025	Date: 20 July 2021
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## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for signing of Multiple Vendor Long Term Agreement (LTA) for the provision of Room Accommodation, Conference Rooms and Catering Services for UNDP The Gambia Country office as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: \_\_\_\_\_

Name: Getachew Arya

Title: Procurement Specialist on Detail

Date: 19-July-2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<b>Sunday, 15-August-2021 at 5pm GMT</b>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:bids.gm@undp.org">bids.gm@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 8MG</li> <li>▪ Mandatory subject of email: <a href="#">GMB/UNDP/ITB/2021/025 : LTA for Room Accommodation, Conference Rooms and Catering Services within Gambia</a></li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	UNDP shall not 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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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>
<b>Conflict of Interest</b>	UNDP requires every prospective Supplier 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

	<p>requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <a href="#">Local Currency: Gambian Dalasi</a></p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; 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, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) 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 Bid of, another Bidder regarding this RFQ process.</p>

	<p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder: or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p><b>English</b></p> <p>Including documentation including catalogues, instructions, and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate.</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts.</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project.</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90</b> days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Permitted</p> <p>Prices quoted for each lot shall correspond to <b>at least 100 percent</b> of the items specified for each lot.</p> <p>Prices quoted for each item of a lot <b>shall correspond to at least 80 percent of the quantities specified for each item of a lot.</b></p> <p>It is the right of UNDP to enter LTAs with more than one vendor and the right to split the award of contracts among the LTA holders if it is in UNDP's best interest:</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Passing Inspection</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>

<b>Contact Person for correspondence, notifications, and clarifications</b>	E-mail address: <a href="mailto:getachew.araya@undp.org">getachew.araya@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via Direct communication to prospective Proposers by email and Posting on <a href="https://procurement-notices.undp.org/">https://procurement-notices.undp.org/</a> by <b>06 August 2021</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> 24 hours Generator backup <input checked="" type="checkbox"/> Hotel appoints contract manager for LTA – name and designation of the person indicated on Bid All hotels that successfully pass the above criteria will be physically reviewed against checklist for basic hotel services, cleanliness, appropriateness of location, meeting venues, kitchen, etc...
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	31 August 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation 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.

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **Terms of Reference (ToR)**

#### **Background**

In order to support UNDP Gambia projects/programme implementation, UNDP Gambia Country office is exploring the possibility of engaging multiple hotels on a recurrent basis to provide Hotel room accommodation and conference/workshop related services, as need arise. The Country Office would therefore like to enter a Multiple Vendor LTAs with secondary competition with reputable hotels / lodges / resorts through a competitive bidding process to provide the above services on a fixed price basis. The fixed unit prices (fixed discount rate in percentage%) quoted for the various categories shall be valid for a period of 3 years when agreed on by the UNDP.

#### **Scope of Services:**

The LTAs will have fixed ceiling unit costs (fixed discount rate in percentage %) established for the duration of the LTA, but the final cost of any call-off can only be determined when the exact details of the requirements are known. The implementation of it will be as and when needed basis and the Contractor(s) shall be requested to provide quotations for a specific Terms of Reference in reference to the initially agreed fixed unit prices ( fixed discount rate in percentage %) as mutually agreed between the UNDP and the contractor.

Below are the main services in the scope of the LTA requested by UNDP.

Lot 1 - Room accommodation

Lot 2: - Conference Rooms and Conference Related equipment

Lot 3: - Catering

#### **General requirement of the hotels / lodges / resorts:**

- Shall apply international standards in providing conferencing and accommodation Services.
- Shall have parking space for vehicles.
- Shall have reliable internet connection in the conference facilities.
- The facility must have uninterrupted electricity system during the conference period.
- Must have 24-hour generator
- Should nominate a contract manager as focal point to deal with UNDP on all matters concerning the management of the LTA. The name of the contact person must be stated in the response to this RFQ.
- Hotels in Banjul are expected to pass UNDSS requirements

#### **Lot 1 - Room accommodation as follows:**

- a. Standard Room (main requirement)
- b. Superior Room
- c. Deluxe Room
- d. Junior Suite
- e. Executive Suite

The rooms need to have basic facilities such as single or double bed, tea/coffee facilities, A/C, telephone for emergency, hot and cold water, internet connection.

#### **Lot 2: - Conference Rooms and Conference Related equipment**

- a. Conference Room to accommodate up to 30 participants

- b. Conference Room to accommodate up to 50 participants.
- c. Conference Room to accommodate up to 75 participants.
- d. Conference Room to accommodate up to 100 participants.
- e. Conference Room to accommodate up to 150 participants.
- f. Conference Room to accommodate more than 150 participants.

The conference room need to fulfill the following.

- Ability to set-up multiple styles for sitting arrangements in meeting rooms.
- Adequate lighting.
- Provision of flip charts, notebooks, pens, multimedia projectors and screen, Good sound system
- Breakout rooms as requested.
- Secretariat room for organizers with printing and photocopier facilities.
- Minimum of 2 microphones.
- A proper cooling system.

### **Lot 3: - Catering:**

- Ability to provide off-premises and/or on-premises Catering Facilities catering for AM/PM tea/coffee, snacks, lunch, dinner, and water in pitchers.
- Inclusive of beverages and drinks package.

### **Payment:**

While LTA will serve as legal umbrella for the contractual relationship, every order for a particular event will be placed through an award letter via Email /Purchase Order with the following tentative payment mode:

- Preferred payment method is upon relevant UN Agencies approval and acceptance of complete report of the event including participant list(s) within maximum 30 days.
- If payment is made by UNDP, VAT shall be excluded as UNDP is exempted from such taxes.
- If payment is made by Guest, Contractor shall directly charge from respective Guest including applicable taxes if he/she is not exempted from respective taxes
- When payment is made by Guest, contractor shall charge the guest based on agreed LTA discount rate.

### **Personnel:**

- The service provider must assign technical staffs on lighting, cooling, sound, and IT to support on any technical logistics always during the conference/meeting/training and at the request of organizers.

### **Service Quality:**

- The service provider is expected to provide high quality services in an efficient manner. Conferences, trainings, workshops, and meetings organized are critical events for partners and stakeholders thus expect to have the following service quality.
- The meeting facilities and all meeting rooms must be ready and available to accommodate all participants.
- The service provider must assign sufficient supporting staffs to accommodate the

organizers and respond to organizers requests.

Entities with gender and youth inclusion and diverse workforce especially in management positions will have an added advantage.

It is the right of UNDP to enter LTAs with more than one vendor and the right to split the award of contracts among the LTA holders if it is in UNDP's best interest.



## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

*Provide the following:*

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- team composition and CVs of key personnel

#### Financial Offer

Provide a Fixed Discount rate in percentage valid for 3 years for the provision of the services stated in the Terms of Reference. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on twenty four-hour day.

Bidders shall use the format given below. Clearly indicate name of hotel, state and “star rating” of the hotel.

**Currency of Quotation: GMD**

**Lot 1: ROOMS** (please indicate only the ones that are available)

Description of services available	Current (Year 1 <sup>st</sup> ) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1 <sup>st</sup> years
Standard			
Superior			
Deluxe			
Junior suite			
Executive suite			
Other			

**Lot 3: CONFERENCE FACILITIES:****3.1. CONFERENCE ROOM**

CAPACITY	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
Up to 30			
Up to 50			
Up to 75			
Up to 100			
Up to 150			
Over 150			

**3.2. Equipment/Services Rental - DAILY RENTAL CHARGES**

ITEMS	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
Public Address system			
Screen			
Multimedia Projector			
Flip charts			
Internet:			
Note pads & writing materials			
Others			

**Lot 3: off-premises and/or on-premises Catering Facilities****A. LUNCH**

NO OF PEOPLE	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
1 – 30			
Up to 50			
Up to 75			
Up to 100			
Up to 150			
Over 150			

**B. DINNER**

NO OF PEOPLE	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
1 – 30			
Up to 50			
Up to 75			
Up to 100			

Up to 150			
Over 150			

### C. BUFFET

NO OF PEOPLE	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
1 – 30			
Up to 50			
Up to 75			
Up to 100			
Up to 150			
Over 150			

### D. TEA BREAK

NO OF PEOPLE	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
1 – 30			
Up to 50			
Up to 75			
Up to 100			
Up to 150			
Over 150			

### E. SOFT DRINKS/BOTTLED WATER

NO OF PEOPLE	Current (Year 1st) Standard price/per day	Fixed Discount rate in percentage Offered valid for 3 years	Price per person/day for 1st years
1 – 30			
Up to 50			
Up to 75			
Up to 100			
Up to 150			
Over 150			

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> <b>Company Name</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. Click or tap here to enter text. <b>Phone No.:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.	<b>Authorized Signature:</b> <b>Date:</b> Click or tap here to enter text. <b>Name:</b> Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.