



# INVITATION TO BID

## **Provision of Event Management Services to UNDP Istanbul Regional Hub**

ITB No.: UNDP-IRH-ITB-2021-25

Country: TURKEY

Issued on: 25 October 2021

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## SECTION 1. LETTER OF INVITATION

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The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid / Terms of Reference
  - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to **procurement.irh@undp.org**, indicating whether you intend to submit a Bid 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 ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by

Approved by:

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Name: Serif Korkmaz  
Title: Procurement Associate  
Date: **October 25, 2021**

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Name: Farid Garakhanov  
Title: Chief of Operations  
Date: **October 25, 2020**

## SECTION 2. INSTRUCTION TO BIDDERS

### GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 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 ITB.</p> <p>1.3 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> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></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:</p> <p>(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;</p> <p>(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> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which 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>
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</p>

	<p>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>
<b>4. Conflict of Interests</b>	<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> <ul style="list-style-type: none"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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 conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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 ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids 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 ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

<b>6. Cost of Preparation of Bid</b>	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1 The Bid, 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.
<b>8. Documents Comprising the Bid</b>	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	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.
<b>10. Technical Bid Format and Content</b>	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the 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. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
<b>11. Price Schedule</b>	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
<b>12. Bid Security</b>	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</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 bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. 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.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid 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.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<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 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.</p> <p>14.2 After the Deadline for Submission of Bid, 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 Bid.</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 entities in the joint venture in delivering the requirements of the ITB, both in the Bid 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</p>



	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids 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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>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 Bid of another Bidder regarding this ITB process;</li> <li>e) 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 some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB 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 endeavour 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 Bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. 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 Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. 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 Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a pre-bid 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 ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

## C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 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:  <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid 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 Bid 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 Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid 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 Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids 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>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, 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 Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> </ul>

	<ul style="list-style-type: none"> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<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> <ul style="list-style-type: none"> <li>a) 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;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, 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> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>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;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous</li> </ul>

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</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 Bid 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 Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid 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>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid 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, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>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; 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 Bid shall</p>

	be rejected.
<b>E. AWARD OF CONTRACT</b>	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids 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 period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for 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 Bids for UNDP procurement opportunities. The content of other Bids 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 goods and/or services, 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 Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of 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 standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the 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

	<a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>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:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<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 goods and/or services, UNDP shall be entitled to the 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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall be considered.
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	13	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	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement IRH  E-mail address: procurement.irh@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website; 1- UNDP 2-UNG
14	23	Deadline for Submission	11/14/2021 4:00 PM  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<u>[For eTendering method, keep link below and insert Event ID information]</u> <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <u>Insert BU Code : SVK10 and Event ID number: 0000010776</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</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: 35 MB</li> <li>▪ Mandatory subject of email: UNDP-IRH-ITB-202125- Provision of Event Management</li> </ul>
17	25	Date, time and venue for the opening of bid	Date and Time: November 17, 2021 12:00 AM Venue: Online  In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>1 December 2021</i>
20		Maximum expected duration of contract	Up to 3 years

21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: <ul style="list-style-type: none"> <li>• Main contractor to be awarded to the proposer obtaining the highest combined scores, and a backup contractor to be awarded to the proposer obtaining the second highest score.</li> </ul>
22	39	Type of Contract	Contract for Goods and/or Services for/to UN Entities <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	N/A

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is 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: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Export/Import Licenses, if applicable</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing</b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<b>Contracts<sup>1</sup></b>		
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum <b>5</b> years of relevant experience.	Form D: Qualification Form
	Minimum <b>1</b> contract of similar value, nature and complexity implemented over the last <b>5</b> years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of <b>USD 250,000</b> (in words) for the years of 2018-2019 (During 2020-2021 period company should be sustained the business under the pandemic conditions). <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
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

<sup>1</sup> 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.

## SECTION 5A: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES

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### A. BACKGROUND AND OBJECTIVE

The Istanbul Regional Hub (IRH), a regional office of the United Nations Development Programme (UNDP) organizes several conferences, workshops, seminars, meetings, and retreats (“Events”) and Transportations in pursuit of its work in Turkey.

Types of events include but not limited to:

1. Conferences,
2. Corporate events,
3. Award shows,
4. Digital/online events,
5. Social events,
6. High level events,

To achieve cost efficiency from economies of scale while ensuring outstanding quality of services, UNDP IRH has decided to consolidate all Events Management and Transportation requirements and enter into a common contract with one or more qualified companies. To this end, UNDP will award a Long-Term Agreement (LTA) maximum 3-year agreement and subject to 9 months’ probation period for Event Management and Transportation Services. The LTA will be managed by IRH and may be used by other UN Agencies, Funds and Programs (UNICEF, UNWomen, UNFPA, IICPSD, WHO, FAO etc.). All UN agencies willing to have event management request internally or externally will be responsible for making requests and discussing specific requirements in coordination with IRH; and UNDP IRH will not bear any contractual responsibility for such arrangements.

The service provider(s) shall provide high quality services, prompt and accurate professional support services to UN Agencies in full compliance with this Terms of Reference.

UNDP is hereby undertaking a solicitation of bid proposal from Event Management companies who are interested to provide above listed services regularly required by UN Agencies and its projects. At least three (3) successful bidders shall be contracted for this purpose for an initial period of two (2) years and renewable for one more year (overall duration of LTA will not exceed 3 years), upon satisfactory evaluation of performance. The estimated but not binding annual amount of event related services will be around USD 2 000,000.

The successful event management contractor(s) shall provide full, prompt, accurate, transparent, and expert event arrangements and services to UN Agencies and its projects, in accordance with the UN policies, procedures and guidelines. Each order for organization of event will be based on the results of secondary price competition among LTA holders. The LTA (s) shall not guarantee an

estimated volume of services to be requested by requester and UN Agencies reserve the right to use services of other companies if there will be competitive offer.

## **B. MEETING AND EVENT ORGANIZATION**

The service provider(s) will appoint direct representative(s) (point of contact) to respond all event management requests from UNDP. Each UN Agency will set their internal terms when the request has been raised.

Within the context of meeting or events in Turkey, the service provider(s) will provide the below listed items.

### **Common Clauses of Pre-planning and approval:**

The service provider(s) will:

- Respond to requests within 3 business days,
- Negotiate rates; UN negotiated rates will be used whenever possible, and in any occasion where they are the most advantageous,
- Negotiate the terms of conditions in terms of cancellation policies, payment conditions and avoiding penalties.

#### **B-1. Hotel Arrangement/Accommodation Services:**

The service provider(s) will:

- Make room reservations when requested; initiate and confirm reservations,
- Confirm the details of accommodation (BB or half-board, etc.) or any other type of rate,
- Control cancellation policies and all terms and conditions and communicate to UN Agencies when submitting proposals,
- Compile rooming list for all participants and liaise directly with the hotel,
- Check the rooms to ensure the rooms are clean, well heated and air conditioning is available as required,
- Check the rooms of VIP guests before their arrival at the hotel.
- Hotels offering special rates to UN may be preferred/used for hotel arrangements.

#### **B-2. Venue Reservation and Organization of Meeting Facilities Services:**

The service provider(s) will:

- Identify suitable venues either from hotels or other establishments,
- Inform UN staff on no show conditions for the respective venues,
- Present the security/evacuation plans of the venues as requested by the UN Security Unit.
- The venue and meeting room should be clean and ready with all requirements and equipment as requested, and one night before the event starting date.

- All venues must have proper air conditioning and/or air circulation.
- All venues must have generators/alternative electricity resources in case of power shortage.
- All venues must offer access platform/facilities for disabled individuals.
- All venues should have emergency first aid kit at the site.
- All venues must have the most recent earthquake regulation.
- All equipment should be in condition and functioning properly.
- Test of all equipment should be completed one day before the event starting date.
- Seating plans should be arranged; names tags should be prepared and placed as per UN Agencies' request.
- Signage should be arranged to host guests as per UN Agencies requirements.
- The service provider(s) is responsible for the installation and dismantling of all equipment at the event venue.
- The service provider(s) will appoint one of its employees as a support staff during the event in case of request of UN Agencies.
- The service provider(s) will arrange and coordinate in hotel direction signs with the hotel staff.
- Design, print, and label invitations,
- Registration services (invitation delivery, receiving confirmation, keeping record of participants etc.
- Standard meeting package for full day should be composition of 2 coffee breaks and lunch
- Lowest event number in a year is 15 with min 5 participants. Highest event number in a year is 60 with maximum 500 participants.
- When optioning/selecting a venue, following Covid-19 guidelines should be considered:
  - ✓ Everyone involved in an event should follow good hygiene practices such as frequent and thorough hand washing (or use of hand sanitizer), avoiding touching of the face, and disinfecting touched items.
  - ✓ No person should come to event venue or participate in or staff an event if they have tested positive for COVID-19, even if they are asymptomatic, until such time as they are cleared to return to normal activities. No person should come to an event:
    - if they are ill, or are experiencing symptoms of COVID-19, or
    - if unvaccinated, if any person living in the same residence has tested positive for COVID-19 or is sick with or experiencing COVID-19 symptoms, or
    - if unvaccinated, for the advised period after close contact with a person who has tested positive for COVID-19 or is ill with COVID-19 symptoms, or
    - until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, even if asymptomatic, or
    - for the period advised by a healthcare provider or public health official while waiting for COVID-19 test results.
  - ✓ Individuals staffing and/or participating in events are encouraged to follow health guidelines regarding facial coverings. Consistent with these guidelines, we strongly recommend individuals continue to wear face coverings indoors.
  - ✓ Outdoor in-person events are preferred to indoor in-person events.
  - ✓ Event organizers must maintain event guest lists for 60 days to allow for contact tracing as needed.



- ✓ Event organizers are encouraged to develop an COVID safety plan outlining steps that will be taken to minimize risk of COVID transmission at planned events.
- ✓ Pre-packaged boxes or bags are recommended in lieu of buffet meals. Event goers should avoid sharing food and utensils and consider the safety of individuals with food allergies.
- ✓ Grab-and-go options meals should be provided when possible. If a cafeteria or group dining room is typically used, then, if possible, serve individually plated meals (versus buffet or self-serve stations).
- ✓ Any catering services should have adopted health and safety standards to address COVID-19 concerns, including such things as appropriate PPE training for staff, provision of appropriate PPE and hand sanitizer to staff, staff hygiene and food handling rules, ongoing cleaning of the food service space, appropriate pre-event staff screening, use of disposable food service items as appropriate, appropriate physical barriers (e.g., sneeze guards or acrylic shield protection), and appropriate illness response protocols.
- ✓ In-person events should display health and safety reminders in prominent locations, as well as any applicable warnings, as appropriate. Event organizers are encouraged to communicate to participants in advance of and, as applicable, during the event.
- ✓ Event organizers should communicate information about the following to attendees: the selected/optioned venue's COVID policy, handwashing, respiratory etiquette and hygiene, and encouraging those who are feeling unwell (or who are waiting for COVID-19 test results, or who have tested positive for COVID-19 and have not yet been released to return to normal activities) not to attend or to participate in the event virtually.
- ✓ Event organizers or venue operators should leverage the appropriate warnings to ensure event attendees, activity participants, and venue visitors understand the COVID transmission-related risks of such attendance, participation, or visitation.
- Venues should be selected considering the environmental impact and follow "Green Event" concept requirements below, where applicable:
  - ✓ Energy-efficient lightbulbs and systems are standard
  - ✓ Designed to maximize the use of daylight
  - ✓ Facilities are equipped with water saving devices (e.g. tap and shower flow regulators, automatic shut-off of faucets and shower, low-flush and dual-flush toilets)
  - ✓ All waste produced at the venue is separated (e.g., paper, plastic, metal, organic) at source and sufficient, well-marked bins are provided in both participant and staff areas
  - ✓ Used paper products (including notepaper, tissues, toilet paper, paper towels) have a high-recycled content (ideally 100%)
  - ✓ Cleaned in an environmentally friendly manner. Eco-labelled cleaning products are used. Where eco-labelled products are unavailable, they should at least not be classified as potentially harmful to human health or the environment according to national/regional classification systems
  - ✓ The organization has an environmental/sustainability policy and action plan in place, ideally covering sustainable procurement, energy saving, catering services, transportation, and waste. Apply environmental and social considerations in its

purchasing policy, buying locally produced products and emphasizing a life-cycle analysis of all products (*waste reduction, energy conservation, etc.*)

### **B-3 Online Events:**

UNDP would like to engage the technical expertise of the service provider(s) for the online events (live broadcast, webinars, panel discussions etc.) based on the following requirements:

#### **Pre-event support and coordination to include the following but not limited to:**

- Creative services for invitations, social media dissemination, virtual backdrop/backdrop, if needed. (e.g. backdrop design, and/or event collaterals – digital invitation, posters, e-leaflets)
- Online registration services, recording of participants' list
- Technical advice on best format and design for programme delivery. e.g. pre-recorded videos, switch slides, on-site setup (if needed for secretariat), etc.
- Coordination on pre-testing with panelists, speakers, and coordinators prior to actual event.
- Working together with the project owner and communications associate(s) from UNDP IRH to manage production timeline and production traffic controller leading up to the event day
- Ensure that all arrangements are made, including setting up for virtual event hosting, full range of audio-visual live streaming and virtual meeting solutions as required, high speed internet, and an IT personnel in charge of general troubleshooting, including broadcasting videos, screen share, etc., arising in real-time.
- The Event Agency will be responsible for the required administrative and logistic support starting from event preparation to completion of the events (including reporting in the post event and webinar recording)
- To be able to conduct and carry out a live-streaming event via Zoom or various channels (cross posted to various platforms such as Facebook Live, YouTube Live etc). This includes advice on best flow required for the panel discussion, virtual background, etc. Should the advice by the tenderer that an alternative platform be considered, the platform must be provided by the tenderer.
- To be able to provide technical back-end support for the execution of the virtual webinar and/or event. This is to include coordination of event flow within panelists, moderators, interpreters, time checks, speaker management during event, etc.
- Must be able to adapt the live streaming event to include the following but not limited to:
  - Showcase of a pre-recorded video
  - Realtime streaming for panelists joining virtually
  - Presentation slides with speaker view (side-by-side)
  - Utilize Zoom overlay features for a visually appealing streaming
  - Smooth delivery of audio and visual (without delay) during live streaming

**In the scenario where the webinar will be able to be shot in a physical venue (Studio, Hotel or IRH premises\*):**

- To be able to conduct and carry out a live-streaming event via Zoom or various channels. This includes advice on best setup required for the panel discussion, camera angles, virtual background, etc. Should the advice by the offeror that an alternative platform be considered, the platform must be provided by the offeror.
- To provide the necessary equipment required to deliver the live-streaming event including but not limited to:
  - Sound system
  - Microphones (cordless, collar, delegate, lectern etc.)
  - Stable Internet connection should venue's connection is unstable
  - Camera (2 angles should be sufficient)
  - Lighting
  - Prompter/follow-up screen
  - Optional – Event photography, virtual backdrop
  - Talent – Experienced moderator, if needed
- Must be able to adapt the live streaming event to include the following but not limited to:
  - Showcase of a pre-recorded video
  - Realtime streaming of 1 or 2 panelists joining virtually

***\*The venue will be either at IRH premises, studio or hotel. Please quote the rental fee separately.***

**In the scenario where the webinar will be hosted solely virtually:**

- To be able to conduct and carry out a live-streaming event via Zoom or various channels. This includes advice on best flow required for the panel discussion, virtual background, etc. Should the advice by the tenderer that an alternative platform be considered, the platform must be provided by the tenderer.
- To be able to provide technical back-end support for the execution of the virtual webinar and/or event. This is to include coordination of event flow within panelists, moderators, interpreters, break-out rooms, time checks, speaker management during event, etc.

#### **B-4. Technical Equipment and Materials:**

For every event, the service provider(s) shall make the following equipment and materials available at the quantities required by UN Agencies.

- Sound system, electronic and audio-visual equipment, projector, screen, laptop, teleconference systems, microphone, wireless presentation solutions, lighting and other technical materials such as multi-function printer with photocopier, scanner and fax machine capabilities, mouse will be provided as requested.
- The specifications and quantities of the items will be provided to the service provider(s) by UN Agencies.

- Technical support services will be provided throughout the event in case of request of UN Agencies.
- Internet service (wi-fi) will be provided at all events.
- Small equipment like slide changer, laser pointer will be provided free of charge.

If there is no appropriate technical equipment available at the venue, the service provider(s) shall be responsible for installation, proper functioning and demounting of the technical equipment at the event venue.

If above-listed technical equipment and materials are provided as a package in meeting room facility only additional device requests will be charged to UN Agencies. Standard specifications for the above items will be given by UN Agencies to the service provider(s) prior to event start. Exact specifications shall be communicated to the service provider(s) prior to each event.

#### **B-5. Stationery and supplies:**

Below items shall be prepared upon request of UN Agencies.

- Flipchart, flipchart paper, folder, notepad, duct tape, staplers, staples, staple remover, markers, pencils, pens, rubber bands, correction liquids, two-sided tape, notecards, removable storage, lanyards (strap), binders, name tags and similar meeting related stationery.

The specifications and quantities of the items will be provided to the service provider(s) by UN Agencies.

UN Agencies may also request procurement and/or production of customized stationery with respective UN Agency logo notepads, pens etc.

In case there is need for an additional item which is not included in the above list of both “Technical Equipment and Material Services” and “Stationery and Supplies”, The service provider(s) shall secure minimum three technically qualified quotations from the vendors for the additional item(s). Upon selection and approval by UN Agencies best qualified quotation, the service provider(s) shall provide it as per the terms of the approved quotation.

#### **B-6. Catering Services**

- Coffee-break(s), lunch, dinner, cocktail menus etc. at the event will be provided as per request of UN Agencies. Catering services should include vegan/vegetarian options for every event and pricing should be provided based on selection for each person.
- Catering services may be requested for events that take place at UN Agencies premises as well as outside meeting venues.

- Reusable dishes, cutlery, glassware, and linens are used, disposable items are avoided (i.e., no paper, plastic or polystyrene cups, no paper napkins or table cover, no plastic cutlery). Unnecessary disposable items (e.g., plastic straws) are not used.
- If disposable items are essential, they must contain a high content of recycled or plant-based material
- The use of single use bottles for water and juice is prohibited. For bigger meetings, recyclable bottles can be provided to participants to refill with drinking water
- Sugar, honey, creamer and other condiments are served in dispensers, not individual packets.
- Bulk dispensers are preferred to individual containers
- If necessary, menu is printed on recycled paper or written on blackboards using chalk
- Locally grown and produced food and drinks are used as much as possible. Organic products as well as vegetarian, healthy food and fair-trade ones are encouraged.

For services requested to take place in the UN Agency premises:

- Access to the premises will be provided by UN Agency premises during the event. The service provider must provide a staff list before the event takes place. A visitor card will be given to related personnel in exchange of IDs.
- The catering services shall include all labor, materials, appliances and equipment necessary to perform the requested catering service.
- Staff is expected to arrive to the meeting place at least one and a half (1,5) hours before the opening of the meeting, in order to make the necessary arrangements.
- UN Agencies may also request additional services such as gala dinner, restaurant booking, cocktails etc. during an event.
- All catering services should comply with accepted food safety and hygiene legislation.

#### **B-7. Simultaneous Interpretation and Written Translation Services**

Within the context of ‘Simultaneous Interpretation Services’, the service provider(s) shall provide:

- Systems and/or equipment that is needed for simultaneous interpretation,
- Mantling/dismantling of the systems, ensuring proper functioning of equipment,
- Qualified support for proper functioning of the systems and/or equipment,
- Qualified interpreters working in UN languages, namely Arabic, Chinese, English, French, Russian and Spanish and other languages, such as Turkish, Portuguese, German, miscellaneous RBEC Region languages as needed,

- Recording of the simultaneous translations provided in a CD/HDD/USB upon request. (If recording of the simultaneous translations is provided in a CD/HDD/USB to the UN Agencies upon request, actual costs incurred shall be charged as a separate cost item by the service provider(s).

The service provider(s) shall provide CVs and price quotations of at least 2 qualified interpreters for each occasion. UN Agencies shall select and approve the interpreter(s) from among the proposed candidates/companies whose CVs are submitted to the UN Agencies.

In case the simultaneous interpretation services require the interpreters to travel outside the countries/cities they reside, UN Agencies shall reimburse to The service provider(s), the actual travel and accommodation costs of the interpreters not higher than the UN DSA rates upon submission of supporting documentation.

Any damage to third party property or individuals within the context of an event management including mantling/dismantling of the equipment/system because of the fault of The service provider(s) or its staff, shall be under Contractor's responsibility and all associated costs shall be borne by the service provider(s).

#### **B-8. Social Activity Services**

Within the context of 'Social Activity Services', the service provider(s) shall arrange extra activities for UN Agencies, meeting participants and guests of UN Agencies, as requested. These activities include but are not limited to:

- Package tours,
- Boat tours,
- City tours,
- Dinner arrangements,
- Corporate team building games
- Corporate/social events

#### **B-9. Event Documentation**

Within the context of 'Event Documentation', the service provider(s) shall:

- Photography; Digital photo service during the event in case of request of UN Agencies. Digital records shall be given to UN staff in charge of the event at the end of the event.
- Graphic Design
- Camera for video recording during the event in case of request of UN Agencies. Digital records shall be given to UN staff in charge of the event at the end of the event.
- CD/DVD Burning, USB copying, online data sharing (Cloud, Google Drive etc.)
- Conference banners, flags, roll-ups

- Design and preparation of badges upon request,

#### **B-10. Support Staff Services and Senior Event Supervisor:**

Senior Event Supervisor services will be provided free of charge. Accommodation, transportation and meal expenses could be paid only if the event is taking place outside of Istanbul.

Full names of staff who will work at the organization will be provided latest one day before the meeting.

Within the context of “Support Staff Services”, The service provider(s) shall provide the services of following staff at the quantities required by UN Agencies for each specific event:

- hosts/hostesses,
- technician for proper installation and functioning of electronic equipment,
- regular staff for accompanying participants in meals outside of the event venue to be used in each event.
- regular staff to be responsible with ticket issuance for international meetings, when requested.
- Regular staff to be responsible for organizing groups/individual airport transfers, welcoming.

The service provider(s) shall ensure the proficiency of all its staff to meet specific requirements in line with this TOR.

If The service provider(s)’s staff is needed in the event venue, prior to the date on which the event starts, the daily rate to be quoted in the price proposal shall be paid by UN Agencies also for the event preparation phase.

#### **B-11. Décor**

- Floral arrangements
- Table Overlays
- Table Runners
- Protocol Aisle Runners

#### **B-12. Other Services:**

1. Distribution of per diem to participants\*
2. Spokesperson arrangements
3. Preparation and distribution of information packs and handouts to participants
4. In case UN Agencies arranges a service directly with a non-contracted third party/service provider/vendor, the service provider(s) will make the payment of the confirmed amount to the concerned vendor upon request of UN Agencies. Related tax amounts and agreed

percent of service fee will be reimbursed to the service provider(s). This may include business related restaurant payments, international third-party payments, and direct services

5. Chargers, facial tissue, napkins, mini first aid kit, breath mints
6. Signage hampers
7. Hampers such as chocolate, dried fruit etc.

***\*When only requested from other Country Offices and/or UN agencies, not applicable for UNDP IRH. This service is subjected to %1 percent Total Per Diem Handling Fee (PHF) per event (based on total amount, regardless of number of days and participants)***

### **C. Transportation and Car Rental Services**

The service provider(s) will:

- Respond requests not later than 3 working days,
- Negotiate rates; UN negotiated rates will be used when possible and in case such rates are more advantageous than others,
- Negotiate the terms of conditions in terms of cancellation policies, payment conditions and avoiding penalties,
- Welcoming services for travelers at the airport, and the payment necessary fees to the airport authorities when needed.

#### **C-1. Transportation Services:**

The service provider(s) shall provide the below services upon request by UN Agencies.

- Group Transportation to and from the meeting venue
- The service provider(s) will provide airport transfers for meeting participants between the meeting venue/hotel and the airport/bus station or railway station.
- Bus, minibus/midi-bus or other means of transportation.
- Transportation of participants from a city to another.
- Smoke-free vehicles with seat belts for all passengers will be provided.
- Vehicles must have air-conditioning.
- Hosts/hostesses on board, if required by UN Agencies.

#### **C-2. Car Rental Services**

Within the context of 'Car Rental Services', the service provider(s) shall:

- Provide vehicles on daily, monthly, or yearly basis when requested by UN agencies for field trips of UN staff members to project areas throughout the country,



- Provide vehicles which are preferably the Travel Agency's "own" cars and not more than 4 years old,
- Provide full details of the company from whom the cars are rented as well as the make/model and year of manufacture of the vehicles in the fleet to be allocated for the purpose in case the cars are contracted from third parties,
- Meet the minimum legal local insurance requirements,
- Ensure that drivers, cars and 3<sup>rd</sup> parties are fully covered by insurance in case of accidents.
- All vehicles for rent should be clean, well maintained and must be no older than 4 years.
- In case that the Travel Agencies cannot provide a car for rental in the level required by a UN Agency, it will provide a car from the immediate upper level at the requested level price.
- All vehicles, without exception, shall be equipped with first aid kit, spare tires, and fire extinguishers.

### **C-3. Professional Driver Services**

Within the context of 'Professional Driver Services', the Travel Agencies shall:

- Provide professional drivers on daily basis and/or monthly basis when requested by UN agencies for field trips of UN staff members to project areas throughout the country,
- Ensure that the drivers keep proper monitoring sheet for the trip (the kms and departure/destination, passenger recording in general logbooks),
- Be responsible for all kinds of insurances of the driver and provide his/her criminal record, if requested by UN agencies,
- Ensure that, when a non-UN staff is carried the drivers receive the signatures on 'passenger forms' and keep a proper file,
- Ensure that the drivers have a minimum of five years safe driving experience and possesses valid driving license,
- Ensure that each driver has a valid Agent photo ID card, courteous, reliable, have basic English knowledge and information on the country roads and traffic rules and regulations,
- Ensure that the drivers are capable of rectifying minor vehicle defects,
- Drivers should have not less than 3 years of driving experience.
- In the absence of any of the designated driver due to any reason, the company shall be responsible for providing a back-up driver and notifying UN office of the temporary change with at least 3-hour notice.

For pure 'Professional Driver Services', the vehicle shall be provided by UN Agencies.

### **D. Conditions**

- 1) Price offers will be provided per event per service separately.
- 2) Fixed USD prices are not acceptable, e.g. transfer price from a city to another.
- 3) Only airport transfers will be fixed yearly.

Management fee/service fee percentage will be set once and will be paid to the service provider(s) with the invoice. Percentage amount will be set and calculated over the agreed ground total budget amount.

## E. Reporting Requirements

The service provider(s) will provide quarterly management reports including the following information:

- Quarterly financial reports reflecting the total volume and number of the transactions made.

## F. Financial Services

Within the context of 'Financial Services', The service provider(s) shall:

- Reimbursement of third-party fees but not limited to trainers, speakers, anchorman-anchorwoman.
- UN Agencies may request the Service Provider to reimburse trainers' fees in each case (the exact amount and the list of names with figures will be attached to each request).
- Make down payments to hotels and other service providers in Turkey and abroad, as needed.
- **Possibility of provision of such services may be critical for some UN agencies and will serve as formal pass/fail criteria. However, other UN agencies may or may not consider this service and related capacity on a case by case basis.** The Bidders are strongly encouraged to furnish clear and exhaustive information on their capacity to provide above services and identify related conditions of service.

## REQUIREMENTS TO THE SERVICE PROVIDER(S):

### 1. Management Reports

The service provider(s) shall provide UN Agencies with management information reports consisting, at a minimum, of the following:

- 1.1. A concise quarterly narrative of the service provider(s)'s activities, which shall be submitted to the UN Agencies within 15 (fifteen) calendar days after the end of the first half of the year. This report should identify problems, if any, and recommend solutions. Suggestions to enhance service should be included.
- 1.2. A yearly summary (including year to date cumulative figures) of sales activity data, which shall be submitted to UN Agencies within 15 (fifteen) days of the end of the year. This summary shall reflect all official services provided to UN Agencies with a breakdown per project. This report should also show a detailed analysis of the number of events, most frequently used venues, types of services, scope of events, etc.

## **2. Service Standards**

2.1 The service provider(s) shall provide a designated UN Agencies focal point – qualified Customer Service/Sales Manager responsible for handling all orders/enquiries.

2.2 The response time to UN Agencies order/query and the detailed quote for requested venues/events shall be provided accordingly within three (3) working days.

2.3 The service provider(s) shall provide polite, responsive, and efficient service at all times to fulfill the requirements. As a service objective, telephone calls should be answered promptly.

## **3. Performance Evaluation and Review**

3.1 The service provider(s) shall meet periodically with the UN Agencies representatives to discuss issues of mutual concern, to review The service provider(s)'s performance and to discuss improvements which The service provider(s) or UN Agencies should make in order to achieve more effective provision of conference services and greater savings.

## **4. Contractor's Quality Control**

4.1. The service provider(s) shall establish and monitor on a regular and continual basis the quality of conference services provided to UN Agencies. These procedures shall include a self-inspection system covering all the services to be performed under the Contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to UN Agencies. UN Agencies shall be notified of any deficiencies found and corrective action taken; such actions shall be included in the service provider(s)'s narrative report required above.

4.2. UN Agencies reserves the right to conduct the own quality control of the services provided as well as documentation or other spot check and, if required, suggest the possible improvements to the service provider(s). The service provider(s) must cooperate with such efforts

4.3. The service provider(s) guarantees that the personnel assigned to handle the UN Agencies' requests shall have a strong logistic, administrative, English language and communication skills and shall constantly be trained to be kept up to date.

## **5. Personnel Requirements**

5.1. The service provider(s) shall assign adequate personnel to service satisfactorily the volume of work and to fulfill its obligations under the Contract with UN Agencies. In general, the service provider(s) shall assign the relevant personnel according to their technical know-how and reliability.

5.2. The service provider(s) shall assign a senior representative experienced in providing corporate conference services to oversee the conference management services provided to UN Agencies and to ensure full compliance with all requirements of the Contract with UN Agencies.

5.3. The service provider(s)'s employees shall perform their functions in a highly efficient and professional manner.

5.4 The service provider(s) should demonstrate that the following roles and functions can be fully met:

- Project Manager
- Events Manager (Each event shall have a dedicated events manager(s) who will be responsible to coordinate with UN Agencies as well as the inputs provided to the event).

**Common clauses for the staff criteria:**

- Minimum 3 years' experience in related sector
- Bachelor's Degree
- Fluency in English is required and, additional UN languages will be an asset.
- Is adapting self to the conditions of current sector needs who can lead, monitor, apply the technological improvements.
- Staff should be able to advise and find quick and alternative solutions promptly to meet the requirements of the client in line technological improvements.
- Effective interpersonal and communication skills.

Please specify the language skills of each individual when submitting CVs. The UN Agencies encourages Offerors to nominate at least 2 people for each position, one being an alternate.

5.5 The service provider(s) shall confirm that the staff proposed and accepted by UN Agencies may only be changed pursuant to written approval from UN Agencies.

The service provider(s) are requested to provide the detailed description of the offered package in their technical proposal.

**PAYMENT TERMS:**

- The Service Provider(s) shall submit invoice(s) and Act of Performance to the requestor or focal point at UN Agency within seven (7) working days from event closure,
- The requestor/focal point shall review and clear the invoice with the supporting documents within two (2) weeks from invoice(s) submission date to UN Agency,
- It is the responsibility of Service Provider to settle all invoices with the hotel or any other party entitled to be paid, in a timely manner,

UN Agency shall pay approved invoice(s) within maximum thirty (30) days from the date of invoice(s).

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

### Technical Bid:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid 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 Bid/Bill of Quantities	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	25-UNDPIRH-ITB-202125- Provision of Event Management IRH		

We, the undersigned, offer to supply the goods and related services required for Provision of Event Management Services to UNDP Istanbul Regional Hub in accordance with your Invitation to Bid No. UNDP-IRH-ITB-202125 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

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 Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>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):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Does your organization demonstrates 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</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may</b>	Name and Title: [Complete]

<b>contact for requests for clarifications during Bid evaluation</b>	Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.</li> <li>▪ Export Licenses, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> </ul>



## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	25-UNDP/IRH-ITB-202125- Provision of Event Management IRH		

To be completed and returned with your Bid if the Bid 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 goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced 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: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	25-UNDP/IRH-ITB-202125- Provision of Event Management IRH		

If JV/Consortium/Association, to be completed by each partner.

### History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in 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 5 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

<b>Annual Turnover for the last 3 years</b>	Year 2018	USD
	Year 2019	USD
	Year 2020	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

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:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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 Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	25-UNDP IRH-ITB-202125- Provision of Event Management IRH		

The Bidder's Bid should be organized to follow this format of the Technical Bid. 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 General information about the company; structure of the company, presentation documents, IATA certificates etc.
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country in the last 5 years. However, this could be as well based on the experience of the management.
- 1.3 Quality certificates where applicable (TURKAK, ROYALCERT etc) and related procedures, warranty
- 1.4 Environmental procedures.

### SECTION 2: Scope of Supply, Technical Specifications, and Related Services

- 2.1 A detailed description of appropriateness to local conditions, project environment and proposed delivery method of the required goods and services.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 Company's work flow/action plan (a work breakdown structure) is proposed for the management of the required event management services.
- 2.4 Efficiency of response to the needs of Terms of Reference. How company is responding to the different components of the event management services requirements. Please provide samples of the follow up, planning documents that are being generated to each specific request from the clients.

### SECTION 3: Management Structure and Key Personnel

- 3.1 Designated organization chart for the management of required services. An overall presentation/organigram of the company.
- 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 goods and/or services. CVs of key personnel are expected to be a composition of General Manager, Project Manager, Events Manager, event management staff.
  - 3.2.1 Common clauses for the staff criteria;
    - 3.2.1.1 Minimum 3 years experience in related sector
    - 3.2.1.2 Bachelor's Degree

- 3.2.1.3 Fluency in English and, additional UN languages will be an asset.
- 3.2.1.4 Is adapting self to the conditions of current sector needs who can lead, monitor, apply the technological improvements.
- 3.2.1.5 Staff should be able to advise and find quick and alternative solutions promptly to meet the requirements of the client in line technological improvements.
- 3.2.1.6 Effective interpersonal and communication skills.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<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]
<b>References</b>	<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, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDPIRH-ITB-202125		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**Currency of the Bid:** USD

### Price Schedule

**REFER TO THE EXCEL FINANCIAL PROPOSAL ATTACHED**