



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/HEART/161839/038/2021 –
Accommodation and Meeting Packages Services for FMIS Refresher
Training to the SRs of PR TB MOH in Q4-2021

Date: 24 November 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

A handwritten signature in blue ink, appearing to read 'Martin Kurnia', written over a horizontal line.

Signature: _____

Name: For Martin Kurnia

Title: Procurement Analyst

Date: November 24, 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>The deadline in submitting quotation will be on: 30 November 2021, 11:00 AM.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: bids.id@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: RFQ/UNDP/HEART/161839/038/2021 – Name of Bidders' Company Name ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at</p>

	http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in <input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency - IDR (Mandatory for Local Bidders)
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall

	be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English and/or Bahasa Indonesia Except for any legal document / certificates issued by the local government
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Registration certificate; <input type="checkbox"/> List and value of projects performed for the last 2 years plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> COVID-19 Protocol Compliance Certificate <input checked="" type="checkbox"/> Hotel Star Rating Certificate from Related Stakeholder
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted : Bidder may quote one or more LOTS
Alternative Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted Hotel may submit quotation one or more LOTS but cannot be partial LOT
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.

	<input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: armada.pratama@undp.org and yusef.millah@undp.org <i>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</i> <i>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</i>
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated by email.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer on LOT basis <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others Pass UNDP Quality Assurance process
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	03 December 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

1. REQUIREMENT OF THE SERVICES

i. General Requirement of the services:

- Location: Jogjakarta (LOT 1) and Solo (LOT 2)
- Requirement: **5-star hotel for Jogjakarta (LOT 1)** and **5-Star hotel for Solo (LOT 2)** with conference rooms and preferably with connecting outdoor area.
- Good security system: the hotel security management must have good relationship with the closest police station; have 24 hours reception and security guard on duty.
- COVID-19 Compliance: the hotel management must have proper Covid-19 protocol and measures both for guests and its employees, as well as coordination with the closest medical/hospital.
- COVID-19 Protocol Compliance Certificate

ii. Special requirement of the services:

- Provide meeting room package (full board and full day) with strict adherence to the Covid-19 protocol for all participants with maximum 50% occupancy. The meeting room will be used with starting hour at 8.00hrs Jakarta time and completed at 18.00hrs Jakarta time, inclusive with 2x coffee breaks and 1x lunch. The actual training to be started at 10.00hrs Jakarta time. Participants can perform their daily work and coordination in the meeting room prior the actual training started. The schedule of meeting package and the arrangement for coffee break and lunch as provisioned in this Term of Reference.

2. CONTRACTOR'S SCOPE OF WORK

Under the direct supervision of the UNDP Project Manager of FMIS Implementation, the hotel will need to provide meeting room package to accommodate the user training in accordance with the UNDP policies, procedures and guidelines. Specifically, the Contractor firm is expected to carry out the following:

A. Jogjakarta (LOT 1)

i. Provide full stay and meeting package for the FMIS user training, including:

- Full board meeting package with 2 meetings rooms on 50% occupancy rate and class-room layout
- Hotel room with dinner for maximum of 46 pax for one day (H-1) prior the training (standard room).
- Standard room refer as the most economical room available in the hotel (single occupancy).
- Dedicated internet access with 10Mbps bandwidth for 3 days training for all participants.
- Two (2) registration desk with two (2) chairs to be placed inside the conference room
- One (1) EO desk with one (1) chair to be placed inside the conference room
- Availability of sufficient power cable extension for minimum 26 participants/class.
- Minimum of 4 Free of wireless microphones.
- **Two (2) LCD** projector equivalent to 5000 Ansi Lumens and two (2) large screen size 2mx3m in **each** meeting room.
- Proper sound system with two (2) wireless microphones for each meeting room;
- **One (1) Free of flipchart and its papers** as well as **three different whiteboard** markers for **each** meeting room.
- Free of standard stationary (block note and pen/pencil, water bottle and mints).
- **Personal Covid-19 kits** for each participant (face shield, 5 pcs face mask 4 ply, and personal hand sanitizer 50 ml)
- Safety and Covid-19 protocol briefing to all participants.

- ii. There will be no food buffet for coffee breaks and lunch during all event as well as for breakfast and dinner and it will be provided in personal package set to each participant. The arrangement and menu for meals during the event as follows:
- breakfast – room service delivery as per available breakfast menu in restaurant (non a la carte)
 - coffee breaks – 2 pcs salted snack, 2 pcs sweet snacks, fruits, coffee/tea in disposable environment friendly container.
 - lunch – 2 starters, 1 main courses + sides, 2 desserts, fruits, fresh juice in disposable environment friendly container.
 - dinner – room service delivery as per available menu (non a la carte)
 - hotel must provide information of the breakfast and dinner menu selection upon participant's check-in.
- iii. The hotel is responsible for adhering to all food safety & hygiene regulation/standards of the Government of Indonesia which must include in the proposal, including but not limited to:
- Wash hands (including under the fingernails) and forearms vigorously and thoroughly with soap and warm water (a temperature of at least 100°F is required) for a period of 20 seconds.
 - Wash hands using soap
 - Use a sanitary nail brush to remove dirt from under fingernails
 - Wash between fingers thoroughly
 - Dry hands with single use towels or clean hand towels
- iv. The proposed conference venues must be maintained clean, disinfected prior and after the event and in good operating condition at all times, preferably meeting rooms with direct access to the open air to ensure clear air circulation. Hotel must advise the personal measures on Covid-19 within and in surrounding areas to all participants.
- v. The hotel should provide following services during the event with strict measurements to follow on health and safety protocol:
- availability of physical distancing marker in the meeting room
 - availability of hand sanitizer, masker
 - assign sufficient technical staff on lighting, sound and IT to provide support on technical issues during the events organized by UNDP.

	Description	Qty	UoM	Duration	UoM
1	31 Jan 2022 *) dinner package	52	Pax	1	Time
2	Standard room with single occupancy: 31Jan – 1Feb2022 *) inc. breakfast	52	Pax	1	Night
3	Full Day Meeting with Dinner: 1 Feb 2022 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x *) dinner	52	Pax	1	Day
4	Standard room with single occupancy: 1-2 Feb 2022 *) inc. breakfast	52	Pax	1	Night
5	Full Day Meeting with Dinner: 2 Feb 2022 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x *) dinner	52	Pax	1	Day
6	Standard room with single occupancy: 2-3 Feb 2022 *) inc. breakfast	52	Pax	1	Night

7	Full Day Meeting with Dinner: 3 Feb 2022 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x *) dinner	52	Pax	1	Day
8	Standard room with single occupancy: 3-4 Feb 2022 *) inc. breakfast	52	Pax	1	Night
9	Internet Dedicated up to 10 mbps (1 – 3 Feb 2022) x 2 meeting room	2	Pax	3	Day
10	LCD projector & screen (2 set x 2 meeting room for 1-3 Feb 2022)	4	Pax	3	Day
11	Personal Covid 19 Kits: (KF94 masks 5 pcs, face-shield 1 pcs, hand sanitizer 1 pcs)	52	Pax	1	Time
12	Complimentary small meeting room for secretariat – available for max 10 person (U-shape)	1	Pax	1	time
13	Printer Laser (Multi-Function Printer Color) Specification: Multi-Function Printer Color have function to print, scan and copy, printer drivers included, compatible operating system windows 10 and media sizes A4 and Legal. Scanner type minimum flatbed only and file format JPEG and PDF. Copy resolution black and white.	1	Unit	4	Day

B. Solo (LOT 2)

- i. Provide full stay and meeting package for the FMIS user training, including:
 - Full board meeting package for with 2 meetings rooms on 50% occupancy rate and class-room layout
 - Standard room refer as the most economical room available in the hotel (single occupancy).
 - Dedicated internet access with 10Mbps bandwidth for training of all participants.
 - Two (2) registration desk with two (2) chairs to be placed inside the conference room
 - One (1) EO desk with one (1) chair to be placed inside the conference room
 - Availability of sufficient cable extension for minimum 26 participants/class.
 - **Two (2) LCD** projector equivalent to 5000 Ansi Lumens and two (2) large screen size 2mx3m in **each** meeting room.
 - Proper sound system with two (2) wireless microphones for each meeting room;
 - **One (1) Free of flipchart and its papers** as well as **three different whiteboard** markers for **each** meeting room.
 - Free of standard stationary (block note and pen/pencil, water bottle and mints).
 - **Personal Covid-19 kits** for each participant (face shield, face mask 4 ply, and personal hand sanitizer 50 ml)
 - Safety and Covid-19 protocol briefing to all participants.
 - 1 Printer Laser (Multi Function Printer Color) to support printing and scanning during training
 - 2 Laptop windows 10 in 2 meeting room for 3 days, and 2 laptop windows 10 in 4 meeting room for 1 day.

In each meeting room will be needed 2 Laptops and connected with 2 LCDs. 1 laptop will display for Zoom Meeting so that the participants can share screens when inputting into the FMIS system, and vendors who join online can also participate the meeting. 1 laptop will be used to display training materials.

- ii. There will be no food buffet for coffee breaks and lunch during all event as well as for breakfast and dinner and it will be provided in personal package set to each participant. The arrangement and menu for meals during the event as follows:
- breakfast – room service delivery as per available breakfast menu in restaurant (non a la carte)
 - coffee breaks – 2 pcs salted snack, 2 pcs sweet snacks, fruits, coffee/tea in disposable environment friendly container.
 - lunch - 2 starters, 1 main courses + sides, 2 desserts, fruits, fresh juice in disposable environment friendly container.
 - dinner - room service delivery as per available menu (non a la carte)
 - hotel must provide information of the breakfast and dinner menu selection upon participant's check-in.
- iii. The hotel is responsible for adhering to all food safety & hygiene regulation/standards of the Government of Indonesia which must include in the proposal, including but not limited to:
- Wash hands (including under the fingernails) and forearms vigorously and thoroughly with soap and warm water (a temperature of at least 100°F is required) for a period of 20 seconds.
 - Wash hands using soap
 - Use a sanitary nail brush to remove dirt from under fingernails
 - Wash between fingers thoroughly
 - Dry hands with single use towels or clean hand towels
- iv. The proposed conference venues must be maintained clean, disinfected prior and after the event and in good operating condition at all times, preferably meeting rooms with direct access to the open air to ensure clear air circulation. Hotel must advise the personal measures on Covid-19 within and in surrounding areas to all participants.
- v. The hotel should provide following services during the event with strict measurements to follow on health and safety protocol:
- availability of physical distancing marker in the meeting room
 - availability of hand sanitizer, masker
 - assign sufficient technical staff on lighting, sound and IT to provide support on technical issues during the events organized by UNDP.

	Description	Qty	UoM	Duration	UoM
1	Standard room with single occupancy – 6-7 December 2021 *) inc. breakfast	53	Pax	1	Night
2	Full Day Meeting – 7 December 2021 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x	53	Pax	1	Day
3	Standard room with single occupancy – 7-8 December 2021 *) inc. breakfast	53	Pax	1	Night
4	Full Day Meeting with Dinner – 8 December 2021 *) split into two meeting room; usage 8 AM – 9 PM *) lunch *) coffee break 2x *) dinner	53	Pax	1	Day

5	Standard room with single occupancy – 8-9 December 2021 *) inc. breakfast	53	Pax	1	Night
6	Full Day Meeting with Dinner – 9 December 2021 *) split into two meeting room; usage 8 AM – 9 PM *) lunch *) coffee break 2x *) dinner	53	Pax	1	Day
7	Standard room with single occupancy – 9-10 December 2021 *) inc. breakfast	102	Pax	1	Night
8	Full Day Meeting with Dinner – 10 December 2021 *) split into four meeting room; usage 8 AM – 9 PM *) lunch *) coffee break 2x *) dinner	102	Pax	1	Day
9	Standard room with single occupancy – 10-11 December 2021 *) inc. breakfast	102	Pax	1	Day
10	Internet Dedicated up to 10 mbps (7 – 9 December 2021) x 2 meeting room	2	Pax	3	Day
11	Internet Dedicated up to 10 mbps (10 December 2021) x 4 meeting room	4	Pax	1	Day
12	LCD projector & screen (1 additional LCD x 2 meeting room for 3 days, 7-9 December)	2	Pax	3	Day
13	LCD projector & screen (1 additional LCD x 4 meeting room for 1 day, 10 December)	4	Pax	1	Day
14	Personal Covid 19 Kits	102	Pax	1	Time
15	Complimentary small meeting room for secretariat – available for max 10 person (U-shape)	1	Pax	1	time
16	Laptop (2 laptop x 2 meeting room for 3 days - 7-9 December) In each meeting room will be needed 2 Laptops and connected with 2 LCDs. 1 laptop will display for Zoom Meeting so that the participants can share screens when inputting into the FMIS system, and vendors who join online can also participate the meeting. 1 laptop will be used to display training materials. Laptop specification: Operating system: Windows 10, Office Suite, Laptop age: not less than year 2019, compatible with the printer that we rent.	4	unit	3	Day
17	Laptop (2 laptop x 4 meeting room for 1 days- 7-9 December) In each meeting room will be needed 2 Laptops and connected with 2 LCDs. 1 laptop will display for Zoom Meeting so that the participants can share screens when inputting into the FMIS system, and vendors who join online can also participate the meeting. 1 laptop will be used to display training materials.	8	Unit	1	Day

	Laptop specification: Operating system: Windows 10, Office Suite, Laptop age: not less than year 2019, compatible with the printer that we rent.				
18	Printer Laser (Multi-Function Printer Color) Specification: Multi-Function Printer Color have function to print, scan and copy, printer drivers included, compatible operating system windows 10 and media sizes A4 and Legal. Scanner type minimum flatbed only and file format JPEG and PDF. Copy resolution black and white.	1	Unit	4	Day

Delivery Requirements

Delivery Requirements	
Delivery date and time	LOT 1: Jogjakarta 6-10 December 2021 LOT 2: Solo 6 – 11 December 2021
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	At selected contractor address
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

ANNEX 2: QUOTATION SUBMISSION FORM

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

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

Company Profile

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

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

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - Services

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

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

LOT 1 - Jogjakarta

Currency of the Quotation: Click or tap here to enter text.							
INCOTERMS: Click or tap here to enter text.							
Item No	Description	Qty	UoM	Duration	UoM	Unit Price	Total price
1.	31 Jan 2022 *) dinner package	52	Pax	1	Time		
2.	Standard room with single occupancy: 31Jan-01Feb 2022 *) inc. breakfast	52	Pax	1	Night		
3.	Full Day Meeting with Dinner – 01 Feb 2022 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x *) dinner	52	Pax	1	Day		
4.	Standard room with single occupancy: 1-2 Feb 2022 *) inc. breakfast	52	Pax	1	Night		
5.	Full Day Meeting with Dinner – 2 Feb 2022 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x *) dinner	52	Pax	1	Day		
6.	Standard room with single occupancy: 2-3 Feb 2022 *) inc. breakfast	52	Pax	1	Night		
7.	Full Day Meeting with Dinner – 3 Feb 2022 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x *) dinner	52	Pax	1	Day		
8.	Standard room with single occupancy: 3-4 Feb 2022 *) inc. breakfast	52	Pax	1	Night		
9.	Internet Dedicated up to 10 mbps (1 – 3 Feb 2022) x 2 meeting room	2	Pax	3	Day		

10.	LCD projector & screen (2 set x 2 meeting room for 7-9 December)	4	Pax	3	Day		
11	Personal Covid 19 Kits: (KF94 masks 5 pcs, face-shield 1 pcs, hand sanitizer 1 pcs)	52	Pax	1	Time		
12	Complimentary small meeting room for secretariat – available for max 10 person (U-shape)	1	Pax	1	time		
13	Printer Laser (Multi-Function Printer Color) Specification: Multi-Function Printer Color have function to print, scan and copy, printer drivers included, compatible operating system windows 10 and media sizes A4 and Legal. Scanner type minimum flatbed only and file format JPEG and PDF. Copy resolution black and white.	1	Unit	4	Day		
Total Price							

LOT 2 - Solo

Currency of the Quotation: Click or tap here to enter text.							
INCOTERMS: Click or tap here to enter text.							
Item No	Description	Qty	UoM	Duration	UoM	Unit Price	Total price
1	Standard room with single occupancy – 6-7 December 2021 *) inc. breakfast	53	Pax	1	Night		
2	Full Day Meeting – 7 December 2021 *) split into two meeting room; usage 8 AM – 6 PM *) lunch *) coffee break 2x	53	Pax	1	Day		
3	Standard room with single occupancy – 7-8 December 2021 *) inc. breakfast	53	Pax	1	Night		
4	Full Day Meeting with Dinner – 8 December 2021 *) split into two meeting room; usage 8 AM – 9 PM *) lunch *) coffee break 2x *) dinner	53	Pax	1	Day		

5	Standard room with single occupancy – 8-9 December 2021 *) inc. breakfast	53	Pax	1	Night		
6	Full Day Meeting with Dinner – 9 December 2021 *) split into two meeting room; usage 8 AM – 9 PM *) lunch *) coffee break 2x *) dinner	53	Pax	1	Day		
7	Standard room with single occupancy – 9-10 December 2021 *) inc. breakfast	102	Pax	1	Night		
8	Full Day Meeting with Dinner – 10 December 2021 *) split into four meeting room; usage 8 AM – 9 PM *) lunch *) coffee break 2x *) dinner	102	Pax	1	Day		
9	Standard room with single occupancy – 10-11 December 2021 *) inc. breakfast	102	Pax	1	Day		
10	Internet Dedicated up to 10 mbps (7 – 9 December 2021) x 2 meeting room	2	Pax	3	Day		
11	Internet Dedicated up to 10 mbps (10 December 2021) x 4 meeting room	4	Pax	1	Day		
12	LCD projector & screen (1 additional LCD x 2 meeting room for 3 days, 7-9 December)	2	Pax	3	Day		
13	LCD projector & screen (1 additional LCD x 4 meeting room for 1 day, 10 December)	4	Pax	1	Day		
14	Personal Covid 19 Kits	102	Pax	1	Time		
15	Complimentary small meeting room for secretariat – available for max 10 person (U-shape)	1	Pax	1	time		

16	<p>Laptop (2 laptop x 2 meeting room for 3 days - 7-9 December) In each meeting room will be needed 2 Laptops and connected with 2 LCDs. 1 laptop will display for Zoom Meeting so that the participants can share screens when inputting into the FMIS system, and vendors who join online can also participate the meeting. 1 laptop will be used to display training materials. Laptop specification: Operating system: Windows 10, Office Suite, Laptop age: not less than year 2019, compatible with the printer that we rent.</p>	4	unit	3	Day			
17	<p>Laptop (2 laptop x 4 meeting room for 1 days- 7-9 December) In each meeting room will be needed 2 Laptops and connected with 2 LCDs. 1 laptop will display for Zoom Meeting so that the participants can share screens when inputting into the FMIS system, and vendors who join online can also participate the meeting. 1 laptop will be used to display training materials. Laptop specification: Operating system: Windows 10, Office Suite, Laptop age: not less than year 2019, compatible with the printer that we rent.</p>	8	Unit	1	Day			
18	<p>Printer Laser (Multi-Function Printer Color) Specification: Multi-Function Printer Color have function to print, scan and copy, printer drivers included, compatible operating system windows 10 and media sizes A4 and Legal. Scanner type minimum flatbed only and file format JPEG and PDF. Copy resolution black and white.</p>	1	Unit	4	Day			
Total Price								

NOTE: Bidder may quote one or more LOTs but not partial LOT

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications as specified in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

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