

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Catering and Hall Booking Services on Long Term Basis, UNDP Timor Leste** 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: Scope of Services

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.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Thank you and we look forward to receiving your quotations.

Issued by:



Signature:

Name: Ahmad Zubair

Title: Head of Procurement

Date: 16 June 2022

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>30 June 2022</p> <p>For exact closing time please refer to https://etednering.partneragencies.org</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 checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address: https://etednering.partneragencies.org</p> <ul style="list-style-type: none"> File Format: PDF, Word, ZIP, RAR or JPG 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: 10 MB Mandatory subject of email: UNDP/RFQ/TLS/2022/0000011401 It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> Insert BU Code (TLS10) and Event ID number- 0000011401 <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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or</p>

	<p>invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input 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>The services shall be paid based on actual number of days event or training has been held</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	<p>Quotations shall be quoted in United States Dollars US\$</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>ENGLISH</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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"/> Company Profile; <input checked="" type="checkbox"/> Local Registration certificate from Timor Leste Government; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> TAX Clearance documents; <input checked="" type="checkbox"/> Latest Audited financial statement for last 2 years; <input checked="" type="checkbox"/> Positive reference letters or appreciation letters from previous clients.
Quotation validity period	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bidders can bid for one or more than one LOT. Partial Bid within a LOT will not be considered.
Alternative Quotes	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<p>X Successful completion of order</p>

Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.staff.tp@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via e-tendering or email by 20 June 2022
Evaluation method	<input checked="" type="checkbox"/> UNDP will award the LTA to one or more offerors, maximum up to 3
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 checked="" type="checkbox"/> At-least 3 years of experience in field of services required, <input checked="" type="checkbox"/> At-least 3 or more similar contracts during last 3 years in fields of following services with cumulative value of: <ol style="list-style-type: none"> 1. Catering with value of 20,000\$ or more 2. Hall booking with value of 40,000\$ or more <input checked="" type="checkbox"/> Financial capacity: Financial turnover of at-least 20,000\$ during last 2 years (2020 and 2021)
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	X Purchase Order X Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	01 August 2022
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
Other Information	<p>The results of this solicitation exercise, UNDP intends to enter into non-exclusive- Long-term Agreement(s) with the one or several successful Offeror(s) for the provision of indefinite quantity of the specified services in support of UNDPs operations. In the event of UNDP signing a Long-term Agreement, the following shall apply:</p> <p>(a) The agreement shall be signed in the currency of Offer:</p> <p>(b) The agreement shall be valid for 1 one year with possibility of extension up to a maximum period of 2 (two) additional years, subject to satisfactory performance by the contractor(s) and continued requirement of UNDP.</p> <p>(c) UNDP does not warrant that any quantity of Goods and/ or Services will be purchased during the term this arrangement.</p> <p>(d) The Contractor(s) shall accord the same terms and conditions to any other organization within the United National System that wishes to avail of such terms.</p>

	The performance of the LTA holder will be monitored on quarterly basis and meetings will be held to improve the quality of foods/services.
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ANNEX 1: Scope of Services

1. Hall Booking (LOT-1)
2. Catering Services (LOT-2)

Background:

Over the past decade, Timor-Leste has created the preconditions for successful development. It has emerged from a crisis of internal violence and political instability in 2006-2007, built a coalition government, and increased tangible services for the population. Thus, it has achieved hard-won political stability and built confidence in the state. Although still classified as a Least Developed Country (LDC) Timor-Leste achieved lower middle-income status in 2011. Nonetheless, poverty remains persistently high. While a greater proportion of poor reside in rural areas, the high rate of rural to urban migration underscores the need to address the emerging issue of urban poverty. Timor-Leste has embraced the SDGs and aligned the National Indicators and priorities. UNDP plays an important role of advocacy and provides policy advice and technical assistance to the Govt. of Timor Leste. Since 1999 UNDP has assisted Timor Leste to transition from post conflict recovery to sustainable development and economic prosperity. As we speak, UNDP is implementing 22 projects with different govt agencies in the field of democratic governance, climate resilience and sustainable development, improving livelihood as well as support to combatting COVID-19 pandemic.

Anticipated Business Volume over the 2 years:

UNDP has collectively spent a total amount of US\$ 80,000 during year 2020 and 2021 for Hall booking, and Catering Services.

Scope of Services, Expected Outputs:

The following categories of service are part of UNDP requirements and project may require either one type of multiple types of services in a single time.

LOT 1- Hall Booking:

The contractor/s shall act upon the official request of the UNDP and book a hall that would professionally fit all the participants. The event sizes in the UNDP differs. The contractor shall therefore ensure availability of the hall sized from 10 to 500 participants.

A single hall disregarding the number of the event participants shall include but not limited to:

- a) Standard and associated facilities such as electricity, clean water, clean floor covering, decent furniture with no or white covers, air ventilation (heating and cooling) system and is attached with toilets and bathrooms allocated to the participants in the hall only and accessibility to disabled people. UNDP prefers rooms with natural lighting.
- b) Shall be arranged decorated, equipped with podium, host platform, supplies and presentation screens in accordance to the requestors demand.

- c) The location must be secured and has alternate and emergency entry/exit.
- d) The locations hall be properly guarded and applies the standard entry search mechanisms in place.
- e) Shall have secured parking space for a minimum of 10 vehicles.
- f) Shall be equipped with surveillance monitoring cameras to avoid theft and others. The owner shall agree to provide copies of the camera footage to the UNDP security as and when required.
- g) Shall safeguard the participants' belongings, during and after the event in case the event goes on for more than one day. Any found belonging shall be returned to its owner in consultation with the UNDP as and when required.
- h) Confidentiality of the event respected and no information about the event is shared with any third parties prior to consultation with the UNDP.
- i) The contractor shall agree to supply a preapproved list of stationary items to the event. Such supplies shall include but not limited to: Flipchart and flipchart paper, markers, folders, name tag, quality pens and pencils, direction signs holders, name tent holders, rulers, maps and etc.
- j) Shall permit the contractor to supply meal and refreshment from outside in cases when the hall shall not have restaurant or when the food offered by the hall shall not meet the host requirements.

Quality Control for the Services for Hall Booking:

- a) The Contractor(s) shall remain responsible to ensure that the quality of the services provided as per the preapproved quality. The monitoring and the assurance of the service quality shall continue for the duration of the event and any breach to the quantity and quality of the service provided shall be addressed immediately. In cases of even minor impact to the even resulting from the poor service provision, the contract shall inform the UNDP as soon as possible with recommended solutions and or compensation.
- b) UNDP reserve the right to conduct its own quality control surveys to ensure the adequacy of the services and to compare unit rates for services with existing in the market.
- c) The UNDP shall hold periodic meeting with the contractor to review performance, update and recommend future course of action.

Personnel Required for Hall Booking:

- a) Contract Focal Point: The contractor must provide an overall focal point staff (and 2 alternates in the absence of main focal point) who will be directly responsible for attending the requests made by UNDP for booking of events, and rooms and coordinating all internal processes among the contractor's personnel while organizing UNDP events; and forwarding invoices and making follow ups on payments;
- b) The Contractor(s) shall assign adequate personnel to satisfactorily service the volume of work and to fulfill its obligations under the Contract with UNDP;
- c) The Contractor's employees shall perform their functions in a highly efficient and professional manner;
- d) In the event of a cancellation, UNDP has a minimum of 24 hours prior to the event's scheduled start date to notify the Contractor in writing without cost to UNDP CO and Projects;
- e) Late cancellation notification will be subject to payment.

LOT 2 - Catering Services, meal plus refreshments:

The Contractor(s) shall, upon request and receipt of duly authorized instructions from the UNDP, provide general catering services for UNDP's functions, seminars, workshops, and meetings, etc.; on an as-needed basis. The service provider will be required to provide the services throughout any day of the week, including Fridays/Saturdays. Specifically, the contractor shall contain the following services:

Buffet Services:

- a) Catering (Buffet)/Food (Parcel/Package- Food delivery) services usually to be requested between 7 AM to 07 PM.
- b) The catering services and food delivered may be required in any locations within Dili Timor Leste – this information shall be incorporated in each purchase order upon confirmation of order;
- c) The service provider must be able to supply ordered meals as per pre-established menu outlined in the following pages;
- d) The service provider is to provide required cutlery equipment with proper set- up of the catering equipment and dismantling at the end of the event;
- e) The service provider must have the appropriate equipment to transport and maintain the food in either a hot or cold state as required;
- f) The service provider must familiarize him/herself with the event location at least one day in advance so the security rules and regulations and access control is adhered to on the day of the event;

Food Safety & Hygiene:

- a) The service provider is responsible for adhering to all the international food safety & hygiene regulation standards;
- b) Cooking shall be done in hygienic manner by professional cook and inside a standard kitchen. The requester shall check this requirement prior to the final agreement with the service provider for such provision;
- c) If the food is to be cooked on site the event, the service provider shall ensure that the raw material including meat, grains, vegetables, fruits and other material are well stored under right temperature. UNDP does not guarantee the provision of such storing facility UNDP prefers and encourage the contractor to use local raw products for cooking and catering.
- d) The kitchen ware catering tools shall be washed and well covered before their use. UNDP shall not guarantee any washing facility for such kitchen ware and or cooking tools.
- e) The service provider shall in advance agree with the requester for a dedicated space for such cooking. Both the service provider and the requestor shall ensure that the location assigned for the purpose is properly checked and that any flammable materials are removed from the site. The location shall also not provide any trouble and or interruption to the working environment and those around.
- f) The service provider shall supply enough plates, spoons, forks, knives and other material to ensure that non is reused during the event. Each ware used only once and washed only when

they are removed outside the event location by the service provider.

- g) Food must be prepared based on the pre-established menu provided in the following pages, and absolutely no change shall be made in the menus unless authorized by UNDP authorized personnel;

Catering Staff:

- a) The service provider's personnel shall ensure that none of its staff carry cameras or phones that has cameras into the compound. If such is required, the service provider shall obtain prior approval or in such event UNDP will inform the contractor.
- b) The catering staff shall not take photos, engage in conversations with the guests and or ask financial help from the guests during the event.
- c) The service provider shall avail the list of its personal with the UNDP focal person at least 24hours in advance of the entry into the premises where the event is scheduled. The service provider ensures that the personnel are in custody of their original National Id, at entry into the event location.
- d) The service provider shall provide sufficient staff to set the tables, clear the tables after the meal for scheduled events and to remove leftover meals;
- e) When Buffet Option is ordered, the caterer will designate a catering manager who will be the primary contact on the contract and will have the authority to act on behalf of the catering firm;
- f) Catering staff will be identifiable via uniform with the Caterer's company name displayed on the uniforms along with the employee's name (preferably with an identification photo);
- g) Serving staff must be ready for service one hour before scheduled events;

Equipment:

- a) The service provider at a minimum must have required kitchen equipment including but not limited to cooking utensils, cutlery, buffet equipment, food packaging and reliable vehicle for delivery of equipment/boxes, glassware, serving equipment and serving refreshments;
- b) Equipment required to transport, serve and maintain the food in either a hot or cold state;
- c) The service provider shall not use easily breakable material to avoid its staff and the guests' injury during the event. If anything is broken during the event, the service provider shall ensure that any particles and or broken parts are removed immediately to avoid its staff and guests' injuries.
- d) All equipment used for catering services should be environmentally friendly and properly disposed by contractor at the end of event. Such as: use of plastics should be avoided to extend possible.

Standard Category of Food & Refreshments:

This is sample food and refreshment menu which indicates verities of available food and items. However, the project can customize the menu based on need and demand event.

Food Menu*

<p>MENU-A (Morning/afternoon Menu)</p> <p>Green or black tea</p> <p>Coffee</p> <p>Milk</p> <p>Snacks / Pastry</p> <p>Mineral Water</p> <p>Sugar</p> <p>Glass and plates</p>
<p>MENU-B (Lunch Menu)</p> <p>vegetables Two types</p> <p>Rice</p> <p>Meat-1 type</p> <p>Different types of fruits</p> <p>Green Salad</p>
<p>MENU-C (Special Menu)</p> <p>vegetables Two types</p> <p>Rice Two types</p> <p>Meat-2 types</p> <p>Different types of fruits</p> <p>Green Salad</p> <p>Juice and soft drinks</p>

Note the above sample menu will be used in financial evaluation purpose as per Annex 3-Lot 2.

*This is an example of menu which is used to give an idea of how many varieties of food should be available
However UNDP will discuss the actual menu based on demand during request for quotation for each event.

General Instructions:

Service Standards:

- a) UNDP shall notify the contractor approximately 3 days in advance along with the details of the requirement for any event planned;
- b) The Contractor shall provide responses to queries with accurate information and prices about the services mentioned above back to UNDP within Maximum 24 hours or as specified in each call order.
- c) The Contractor shall provide courteous, responsive, and efficient service at all times to fulfill UNDP's requirements. As a service objective, telephone calls should be answered promptly. When it is necessary to place calls on hold, they should not be kept on hold for more than a few minutes and call-back, when appropriate, should be made within one hour.
- d) The Contractor shall undertake an immediate remedy against any complaint about the service standard.

Management Personnel Required:

- a) The Contractor shall assign adequate personnel to service the volume of work satisfactorily and to fulfill its obligations under the Contract with UNDP in Timor Leste. In general, the Contractor shall assign the relevant personnel according to their technical knowledge and reliability.

- b) The Service Provider's employees shall perform their functions in a highly efficient and professional manner.
- c) The Contractor must assign a single-point-of-contact for addressing any inquiries from UNDP.
- d) The Contractor must have an on-site contact available for the duration of each event when the single-point-of-contact is not available or not on-site.

Event Notification/Cancellation(s):

- a) The date and time of events will be confirmed by the UNDP procurement unit. The UNDP procurement unit may reschedule, cancel, and/or add new events depending upon the client's requests;
- b) When an order is placed, UNDP Procurement unit will notify the Contractor in writing. The UNDP Procurement unit will provide (2-3) days prior to notification for the arrangement of the event;
- c) A final notification will be provided to the contractor 48 hours before the event;
- d) In the event of a cancellation, the UNDP Procurement has a minimum of 24 hours before the event's scheduled start date to notify the Contractor in writing without cost to UNDP CO and Projects;
- e) Late cancellation notification will be subject to payment.

a. Institutional Arrangement:

The requesting unit shall provide details of event, number of participants and other preferences required for events.

b. Duration of Contract

UNDP will enter a non-binding agreement for period of 1 year and may extend the agreement based on need, satisfactory performance, and demand for further 2 years.

c. Payment Terms

100% payment shall be released by respective requesting entity within 30 days upon completion and acceptance of such services by requesting entity.

UNDP shall release the payment based on amount of Purchase Order issued and the contractor is obliged to send invoice after completion of event and getting confirmation from requesting unit.

In case of need, UNDP may request for additional clarification or documents for costs which are not covered under the agreement but stated in the Purchase order/invoice.

d. Call off order for provision of services:

UNDP shall issue the call off order based on secondary mini competition amongst the LTA holders. The prices quote in this tender shall be the benchmark for all relevant bidders and will be used to evaluate the quotations while secondary bidding process.

UNDP will share the table/Scope of requirement with the contractors and will request pro-forma invoice for the relevant event. A mini competition will be held amongst the contractors and the call off order will be issued to the lowest offeror.

UNDP Procurement Unit will issue a ATLAS Purchase Order which will be shared with the winner contractor. And the contractor is obliged to have all their costs within the awarded purchase order.

For events combining more than one LOT activities, Procurement Unit will launch a single request for quotation, and it will be evaluated combinedly and the award will be made to lowest offeror.

All costs quoted during mini competition shall not be more than what is quoted in initial offer, unless it is special circumstances which is approved by UNDP TLS Management.

Items not included in the price list of LTA and requested by UNDP, should be quoted by LTA holders, but it should not be consisting of more 20% of total cost of quotation. Any such costs should be supported by expenditure documents in case when requested by UNDP.

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.

S.N	Type of Services	UoM	Quantity*	Cost Per Unit (USD)	Total Cost
1	LOT-1: Hall booking (as per TOR)				
	Hall Rent with all required equipment up to 10 Participants	Per day	10		
	Hall Rent with all required equipment up to 11-25 Participants	Per day	10		
	Hall Rent with all required equipment up to 26-50 Participants	Per day	15		
	Hall Rent with all required equipment up to 50-100 Participants	Per day	2		
	TOTAL LOT-1				
S.N	Type of Services	UoM	Quantity*	Cost Per Unit (USD)	Total Cost
2	LOT-2: Catering Services (as per TOR)				
	Food menu A (as mentioned in annex-1)	Personnel	200		
	Food Menu B (as mentioned in Annex-1)	Personnel	150		
	Food Menu C (as mentioned in Annex-1)	Personnel	50		
	TOTAL LOT-2				

*These quantities are based on estimation and may differ based on type of meetings and number of participants. These quantities will be used for evaluation purpose only.

Compliance with Requirements

	You Responses
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	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Acceptance of all terms mentioned scope of services Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms- 30 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Country/ies of Origin: (if export licence required this must be submitted if awarded the contract)	Click or tap here to enter text.
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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.	
Exact name and address of company 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.