



RFQ Reference: RFQ/UNDP/016/2022 _ Long Term Agreement (LTA) for Hotel Services	Date: 24 June 2022
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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:

DocuSigned by:

21B257514E5748B...

Signature: _____

Name: Martin Kurnia

Title: Head of Procurement

Date: 24 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>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering: TID 0000012933</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>eTendering method, click the link https://etendering.partneragencies.org and insert Event ID TID 0000012933</p> <p style="text-align: center;">The Event ID for e-tendering system: TID 0000012933</p> <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/procurement/business/resources-for-bidders</p>
Cost of preparation of quotation	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.
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 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	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the

	<p>requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
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><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 3 working 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	<p>Local Currency: IDR mandatory for local bidders</p> <p>Reference date for determining UN Operational Exchange Rate: July 2022</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> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
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> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Except for any legal document / certificates issued by the local government</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Latest Business Registration certificate;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Company Profile including layout meeting rooms</p> <p><input checked="" type="checkbox"/> SOP on the COVID-19 Protocol as well as safety and security</p> <p><input checked="" type="checkbox"/> Certificate on the type / level of hotel star issued by the local government/Ministry</p> <p><input checked="" type="checkbox"/> The latest Guest Comment or Feedback</p> <p><input checked="" type="checkbox"/> Tax Certificate/Letter</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p><input checked="" type="checkbox"/> Other UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's original invoice for the services provided specified in the Purchase Order.</p>

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written confirmation that service have been rendered and submission of original invoice
Contact Person for correspondence, notifications and clarifications	E-mail address: rida.trisna@undp.org cc. yusef.millah@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 three (3) days before the submission deadline. Responses to request for clarification will be communicated via email
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Lowest priced technically responsive, eligible and qualified bid
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
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 checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) for Long-Term Agreement and if an LTA will be signed, the document that will trigger the call-off will be PO, <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	01 August 2022
UNDP will award the contract to	Long Term Agreements (LTAs) will be awarded to 2 to 3 hotels for each city and each classification/category of star: a. UNDP will issue the Long-Term Agreements (LTAs) to the lowest priced technically qualified Bidders, provided an acceptable level of value for money is achieved and approved physical inspection by UNDSS (UN Security team) of the bidder's hotel, where business transpires, with or without notice to the bidder b. UNDP reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of LTAs, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNDP's action.
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.
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Terms Of Reference

Long Term Agreement for Hotel Services in Indonesia (Batch 1)

Background

UNDP Indonesia Country Office and other participating UN Agencies wishes to enter into a Long Term Agreements (LTAs) with one or more competent Hotel to provide Room Accommodation and Meeting Packages services as well as other service within the requirement specified in the tender document. Some other UN Agencies may refer to UNDP LTA to establish their LTAs:

1. The Contractor shall provide the types of services and delivery, which are listed in Annex 1 hereto ("Hotel Services"), as and when requested by the UNDP Indonesia Country Office or may be extended other UN Agencies and reflected in a Purchase Order or relevant contractual instrument of a respective UN Agency.
2. Such Services shall be at the **nett prices** listed in Annex 2. The initial Long Term Agreement will be initially for 1 year and can be extended up to 2 years subject to satisfactory performance and no price increment within one year.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be in force for three years from the Entry into Force of this Agreement

While UNDP intends to establish the LTAs, there is no fixed committed contract amount. Once the LTAs are established with the winning hotels, orders for such services will be placed through the Purchase Orders and the General Conditions and Terms of the Contract will be in forced

1. Hotel Requirement:

Category/Grade of hotel	3-STAR, 4-STAR and 5-STAR
Name of City	LOT 1A – Jakarta Pusat (3 Star, 4 Star, 5 Star) LOT 1B – Jakarta Selatan (3 Star, 4 Star, 5 Star) LOT 1C- Jakarta Barat (3 Star, 4 Star, 5 Star) LOT 1D – Jakarta Utara (3 Star, 4 Star, 5 Star) LOT 1 E - Jakarta Timur (3 Star, 4 Star, 5 Star) LOT 2 – Bogor (3 Star, 4 Star, 5 Star) LOT 3 – Depok (3 Star, 4 Star, 5 Star) LOT 4 – Tangerang (3 Star, 4 Star, 5 Star) LOT 5 – Bekasi (3 Star, 4 Star, 5 Star) LOT 6 – Bandung (3 Star, 4 Star, 5 Star) LOT 7 – Yogyakarta (3 Star, 4 Star, 5 Star)

	LOT 8 – Surabaya (3 Star, 4 Star, 5 Star) LOT 9 – Bali (3 Star, 4 Star, 5 Star) LOT 10 – Lombok (3 Star, 4 Star, 5 Star) LOT 11 – Palu (3 Star, 4 Star, 5 Star) LOT 12 – Makassar (3 Star, 4 Star, 5 Star) LOT 13 – Manado (3 Star, 4 Star, 5 Star) LOT 14 – Medan (3 Star, 4 Star, 5 Star) LOT 15 – Jayapura (3 Star, 4 Star, 5 Star)
Shape of meeting room should be able to accommodate round table with 5 (five) people in each table	Minimum 40 (forty) people for 3 STARS hotel, 50 People for 4 STARS hotel and 100 people for 5 STARS

2. Hotel Accommodation include breakfast	
Low Price	Single
	Double
Middle Price	Single
	Double
High Price	Single
3. Conference Facilities Services	
1 Coffee Break (Half day meeting)	
1 Break+lunch/dinner (Half day meeting)	
2 Breaks+lunch (Full day meeting)	
2 Breaks+lunch+dinner (Full day meeting + dinner)	
2 Breaks+lunch+dinner+ room(Full board/Residential meeting) in Single Occupancy	
2 Breaks+lunch+dinner+ room(Full board/Residential meeting) in Double Occupancy	
NOTE: Each meeting package mentioned above should include meeting room, free internet connection in the meeting room, minimum 2 (two) units of microphone, LCD Projector, screen and sound system	
4. Food & Beverages/Pax	
Breakfast (buffet)	
Lunch (Buffet)	
Dinner (Buffet)	
Cocktail reception	
5. Business Facilities (optional)	
Photocopy charges	
Fax charge	
Printing B&W	
Printing color	

Transfer to/from airport
6. Audio/visual & other equipment's rental
Computer Notebook (optional)
Computer Desktop (optional)
Additional LCD Projector +Screen
Additional capacity of internet connection
GENERAL CHECK LIST
Equipment
Lighting, possibility to dim lights partly or fully during presentations
Generators in case of power cuts
Safety box in the rooms (optional)
General Services/Facilities (Optional)
Laundry
Ironing
Bar
Restaurant
Gym
Swimming pool
Public computers / internet connection
Business Center
24-hour reception
Reservations, travel tickets, travel agency etc.
ATM machines
Money exchange
Car rental facilities
Acceptance of credit cards and traveler's checks.
Special Facilities for disabled participants
Ramps
Bathroom adapted on disabled guest rooms; Width 88cm - Height 205cm
Emergency Exit
Lift Entrance: Width 90cm - Height 210cm

NOTE:

Contract Award

The LTA will be awarded to minimum 2 hotels or more for each location however it will depend on the location, availability of hotel and number of participants (Hotels) for each category (3-STAR, 4-STAR and 5-STAR) of hotel

ANNEX 1: SCHEDULE OF REQUIREMENTS**Specifications for Services:**

<u>1. Meeting Rooms information</u>			
Name of Meeting Room			
Name	Size in SQM	Layout	Number of Person
Name 1	0 Sqm	i.e. Theatre, Class room, U-shape	
Name 2	0 Sqm		
Name 3	0 Sqm		
Name 4	0 Sqm		
Name	0 Sqm		

2. Hotel Accommodation include breakfast: Please specify the number available room

Type of Room	Occupancy	Number of Available Rooms
Low Price	Single	
	Double	
Middle Price	Single	
	Double	
High Price	Double	
	Single	

3. Conference Facilities Services: Please confirm the availability (YES/NO)	
1 Coffee Break (Half day meeting)	
1 Break+lunch/dinner (Half day meeting)	
2 Breaks+lunch (Full day meeting)	
2 Breaks+lunch+dinner (Full day meeting + dinner)	
2 Breaks+lunch+dinner+ room(Full board/Residential meeting) in Single Occupancy	
2 Breaks+lunch+dinner+ room(Full board/Residential meeting) in Twin/Double Occupancy	
Each meeting package mentioned above include meeting room, free internet connection in the meeting room, minimum 2 (two) units of microphone, LCD Projector, screen and sound system	

4. Food & Beverages/Pax: please confirm the facility (YES/NO)	
Breakfast (buffet)	
Lunch (Buffet)	
Dinner (Buffet)	
Cocktail Reception	

5. Business facilities: Please confirm the availability (YES/NO)	
Photocopy charge	
Fax charge	
Printing B&W	
Printing color	
Transfer to/from airport	

6. Audio/visual & other equipment's rental: please confirm the availability (YES/NO)

Computer Notebook	
Computer Desktop	
Additional LCD Projector +Screen	
Additional capacity of internet connection per 10 Mbps	

GENERAL CHECK LIST	YES/NO Remarks
Equipment	
Lighting, possibility to dim lights partly or fully during presentations	
Generators in case of power cuts	
Safety box in the rooms (Optional)	
General Services/Facilities (Optional)	
Laundry	
Ironing	
Bar	
Restaurant	
Gym	
Swimming pool	
Public computers / internet connection	
Business Center	

24-hour reception	
Reservations, travel tickets, travel agency etc.	
ATM machines	
Money exchange	
Car rental facilities	
Acceptance of credit cards and traveler's checks.	
Special Facilities for disabled participants	
Ramps	
Bathroom adapted on disabled guest rooms; Width 88cm - Height 205cm	
Emergency Exit	
Lift Entrance: Width 90cm - Height 210cm	

Delivery Requirements

Delivery Requirements	
Delivery date and time	The LTA will be issued initially for one year and can be extended up to 2 years upon satisfactory performance.
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable
Exact Address(es) of Delivery Location(s)	LOT 1A – Jakarta Pusat (3 Star, 4 Star, 5 Star) LOT 1B – Jakarta Selatan (3 Star, 4 Star, 5 Star) LOT 1C- Jakarta Barat (3 Star, 4 Star, 5 Star) LOT 1D – Jakarta Utara (3 Star, 4 Star, 5 Star) LOT 1 E - Jakarta Timur (3 Star, 4 Star, 5 Star) LOT 2 – Bogor (3 Star, 4 Star, 5 Star) LOT 3 – Depok (3 Star, 4 Star, 5 Star) LOT 4 – Tangerang (3 Star, 4 Star, 5 Star) LOT 5 – Bekasi (3 Star, 4 Star, 5 Star) LOT 6 – Bandung (3 Star, 4 Star, 5 Star) LOT 7 – Yogyakarta (3 Star, 4 Star, 5 Star) LOT 8 – Surabaya (3 Star, 4 Star, 5 Star) LOT 9 – Bali (3 Star, 4 Star, 5 Star) LOT 10 – Lombok (3 Star, 4 Star, 5 Star) LOT 11 – Palu (3 Star, 4 Star, 5 Star) LOT 12 – Makassar (3 Star, 4 Star, 5 Star) LOT 13 – Manado (3 Star, 4 Star, 5 Star) LOT 14 – Medan (3 Star, 4 Star, 5 Star) LOT 15 – Jayapura (3 Star, 4 Star, 5 Star)
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 (including name of the hotel)	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
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.

Yes	No	
<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.
<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 quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services.

Currency of Quotation: IDR

LOT : (please indicate LOT you'd like to submit, its location, and the hotel star rating)

HOTEL LIST OF INFORMATION

	HOTEL
Hotel Name and Legal Name:	
Address:	
Telephone/Fax:	
Website:	-
Contact person:	
Telephone:	
E-mail:	-
Name of City	
Number of Hotel rating (Star):	
City Center distance from Hotel:	
Train Station distance from Hotel:	
Police Station distance from Hotel:	

Hospital distance from Hotel:		
No. of Room	Single bed:	
	Double beds:	
	Twin beds:	
	non-smoking:	
No. of Restaurants:		
No. of lounges/pubs:		
Business center (Open - Closed Time)		

MEETING ROOM INFORMATION

Name of Meeting Room			
Name	Size in SQM	Layout	Number of Person
Name 1	0 Sqm	i.e. Theatre, Class room, U-shape	
Name 2	0 Sqm		
Name 3	0 Sqm		
Name 4	0 Sqm		
Name	0 Sqm		

HOTEL INFORMATION INCLUDE BREAKFAST (NET RATE) in IDR

Description		Unit Price	
Low Price	Single	IDR 0	Weight Score 40%
	Double	IDR 0	
Middle Price	Single	IDR 0	
	Double	IDR 0	
High Price	Single	IDR 0	

Conference Facilities Services (net rate) in IDR

Description	Unit Price	
1 Coffee Break (Half day meeting)	IDR 0	Weight Score 50%
1 Break+lunch (Half day meeting)	IDR 0	
2 Breaks+lunch (Full day meeting)	IDR 0	
2 Breaks+lunch+dinner (Full day meeting + dinner)	IDR 0	
2 Breaks+lunch+dinner+ room(Full board/Residential meeting) in Double Occupancy	IDR 0	
2 Breaks+lunch+dinner+ room(Full board/Residential meeting) in Single Occupancy	IDR 0	

Food & Beverages/Pax (net rate) in IDR

Description	Unit Price	
Breakfast (buffet)	IDR 0	Weight Score 10%
Lunch (Buffet)	IDR 0	
Dinner (Buffet)	IDR 0	
Cocktail Reception	IDR 0	

Business Facilities (net rate), in IDR

Description	Unit Price
Photocopy charge (price per page)	IDR 0
Fax charge (price per page)	IDR 0
Printing (price per page) - B&W	IDR 0
Printing (price per page) - color	IDR 0
Transfer to/from airport (price per trip)	IDR 0

Audio/visual & other equipment's rental (Net rate)/Day, in IDR

Description	Unit Price
Computer Notebook (Price per day/unit)	IDR 0
Computer Desktop (Price per day/unit)	IDR 0
LCD Projector +Screen (Price per day/set)	IDR 0
Additional Capacity of Internet Connection per 10 MBps	IDR 0

GENERAL CHECK LIST	YES/NO Remarks
Equipment	
Lighting, possibility to dim lights partly or fully during presentations	
Generators in case of power cuts	
Safety box in the rooms	
General Services/Facilities	
Laundry	
Ironing	
Bar	
Restaurant	
Gym	
Swimming pool	
Public computers / internet or wireless connection	
Business Center	
24-hour reception	
Reservations, travel tickets, travel agency etc.	
ATM machines	
Money exchange	
Car rental facilities	
Acceptance of credit cards and traveler's checks.	
Special Facilities for disabled participants	

Ramps	
Bathroom adapted on disabled guest rooms; Width 88cm - Height 205cm	
Emergency Exit	
Lift Entrance: Width 90cm - Height 210cm	

Important Note: Duly signed/stamped and electronic copy of the List of Information should be provided as part of offer.

Compliance with Requirements

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

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.