## **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 |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | 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 NameClick 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. |