



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ/UNDP/HEART/HIV/195216/033/2022 – Accommodation and Meeting Packages Services in Yogyakarta**

Date: **27 September 2022**

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:

A blue DocuSign signature box containing a handwritten signature in black ink.

Signature: 21B257514E5748B...

Name: Martin Kurnia

Title: Procurement Analyst

Date: **27 September 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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <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. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <p>The Event ID for etendering system: IDN10 – 0000013736</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/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_and_investigation.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	<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 ultimate beneficial owners, 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</p> <p><input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency - IDR (Mandatory for Local Bidders)</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>

	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 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 issued by local government
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 checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
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 <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 type="checkbox"/> Others assessment result from UNDSS
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.	14 October 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
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

Yogyakarta

- i. General Requirement of the services:
 - Location: Yogyakarta
 - Requirement: **5-star hotel for Yogyakarta preference area** 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 (Accommodation and full day/full board) with strict adherence to the Covid-19 protocol for all participants with maximum 50% occupancy. The meeting room will be used starting hour at 08.00hrs Jakarta time and completed at 17.00hrs Jakarta time, inclusive with 2x coffee breaks and 1x lunch + dinner for particular days. The actual training to be started at 09.00hrs 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.
 - Day Effective 1-5; the participant will only use 1 meeting rooms with class-room layout with only 50% occupied space.
 - Number of participants will be charged by hotel on an actual basis
 - To provide device if needed (such as access point) and configure the device to be able to cover evenly distribution of internet connection to all participants.
 - Hotel will provide meeting room for committee available for max 10 person (U-shape).

2. CONTRACTOR'S SCOPE OF WORK

Yogyakarta

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:

- i. Provide full stay and meeting package for the FMIS user training, including:
 - Full day meeting package with 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 minimum **30Mbps bandwidth** for 5 days training for all participants.
 - **Sound system for speech and to set up online meeting during training session (using Zoom application)**
 - Two (2) registration desk with two (2) chairs to be placed inside meeting room
 - One (1) EO desk with one (1) chair to be placed inside the conference room
 - Availability of sufficient **power cable extension for all participants**.
 - Minimum of **4 Free 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 four (4) wireless microphones;

- **One (1) Free of flipchart and its papers** in the meeting room.
 - 1 Printer & Scanner to support printing and scanning during training.
Minimum specification
Functions: Print, copy & scan
Print color: Black/color
Print speed: up to 20 ppm
Interface: USB
 - Free of standard stationary (block note and pen/pencil, glass water bottle and mints).
 - **Personal Covid-19 kits** for each participant (10 pcs face mask 4 ply, and personal spray hand sanitizer 50 ml)
 - Safety and Covid-19 protocol briefing to all participants.
 - A minimum one (1) technician that ready to handle and/or trouble shoot the problem that might be occurred during the training, especially regarding tele-conference equipment, projector installation and internet connection problem.
- ii. Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu.
- 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
 - All the items used for the service are sanitize and the staff on duty is provided of a mask.
- 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 pump liquid hand sanitizer, masker KF94 4 ply
 - assign sufficient technical staff on lighting, sound and IT to provide support on technical issues during the events organized by UNDP.

Yogyakarta

	Description	Qty	UoM	Duration	UoM
16 – 22 October 2022					
1	Standard room – 16 October - 17 October 2022 *) incl. dinner	87	Room	1	Night
2	Standard room – 17 October - 18 October 2022 *) inc. breakfast	87	Room	1	Night
3	Full Day Meeting – 17 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x *) dinner	87	Pax	1	Day
4	Standard room – 18 October - 19 October 2022 *) inc. breakfast	87	Room	1	Night

5	Full Day Meeting – 18 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x *) dinner	87	Pax	1	Day
6	Standard room – 19 October - 20 October 2022 *) inc. breakfast	87	Room	1	Night
7	Full Day Meeting – 19 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x	87	Pax	1	Day
8	Standard room – 20 October - 21 October 2022 *) inc. breakfast	87	Room	1	Night
9	Full Day Meeting – 20 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x *) dinner	87	Pax	1	Day
10	Standard room – 21 October - 22 October 2022 *) inc. breakfast	87	Room	1	Night
11	Full Day Meeting – 21 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x	87	Pax	1	Day
12	Internet Dedicated up to 30 mbps (17 – 21 October 2022)	1	Lump Sum	5	Day
13	Additional LCD projector & screen (set in each meeting room for 17 October – 21 October 2022, 1 LCD & Screen free included in the meeting package and 1 LCD & Screen should be additional cost)	2	Set	5	Day
14	Personal Covid 19 Kits: (KF94 masks 10 pcs, spray hand sanitizer min 50 ml. 1 pcs)	87	Pax	1	Time
15	Complimentary small meeting room for secretariat – available for max 10 person (U-shape)	1	Room	5	Day
16	Printer & Scanner	1	Unit	5	Day

Delivery Requirements

Delivery Requirements	
Delivery date and time	Yogyakarta, 16 - 22 October 2022
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)	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.

Yogyakarta

Currency of the Quotation: Click or tap here to enter text.							
Item No	Description	Qty	UoM	Duration	UoM	Unit Price	Total price
9 – 15 October 2022							
1	Standard room – 16 October - 17 October 2022 *) incl. dinner	87	Room	1	Night		
2	Standard room – 17 October - 18 October 2022 *) inc. breakfast	87	Room	1	Night		
3	Full Day Meeting – 17 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x *) dinner	87	Pax	1	Day		
4	Standard room – 18 October - 19 October 2022 *) inc. breakfast	87	Room	1	Night		
5	Full Day Meeting – 18 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x *) dinner	87	Pax	1	Day		
6	Standard room – 19 October - 20 October 2022 *) inc. breakfast	87	Room	1	Night		
7	Full Day Meeting – 19 October 2022 *) usage 8 AM – 5 PM *) lunch *) coffee break 2x	87	Pax	1	Day		
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10	Standard room – 21 October - 22 October 2022 *) inc. breakfast	87	Room	1	Night		
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15	Complimentary small meeting room for secretariat – available for max 10 person (U-shape)	1	Room	5	Day		
16	Printer & Scanner	1	Unit	5	Day		

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: (if export licence required this must be submitted if awarded the contract)	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 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.