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| RFQ Reference: IRH-2235-UNV\_ROECIS\_Onsite CDLF | Date: 28 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

Annex 4: Self-Declaration

Annex 5: Terms of References

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:

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

|  |  |
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| **Introduction** | 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) 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. 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. |
| **Deadline for the Submission of Quotation** | **09/10/2022, Istanbul Time (GMT+3)** If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/.](http://www.timeanddate.com/worldclock/)  |
| **Method of Submission** | Quotations must be submitted as follows: ☒ Dedicated Email Address Bid submission address: **procurement.irh@undp.org** * File Format: pdf
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission: 35 MB
* **Mandatory subject of email**: **IRH-2235-UNV\_ROECIS\_Onsite CDLF** ***-Name of Supplier***
* Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.
* It is recommended that the entire Quotation be consolidated into as few attachments as possible.

The bidder should receive an email acknowledging email receipt. |
| **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,**  | 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>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_andinvestigation.html#anti> |
| **Gifts and Hospitality** | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| **Conflict of Interest** | **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. 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.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. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract[General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20%28Services%20only%29%20-%20Sept%202017.pdf) Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)  |
| **Special Conditions of Contract** | Cancellation of PO/Contract if the delivery/completion is delayed by **20 days**  |
| **Eligibility** | 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.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.Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in **USD** |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must be **exclusive of VAT** and other applicable indirect taxes |
| **Language of quotation**  | **English**Including documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:[x]  Annex 2: Quotation Submission Form duly completed and signed[x]  Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1[x]  Duly Accomplished Bidders Identification Form as provided in Annex 1; As may be appropriate, please, include brochures or leaflets with information about your company, but not exceeding 5 pages.[x]  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.  |
| **Quotation validity period** | Quotations shall remain valid for 30 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** | [x]  Not Permitted |
| **Alternative Quotes** | [x]  PermittedIf 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, UNDP IRH 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” |
| **Payment Terms** | [x]  100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. |
| **Conditions for Release of****Payment** | [x]  Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements  |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: **tugce.duysak@unv.org, sencer.ozden@unv.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 2 days before the submission deadline. Responses to request for clarification will be communicated **with tugce.duysak@unv.org sencer.ozden@unv.org** by 07 October 2022 |
| **Evaluation method** | [x] The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer |
| **Evaluation criteria** | [x] Full compliance with all requirements as specified in Annex 1 [x] Full acceptance of the General Conditions of Contract[x] Convience of the venue, transportation and security needs. |
| **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/UNV 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** | Purchase Order  |
| **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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  |
| **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](http://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**

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| **ACCOMMODATION PACKAGE**  |
| **Description** | **Date** | **Quantity** | **Layout** | **Note** |
| Single Room (Bed & Breakfast) for 29 people between 23-27 October  | 4 nights  | 29 | Single Room | Check in on 23rd of October, check-out on 27th of October.Up to 4 Participants may check in on 22nd of October. |
|  |
| **CONFERENCE ROOMS PACKAGE** |
| **Description** | **Date** | **Quantity** | **Layout** | **Note** |
| Main (Plenary) Conference Room for 35 people | 3 days from 24 Oct 2022 | 35 | Round table structure with 5-6 tables  | Required from 12.30pm, Monday, 24th of October to Wednesday 26th October 6 pm. The conference room and accommodation should be in the same hotel. |
| 2 Coffee Breaks for 35 people daily | 3 days from 24-26 Oct 2022 | 35 x 3 days x 2 times a day |  Total of 5 coffee breaks | 24th of October: Lunch, 1 Coffee Break 25th of October: Lunch, 2 Coffee Break 26th of October: Lunch, 2 Coffee BreakFlexible timing when required |
| Lunch for 35 people | 3 days from 24-26 Oct 2022 | 35 x 3 days | 12:30 - 14:00 Total of 5 Lunches | 24th of October: Lunch, 1 Coffee Break 25th of October: Lunch, 2 Coffee Break 26th of October: Lunch, 2 Coffee BreakFlexible timing when required |
| **AUDIO VISUAL/TECHNICAL REQUIREMENTS** |
|  | **Quantity** | **Dates of Usage**  | **Note** |
| Projector | 1 | 3 days from 24-26 Oct 2022 |  |
| Screen  | 1 |
| Sound system | 1 |
| Microhone | 6 |  |
| Laptop | 1 |
| Pointer | 1 |
| Internet (wi-fi) | 35 | Printer in close proximity to conference room should be available for trainers |
| Flipchart | 6 |
| Printer | 1 |
| Technician  | 1 |

**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.*

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| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | IRH-2235-RFQ-UNV\_ROECIS\_Onsite CDLF | 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? | [ ]  Yes [ ]  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):* | [x]  Yes [ ]  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):* | [x]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [x]  Yes [ ]  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)* | [x]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [x]  Yes [ ]  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** |
|  |  |  |  |  |
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**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[x] [ ]  **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. |
|[x] [ ]  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. |
|[x] [ ]  **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.  |
|[x] [ ]  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 wehave 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. |
|[x] [ ]  **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. |
|[x] [ ]  **Prohibitions, Sanctions:** l/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. |
|[x] [ ]  **Bankruptcy**: l/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. |
|[x] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[x] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[x] [ ]  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: | IRH-2235-RFQ-UNV\_ROECIS\_Onsite CDLF | 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.*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

**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. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: USD**

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| **Ref** | **Description of Deliverables** | **Price**  |
| 1. | Meeting Package for 35 People (2 Coffee Breaks, Lunch and main meeting room with respective stationary and setup) |  |
| 2. | Accommodation for 29 people – Single Room |  |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. | Single Room |  |
| 2. | Coffee Breaks |  |
| 3. | Lunch |  |
| 4. | Projector  |  |
| 5. | Screen |  |
| 6. | Sound System  |  |
| 7. | Microphone 4 unit |  |
| 8. | Laptop 1 unit |  |
| 9. | Pointer 1 unit |  |
| 10. | Wi-Fi for 35 People |  |
| 11. | Flipchart 6 unit |  |
| 12. | Printer 1 unit |  |
| 13.  | Technician 1 |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Technician | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |[x] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[x] [ ]  Click or tap here to enter text. |
| Payment terms |[x] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[x] [ ]  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 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. |

**Annex 4**

**Form for Submitting Self-Declaration**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-2))***

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

Yours sincerely,

**Annex 5**

# **TERMS OF REFERENCE**

(*TECHNICAL SPECIFICATIONS*)

1. Description

United Nations Volunteers Programme Regional Office for Europe and CIS (UNV ROECIS) to host a Capacity Development Learning Facility (CDLF) for currently serving UN Volunteers who are engaged with war in Ukraine response in countries neighbouring Ukraine such as Hungary, Moldova, Poland, Romania, Slovakia and Czechia in Warsaw, **24-26 October 2022 in an offline** (in person) **format.**

In the face of the ongoing war in Ukraine, millions of Ukrainians have been displaced and fled to the surrounding countries. According to the OCHA, the majority fled to Poland, Hungary and Romania while Moldova, Slovakia, Belarus and Russian Federation are the other countries.

UNV Regional Office for Europe and CIS has started to support United Nations partners in their emergency response in countries neighbouring Ukraine such as Hungary, Moldova, Poland, Romania, Belarus, Slovakia and Czechia, while UNV Ukraine Field Unit continues to work for the country. In this context, UNV has mobilized and continues to mobilize volunteers to provide support in various occupational areas. The volunteers were recruited with the fast-tract recruitment technique and assigned to the duty stations where UNV mostly had no presence before. This training was decided in order to enhance newly recruited UN Volunteers' capacity for accelerated delivery of results and develop the spirit of volunteerism. The total number of participants will be approximately 30-35 (in person) including the organizers, trainers and the support staff.

The residential venue should be of at least a 4-star standard, in Warsaw, easily accessible by public transport and allowing for the drop-off and parking area. The residential venue must have the following characteristics:

1. Conference Room (1) facilities large enough to accommodate maximum 35 participants.
2. Conference Equipment for meetings, following the technical requirements below
3. Easy access to the venue’s in-house facilities or an adjacent room for lunch and a suitable area for coffee breaks near the conference facility, with access limited to conference participants, UN staff and the required hotel staff.
4. Lunch Buffet. It should include soft drinks and the choice of food should cater for all needs (meat, fish, vegetarian, vegan, gluten-free).
5. Provision of coffee, tea, water (in glass bottles) with suitable snacks (cookies, fruit baskets) outside of the conference room/facility twice a day.
6. Single standard room accommodation for max. **35 people**
7. Technical requirements

|  |  |  |
| --- | --- | --- |
| Accommodation (Bed & Breakfast) between 23-27 October  | for 29 people,  | Single Room for each participant. Check in on 23rd of October, check-out on 27th of October. Up to 4 participants may check in on 22nd of October. |
| 1 conference room with windows preferably  | for approximately 35 people,  | Required from 12.30pm, Monday, 24th of October to Wednesday 26th October 6 pm. The conference room and accommodation should be in the same hotel.  |
| Lunch & Coffee Break | for approximately 35 people,  | 24th of October: Lunch, 1 Coffee Break 25th of October: Lunch, 2 Coffee Break 26th of October: Lunch, 2 Coffee Break  |

1. **Conference room** (required from 12.30pm, Monday, 24th October to Wednesday 26th October 6 pm.)

One (1) conference room for the workshop required from 12.30pm, Monday, 24th of October to Wednesday 26th October 6 pm Warsaw, Poland, 30-35 participants (this is the total number of participants in person, including facilitators and support staff);

Equipment:

* Conference Audio Equipment with table or wireless microphones + 2 microphones for trainers/facilitators.
* Technical requirements: Sound System, Handheld Microphone, projection, switcher, laptop, reji system, sound system
* A full-time technician on-site to handle the audio equipment and ensure a smooth connection

Conference Room set-up:

* The Conference Room must be available for set up and sound check required from Monday, 24th October to Tuesday 26th October 6 pm.,
* Tables and chairs, arranged in workshop style and sitting arrangements for 35 people (there should be ample space between each table, 5-6 tables consist of 6 participants for each table)
* Screen/projection
* Separate tables for the facilitation team and registration at the entrance
* Strong and stable Internet connection with Wi-Fi password available to all participants.

Beverages:

* Drinking water and glasses for participants (average 1 litre per person per day) in the conference room for a total of 30-35 people.

3. Conference package

The conference package is to include coffee and tea with snacks twice a day for – 35 people required from 12.30pm, Monday, 24th October to Wednesday, 26th October 6pm. Lunch as specified in these terms of reference shall be made available between the hours of 12:00 and 14:00 required from Monday, 24th October to Wednesday, 26th October for 35 people or a lower number as provided for by UNV ROECIS Team in advance.

The venue shall quote a price per person with an estimated number of 35 lunch meals per day, accommodation, and coffee breaks. The exact number will be confirmed closer to the start date.

4. Conductive Environnent and Event Management

* The hotel shall not conduct any renovations on its premises during the dates of the event.
* Suppose another event occurs during the same period as the CDLF, in that case, the hotel must ensure that services towards the training are not affected in any way (for example, shortage of staff, party noise, music or announcement that could affect the program).
* The venue shall designate a focal point and provide their name and mobile phone number from among its staff to oversee the smooth running of the event, and will ensure that the designated focal point, or alternate with delegated responsibility, will be present on the premises for the full duration of the event and available to engage with UNV focal point/s on any matters.

5. Technical Evaluation

In addition to the above-mentioned mandatory technical requirements, the following requirements are also mandatory and will be used as part of the technical evaluation.

Some supporting documentation that verifies the claims may also be attached to the bid.

**Please tick the right answer:**

|  |  |  |
| --- | --- | --- |
| **Mandatory Criteria** | **Yes** | **No** |
| 1. The Venue must be located in or close to **Warsaw Centrum(close to Warsaw University Library)** and must be able to provide standard single room accommodation for 29 people, lunch and beverages for 30 –35 people, as stated in these terms of reference.
 | **x** |  |
| 1. The Venue must have a large conference room with windows to accommodate a maximum of 35 participants in a free layout of the tables.

**Please provide the room plan** | **x** |  |
| 1. Conference facilities must meet all requirements specified in the Terms of Reference including room types and set-up, availability of specified equipment and strong Internet connectivity (as per section 2 of the Terms of Reference).
 | **x** |  |
| 1. The conference package must include lunches, coffee breaks and refreshments for 35 people, and standard single room accommodation for 35 persons as specified in section 3 of the Terms of Reference.
 | **x** |  |
| 1. The Venue must designate a focal point (and alternate as necessary) to oversee the smooth functioning of the event for its full duration, and to engage with the focal point of the contracting organization regarding services rendered.
 | **x** |  |
| 1. Bidders must confirm their ability to comply with all criteria set out in the Terms of Reference by signing each page of the TOR.
 | **x** |  |

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)