



REQUEST FOR QUOTATION (RFQ) VENUE & MEETING SERVICES

RFQ Reference: UNFPA/SYR/RFQ/GEN/10-24/13.	Date: 14/10/2024
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Population Fund (UNFPA) kindly requests your quotation for the provision of goods and/or services as detailed in Annex 1 & 2 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: Meeting Room Set-up & Equipment Arrangements
- Annex 3: Accessibility Questionnaire
- Annex 4: Quotation Submission Form
- Annex 5: Technical and Financial Offer
- Annex 6: General Conditions of Contract

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. 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:
Maisa Al Arab
00E4C80BE03B479...

Signature: _____

Name: Maisa Al Arab

Title: Procurement Associate

Date: 14/10/2024



SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	Please submit your quotation before 21/10/2024 at 12:00 pm If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: Email to Bid submission address bidsyria@unfpa.org . <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. ▪ Max. File Size per transmission: 20 MB (including email body, encoded attachments, and headers). ▪ Mandatory subject of email: UNFPA/SYR/RFQ/GEN/08-24/06 ▪ 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 proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	UNFPA 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	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, UNFPA implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNFPA, as well as third parties involved in UNFPA's activities.
Conflict of Interest	UNFPA encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNFPA 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.
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 as indicated in Annex 6.
Eligibility	Bidders shall have the legal capacity enter into a binding contract with UNFPA and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Local Currency (SYP)
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNFPA as a subsidiary organ, 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 shall: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including	Bid documents and all related correspondence will be written in English Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred



catalogues, instructions, and operating manuals	language indicated above. For interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 3: Accessibility Questionnaire duly completed <input checked="" type="checkbox"/> Annex 4: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 5: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 and Annex 2
Quotation validity period	Quotations shall remain valid for 60 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"/> Permitted per training
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	Focal Person: Maisa AL Arab E-mail address: alarab@unfpa.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated latest by 2 days before the submission deadline
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 & Annex 2 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNFPA 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, UNFPA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 20% 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.	24/10/2024
Publication of Contract Award	UNFPA may publish the contract award on United Nations Global Marketplace http://www.ungm.org , with the RFQ Reference number and information of the awarded Bidder company name, contract amount or LTA and the date of the contract.
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of UNFPA which can be accessed at : Regular Procurement procedures
UNGM registration	UNFPA posts all Bids notices, clarifications, and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register 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. Bidders can also access all UN Bids online and, by subscribing to the Tender Alert



	<p>Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.</p>
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ANNEX 1: TERMS of REFERENCE or STATEMENT OF WORK

First Training : OCTOBER 27-28-29-30-31, with regular coffee break

Item No	Minimum technical requirements	Unit	Quantity
1	Meeting Room renting for 28 person (+-2)	Day	5
2	Regular Coffee break includes coffee , tea ,patisserie, please explore the choices	Each	28
3	Deluxe Coffee break includes Coffee, tea , mini sandwiches	Each	28
4	Lunch, please explore the choices	Each	28
5	Small water bottle	<i>Each</i>	<i>28</i>

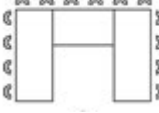

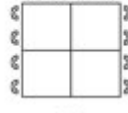
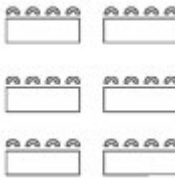
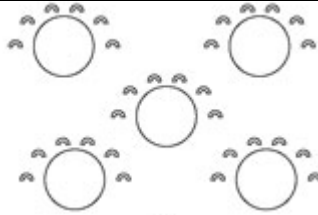
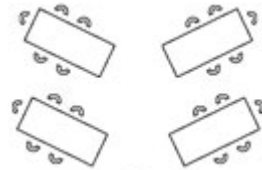
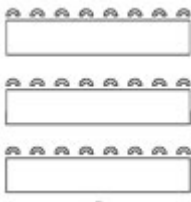
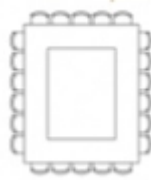
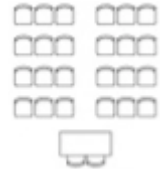
Second Training: NOVEMBER 4-5-6-7-8.

Item No	Minimum technical requirements	Unit	Quantity
1	Meeting Room for 19 person (+-2)	Day	5
2	Regular Coffee Break, contains coffee , tea ,patisserie please explore the choices	Each	19
3	Deluxe Coffee Break with mini sandwiches and drinks. please explore the choices	Each	19
4	Small water bottle	<i>Each</i>	<i>19</i>



ANNEX 2: MEETING ROOM SET-UP & EQUIPMENT ARRANGEMENT

Bidders are requested to confirm that they can provide the below selected set-up for the venue; if such set-up is not the most recommended based on the dimensions of the group and the size of the room, please ensure to highlight this information in their technical offer.

<input type="checkbox"/> U-Shape 	<input type="checkbox"/> Single Square or Round 	<input type="checkbox"/> Conference 
<input type="checkbox"/> Classroom 	<input checked="" type="checkbox"/> Clusters 	<input type="checkbox"/> V-Shape / Herringbone 
<input type="checkbox"/> Traditional Classroom 	<input type="checkbox"/> Hollow Square 	<input type="checkbox"/> Theatre 
<input type="checkbox"/> Other:	Choose an item.	

Bidders are requested to include the below selected equipment(s) in their quote and which are expected to be provided during the meeting service as per Annex 1; if any of the selected options are not available directly or by a third party subcontracted by the bidder, such information shall be communicated in the technical proposal.

x	Wired Microphone(s)	x	Audio Equipment
x	Wireless Microphone(s)	x	Wi-Fi / High Speed Internet
x	Paperboard / Flipchart	x	Video Conferencing Equipment
x	Pad of paper and markers for flipchart	x	Projection equipment
x	NO single-use products, e.g., cutlery, napkins	x	Large Wall Screen(s)



ANNEX 3: ACCESSIBILITY QUESTIONNAIRE

Bidders are requested to complete this form with the utmost honesty, not complying with any of the below questions does not make a venue ineligible it does though highlight the need to the organizing team to make alternative arrangements to mitigate the possible challenges/risk. Not providing an honest response can cause disqualification.



Criteria	Yes	No	N/A
Getting to the Venue			
1. Is there public transport to the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the public transport accessible for people who use wheelchairs, mobility aids or are travelling with a pram?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there an area near the front entrance of the venue for parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there parking spots near the front entrance specially reserved with ample space, for mobility aids / prams, at either side of where a car would park?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the path to the entrance clear and is the entrance accessible for people who use wheelchairs, mobility aids or are travelling with a pram? Meaning that ramps have gentle gradient (1:20) and are accessible where there are steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting in and moving around			
1. Does the venue have an entry system which involves people having to talk and hear a reply, e.g., an intercom, to access? If yes, does the entry system have assistive tools for persons with audio impairments?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Does the venue have an entry system which involves people having to locate buttons and press the correct ones? If yes, does the entry system have assistive tools for persons with visual impairments?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Step free access, lifts can be accessed without having to ask for a key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Lift doors are wide enough to facilitate access for people who use wheelchairs, mobility aids or are travelling with a pram?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Step free access within the venue, there are ramps of a gentle gradient (1:20) and have handrails at either side?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the doors to venue, its corridors, and different public areas of ample space for people who use wheelchairs, walking aids or are travelling with prams to move around?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the signage for the toilets, lifts, exits and the meeting rooms; large and high contrast? Is the signage for toilets, exits, lifts and meeting rooms embossed or in braille?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Facilities at the Venue			
1. Are there adapted toilets available at the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there gender-neutral toilets available at the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there visual (flashing) fire alarms in private spaces like toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there an induction loop system or any equivalent system available in the meeting room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



ANNEX 4: 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: Accessibility Questionnaire and Annex 5: 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:	UNFPA/SYR/RFQ/GEN/10-24/13	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number

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, Terms of References, Meeting room set-up and equipment arrangements, the Accessibility Questionnaire, 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 into 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.



Yes	No	
<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.
<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 5: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 3 – Accessibility Questionnaire and Annex 4 Quotation Submission Form in addition to any other document they consider relevant. 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 companies’ qualification, capacity and expertise that is relevant to the Terms of Reference.
- Menu options for the different meals.

Financial Offer

Can consist of 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: Click or tap here to enter text.

Ref	Description of Deliverables	UOM	Quantity	U. Price	T.Price
1.	Meeting room rental cost from OCTOBER 27-31	Day	5		
2.	Meeting room rental cost from NOVEMBER 4-8	Day	5		
Total Price					

Breakdown of Fees

Personnel / other elements	UOM	Qty	No. of Days	Unit Price	Total Price
Personnel					
Other expenses					
Audio Visual Equipment Rental					
Other Costs: (please specify)					
Total					

Breakdown of Products included in the deliverables



First Training price breakdown

Item No	Description	UOM	Qty	No. of Days	Unit price	Total price
1.	Regular Coffee break includes coffee , tea ,patisserie, please explore the choices	Each	30	5		
2.	Lunch, please explore choices	Each	30	5		
3.	Small water bottle	Each	30	5		
4.	Others (Please specify)					
Total Price						
Insurance Price						
Other Charges (specify)						
Total Final and All-inclusive Price						

Second training price breakdown:

Item No	Description	UOM	Qty	Unit price	Total price
1.	Regular Coffee break includes coffee , tea ,patisserie, please explore the choices	Each	30		
2.	Coffee Break with mini sandwiches and drinks	Each	30		
3.	Small water bottle	Each	30		
4.	Other (Please specify)				
Total Price					
Insurance Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
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 Address: Phone No.: Email Address:	Authorized Signature: _____ _____ Date: Name: Functional Title of Authorised Signatory: Email Address:



ANNEX 6: GENERAL CONDITIONS OF CONTRACT

This Request for Quotation is subject to UNFPA's General Conditions of Contract:

Contracts for the Provision of Goods and Services	https://www.unfpa.org/resources/unfpa-general-conditions-mixed-goods-and-services
De Minimis Contracts	https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts