United Nations Population Fund

31 Palestine Street, intersection of 270 Street, New Maadi

Cairo, Egypt

Postal code 11435

Telephone: +2 02 27067040

Website: <http://www.unfpa.org>

# Section VI: Bid and Returnable forms

**(25)**

Below find an overview of the attached Bidding and returnable forms required for the RFP.

|  |  |  |
| --- | --- | --- |
| Description | Status | Preferred file for submission  |
| Annex A: | Bid Confirmation Form | Mandatory | PDF |
| Annex B: | Bid Submission Form | Mandatory | PDF |
| Annex C: | Bidder Identification Form | Mandatory | PDF |
| Annex D: | Bidder’s Previous Experience | Mandatory | PDF |
| Annex E: | Checklist on UNFPA Conditions of Contract | Mandatory | PDF |
| Annex F: | Price Schedule Form | Mandatory | PDF & Excel |
| Annex G: | Joint Venture Partner Information Form | Mandatory | PDF |
| Annex J: | Checklist of Bid Forms | Not Applicable | Not Applicable |

# Section VI – ANNEX A: Bid Confirmation Form

*[Complete this page and return it prior to bid opening]*

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA *, ASRO* | Date: |  |
|  | *Sylvia Fahmy, Administrative Associate* | Email: | *sfahmy@unfpa.org* |
|  |
| From: | *[Insert Company Name]* |
|  | *[Insert Contact person from Company]* |
|  | *[Insert Telephone number]* |
|  | *Insert E-mail address of contact person]* |
|  | *[Insert Postal address of Company]* |
|  |
| Subject: | UNFPA/EGY/RFP/16/001 |

|  |  |
| --- | --- |
| [ ]  | YES, we intend to submit a bid in response to the above mentioned RFP. |
| [ ]  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.

( ) The requested products are not available at the moment.

( ) We are unable to submit a competitive bid for the requested products/services at the moment.

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):

( ) Our current capacity is overbooked

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

|  |  |
| --- | --- |
| [ ]  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
| [ ]  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

# Section VI – Annex B: Bid Submission Form

Date: [Insert Month, Day, Year]

To: UNFPA

31 Palestine Street, intersection of 270 Street,

New Maadi

Cairo, Egypt

Postal code 11435

Telephone: +2 02 27067040

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/EGY/RFP/16/001, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

We agree to abide by this Bid for a period of *120 days* from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received, and that a binding contract would result only after

* + - 1. Final negotiations and award of LTA is concluded on the basis of the Technical and Financial Bids and
			2. Purchase Order(s) made pursuant to such LTA(s)

We have no conflict of interest in accordance with Section I: Instructions to Bidders clause ‎2.3.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the LTA have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause ‎2.4.

Best regards

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex C: Bidder Identification Form

UNFPA/EGY/RFP/16/001,

|  |
| --- |
| 1. **Organizational Information**
 |
| Company/Institution Name |  |
| Star or Diamond rating |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co. Ltd, NGO/institution/other (specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations  |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

|  |
| --- |
| 1. **Quality Assurance Certification**
 |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) |  |

|  |
| --- |
| 1. **Expertise of Staff**
 |
| Total number of staff |  |
| Number of staff involved in similar supply LTAs |  |

|  |
| --- |
| 1. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation**
 |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date.  |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex D: Bidder’s Previous Experience

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature and stamp of the Bidder: |  | Countersigned by and stamp of Chartered Accountant  |  |
| Name and title: |  | Name and title: |  |
| Name of Company: |  | Name of Company: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

# Section VI – Annex E: Checklist on UNFPA General Conditions of Contract

Complete and submit this document as part of the Technical Proposal.

|  |  |
| --- | --- |
| **Criterion** | **Response from the Bidder** |
| Bidder reviewed the original RFP UNFPA/EGY/RFP/16/001 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids? |  |
| Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/EGY/RFP/16/001 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders?(if your answer is other than YES fill in the table below) |  |

|  |  |  |
| --- | --- | --- |
| **Original term/condition per RFP UNFPA/EGY/RFP/16/001 and the subsequent revisions**  | **Proposed deviation (alternate clause), if any, by the Bidder** | **Reason for proposing alternate clause**  |
|  |  |  |
|  |  |  |
|  |  |  |

***Special Note****:* If Bidder proposes any deviations from the Terms and Conditions stipulated on the RFP document, such deviations must be included on this Form. Such deviations should not be indicated within the main body or any other part of your Technical Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. UNFPA strongly encourages avoiding the deviations for semantic changes.

|  |  |  |
| --- | --- | --- |
|  | **On behalf of Business Authority** | **On behalf of Legal Authority** |
| Signature |  |  |
| Name |  |  |
| Title |  |  |
| Company |  |  |
| Email address |  |  |
| UNGM Registration No. |  |  |

# Section VI – Annex F: Price Schedule Form (26)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause ‎19 Submission, sealing, and marking of Bids.

1. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from sales taxes.
2. The Price Schedule Form must provide a detailed cost breakdown, as shown below.
3. UNFPA anticipates awarding the project on a fixed-price basis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Rate per person per room per night  | Room type (standard, deluxe, superior) | Room View(sea view/pool/ garden) | Check in/out Time |
| 1. Accommodation for individuals

Room rate per person per night on bb basis including all applicable taxes other than the 10% sales taxes |
| 1.1 | Single occupancy on bb basis |  |  |  |  |
| 1.2 | Double occupancy on bb basis |  |  |  |  |
| 1.3 | Triple occupancy on bb basis  |  |  |  |  |
| 1. Accommodation for groups
 |
| 2.1 | Single occupancy on bb basis |  |  |  |  |
| 2.2 | Double occupancy on bb basis |  |  |  |  |
| 2.3 | Triple occupancy on bb basis  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Rate per person per day | Free wi/fi included Yes/No | Main mtg. room included Yes/No | Extra break out room includedYes/No |
| 1. Meeting package: which normally includes meeting room facility, 2 coffee breaks \*\*, open buffet lunch, flip charts, bottled water, pens & notepads and any other facilities offered by the bidder/hotel i.e. extra breakout room
 |
| 3.1 | Meeting package cost per person per day |  |  |  |  |
| 3.2 | Cost for extra breakout room | Rate per room per day |  |  |  |

\*\* Please attach the coffee breaks menu included in the meeting package.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Rate per person  | Escorting through immigration Yes/No | Assistance with luggage/lost luggageYes/No | Other Comments |
| 4. Meet & Greet Services |
| 4.1 | Meet & Greet per person |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Rate per 1 person per way per vehicle | Rate per 2 persons per way per vehicle  | Rate per 3 persons per way per vehicle  | Other CommentsPls indicate if free shuttle bus service is available for airport pickups/drop offs |
| 5. Transportation from Cairo Airport/ Alex Airport/Hurghada Airport/Sharm Airport to hotel and vice versa |
| 5.1 | Transportation services from/to airport for up to 3 pax per vehicle |  |  |  |  |
| 5.2 | Transportation services from/to airport by hotel shuttle bus or rented van/mini bus for up to 15 persons |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description | Cost per day per service | Cost per day per equipment | Other Comments |
| 6. Other services |
| 6.1 | Video shooting/photography services |  |  |  |  |
| 6.2 | Translation/interpretation services |  |  |  |  |
| 6.3 | Audio visual equipment |  |  |  |  |
| 6.4 | IT equipment  |  |  |  |  |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex G: Joint Venture Partner information form

Date: *[insert date (as month, day, and year) of Bid Submission*]

UNFPA/EGY/RFP/16/001

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative informationName: *[Insert name of JV’s Party authorized representative]*Address: *[Insert address of JV’s Party authorized representative]*Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*[ ]  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause ‎2: Eligible Bidders.[ ]  JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties  |

# Section VI – Annex J: Checklist of Bid Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES/NO/****N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | Section I: Instructions to Bidders |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | Section III: General Conditions of Contract |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV: UNFPA Special Conditions of Contract |  |  |
| Have you completed the Bid Submission Form? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you completed the Bidder’s Identification Form? | Section VI – Annex C: Bidder Identification Form |  |  |
| Have you completed the Bidder’s Previous Experience Form? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you completed and signed the Price Schedule Form? | Section VI – Annex F: Price Schedule Form |  |  |
| Have you completed the Joint Venture Partner Information Form?  | Section VI – Annex G: Joint Venture Partner information form |  |  |
| Have you reviewed all of the relevant Contract form(s)? | Section VII: Long Term Agreement Template |  |  |
| Have you prepared a copy of your company’s registration in the country of operation? | Section V: Supplier Qualification RequirementS |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause 11 & Section V: Supplier Qualification RequirementS |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | Section VI – ANNEX A: Bid Confirmation Form*[Complete this page and return it prior to bid opening]*

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA *, ASRO* | Date: |  |
|  | *Sylvia Fahmy, Administrative Associate* | Email: | *sfahmy@unfpa.org*  |
|  |
| From: | *[Insert Company Name]* |
|  | *[Insert Contact person from Company]* |
|  | *[Insert Telephone number]* |
|  | *Insert E-mail address of contact person]* |
|  | *[Insert Postal address of Company]* |
|  |
| Subject: | UNFPA/EGY/RFP/16/001 |

|  |  |
| --- | --- |
| [ ]  | YES, we intend to submit a bid in response to the above mentioned RFP. |
| [ ]  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.( ) The requested products are not available at the moment.( ) We are unable to submit a competitive bid for the requested products/services at the moment.( ) We cannot meet the requested specifications.( ) The information provided for bidding purposes is insufficient and unclear( ) Your RFP document is too complicated( ) Insufficient time is allocated to prepare an adequate Bid.( ) We cannot meet the delivery requirements.( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):( ) Our current capacity is overbooked( ) We are closed during the holiday season( ) We had to give priority to other clients’ requests ( ) We do not sell directly, but through distributors ( ) We have no after-sales service available in the recipient country( ) The person handling bid is away from the office( ) Other (please specify)

|  |  |
| --- | --- |
| [ ]  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
| [ ]  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

Section VI – Annex B: Bid Submission Form & Section I: Instructions to Bidders clause ‎2.4 |  |  |
| Have you provided copies of current certificates / awards  |  Section II: Terms of Reference (TOR)SUPPLY/PROVISION OF HOTEL SERVICES IN EGYPT **Background**UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands the possibilities for women and young people to lead healthy and productive lives. Since UNFPA started working in 1969, the number – and rate – of women dying from complications of pregnancy or childbirth has been halved. Families are smaller and healthier. Young people are more connected and empowered than ever before. UNFPA amplifies its impact by working with a broad range of civil society groups, from faith-based organizations and academic institutions to major international NGOs, as well as with governments and other UN agencies. In order to achieve time and cost efficiency while ensuring outstanding quality of service, UNFPA wishes to enter into a Long Term Agreement (LTA) with one or more of the most competent hotel service providers to accommodate all its guests, workshop and conference requirements.**Objective**UNFPA is hereby undertaking a solicitation of bid proposal from hotel service providers who are interested to provide various accommodation/workshop/conference facilities regularly required by the UNFPA in Egypt. The successful bidders shall be contracted for this purpose for an initial period of two (2) years. This Agreement may be renewed, at the sole option of the UNFPA, on the same terms and conditions, for one (1) additional year by means of a written notification of such renewal by the UNFPA to the hotel service provider and upon satisfactory evaluation of Annual Performance of the services provided. Anticipated services are:* The Contractor shall provide hospitality services for conducting workshops, seminars, trainings etc. on as and when required basis;
* The Contractor shall provide guidance on conference hall arrangements, suggest menus for different events and travel guide for international visitor attending international conference/meeting;
* The Contractor shall provide accommodation to the national and international guest/visitors on as and when required basis;
* The Contractor shall provide its services to the UNFPA on a priority basis throughout the contractual period;
* The Contractor shall provide necessary equipment, facilities, qualified personnel, expertise and other necessary means to perform their duty of conducting workshops/seminars and related services in accordance with the best commercial practice;

 * The estimated number of workshop/trainings/seminars planned to take place would be around 10 – 12 events per year. However, UNFPA does not guarantee any minimum volume of workshops, trainings, seminars, etc. to be handled by the Contractor and UNFPA may wish to contract several contractors based on the requirements of the organization.
* It will be the responsibility of the Contractor to pay for all the service charges levied by the government if any;
* The Contractor shall provide UNFPA with a complete detailed cost breakdown at the preparation phase to help UNFPA budget it accordingly;
* The Contractor shall facilitate the arrangement of such events/conferences upon receipt of authorized “Workshop/Meeting Request Form‟ signed by duly authorized UNFPA staff at senior level whose name shall be communicated to the Contractor at the time of contract signature;
* The Contractor shall work in close cooperation and coordination with the authorized representatives designated by the UNFPA at all the phases of the event;

 * The invoices issued by the Contractor for these events/conferences shall be supported by “Participants List”, original receipts (from hotel, car rental providers, translators, etc.) and shall be endorsed by the authorized UNFPA staff member in charge of the event before payment can be processed;
* The Contractor personnel cost such as staff, transportation, accommodation, meals and all other expenses shall be borne by the Contractor. UNFPA shall make the payment after verifying the actual number of the participants attending the workshop/meeting against the latest participants’ list. UNFPA shall inform the Contractor in case of discrepancies between invoiced number of pax and the latest participants’ list;
* The Contractor and its employees shall neither seek nor accept instructions from any authority external to the UNFPA Agency in connection with the performance of their duties and shall refrain from any action which may adversely affect UNFPA;
* The Contractor should delegate at least one personnel to serve as a focal point to deal with UNFPA. The Contractor shall provide the name and CVs of two Employees who would be assigned to the event;
* The Contractor shall have “A” class IATA membership;
* The Contractor shall have a representational office/branch/affiliation in Cairo, Egypt;
* The Contractor shall have adequate organizational capacity and setup to handle UNFPA requests;
* The Contractor currently maintain a nationwide services coverage in Egypt i.e. chain of hotels;
* The Contractor shall have specialized service departments to serve different needs of the UNFPA as stipulated under this TOR;

Section II – Annex A: Instructions for Preparing Technical Bid |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | Section I: Instructions to Bidders, clause ‎38 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause ‎38 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (hard copy Bids) or clause 19.4 (electronic Bids) or clause 20 (Submission through an online system)? | Section I: Instructions to Bidders, clause ‎19.3 & ‎19.3 |  |  |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 19.4.3)  | Section I: Instructions to Bidders, clause ‎19.3.3 |  |  |
| Have you noted the Bid closing deadline? | Invitation letter Number ‎4 |  |  |
| Have you provided information on Supplier Qualification Requirements? | Section V: Supplier Qualification RequirementS & Section VI – Annex E: Checklist on UNFPA General Conditions of Contract |  |  |
| Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of services? | Section V: Supplier Qualification RequirementS |  |  |
| Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback? | Section V: Supplier Qualification RequirementS |  |  |
| Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e.,* List of similar contracts/LTAs executed for other clients including contact details.
* Evidence that the Bidder possesses experience in the geographical area.
* At least three years of experience in performing similar contracts/Long Terms Agreements
 | Section VI – Annex D: Bidder’s Previous Experience & Section V: Supplier Qualification RequirementS |  |  |
| Have you provided sufficient documentation of your company’s managerial capability?* Details of company’s managerial structure.
* Quality assurance systems in place.
 |  |  |  |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above?  | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats?  | Section I: Instructions to Bidders, clauses ‎16 & ‎17 |  |  |

# Section VII: Long Term Agreement Template

**(27)**

**(Attached as pdf)**

1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)