

# **INVITATION TO BID**

# Conference and/or hotel services in Maputo, Mozambique

# During 4-8 July 2017

## Ref. **UNU-WIDER-ITB-1-2017-REV1**

#### **Please note that this Invitation to Bid has been revised and replaces the earlier Invitation to Bid. Please pay specific attention to the changes, highlighted in RED in this ITB.**

Dear supplier of conference and/or hotel services in Maputo,

1. The United Nations University World Institute for Development Economics Research (UNU‑WIDER) hereby solicits your price offer for the item(s) specified in this Invitation to Bid (ITB), which consists of this document and the following annexes:

* Terms of Reference (Annex A)
* Instructions for bidders (Annex B)
* UN General Terms and Conditions (Annex C)
* Technical offer form (Annex D – to be completed and returned)
* Financial offer form (Annex E – to be completed and returned)

#### **2. Important!**

#### **In order for vendors to take appropriate action UNU-WIDER has extended the submission date to the following:**

### **New Deadline: Thursday 13 April 2017, 13.00 hrs** (UTC+2, Helsinki time).

### Please send you offer in English by email to the dedicated email address: bids@wider.unu.edu.

Only clarifications and inquiries may be sent to procurement@wider.unu.edu.

### The offer should be addressed with the email subject line clearly marked with the following: UNU-WIDER-ITB-1-2017-[Name of your company].

### Please refer to Instructions to Bidders for alternative methods of submitting and full instructions on the bidding procedure.

### Your offer must include at the minimum:

### 1) A completed and signed copy of Annex D (Confirmation of services form)

### 2) A completed and signed copy of Annex E (Financial offer form)

### 3) Any other documents required in the Terms of Reference (ToR) to explain your capacity and suitability for these services.

### Please sign where requested, as submissions without signature may be rejected.

### It shall remain your responsibility to ensure that your offer will reach UNU-WIDER on or before the deadline. Offers received after the deadline, for whatever reason, shall not be considered for evaluation.

### If your hotel/conference centre is not available for this in any capacity during the given time, please send us an email immediately upon receipt of this ITB. If, on the other hand, your hotel/conference centre will be submitting an offer, kindly let us know the name and contact details of the person responsible for submitting the offer. Conference and hotel services may be offered separately, if you can offer only one of the services.

3. Kindly inform us your company contact person, and contact details upon receipt of this request and please let us know if you will intend to send an offer by the deadline.

4. For enquiries or clarifications on this ITB, please contact by writing to procurement@wider.unu.edu as soon as possible, but no later than Wednesday 29 March 2017.

5. Bidders may find further information on UNU-WIDER Procurement practices on the following pages on our website: <https://www.wider.unu.edu/procurement/introduction>

6. Supplier Code of Conduct. By submitting an offer, the bidder confirms that he/she has accessed, read, understood and agrees to comply with UNU-WIDER Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to UNU-WIDER Supplier Code of Conduct [here.](https://www.wider.unu.edu/sites/default/files/Procurement/PDF/UN-supplier-code-of-conduct.pdf)

7. The procurement of goods and/or services by the United Nations shall follow UN Security Council resolutions, and the financial rules, regulations and policies promulgated by United Nations principal organs.

8. We look forward to your Offer and thank you in advance for your interest in UN Procurement opportunities.

 Yours sincerely,

 Tuuli Levit

Senior Administrative Assistant

Procurement Coordinator



# **ANNEX A: TERMS OF REFERENCE/SPECIFICATIONS**

## Background

UNU-WIDER (www.wider.unu.edu), the United Nations University World Institute for Development Economics Research provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute was established in Helsinki, Finland in 1984 as the first research and training centre of the United Nations University (UNU) headquartered in Tokyo, Japan. UNU is part of the United Nations, and as such, maintains a diplomatic status in Finland, under a host-country agreement. For further information on UNU-WIDER, please visit: [www.wider.unu.edu](http://www.wider.unu.edu)

UNU-WIDER will hold a WIDER Development Conference on 5-6 July 2017 in Maputo, Mozambique, which focuses on the lessons from modern public and development economics which can guide policy makers to reform tax and public provision systems. An important goal of the conference is to identify avenues for future research. With that objective, the conference will bring together about 150-200 participants from the academic, government, and development communities from all over the world and provide a forum to discuss innovative, theoretical, and empirical research. The conference will consist of plenary sessions with keynote speakers, parallel sessions with contributed papers, and a poster session.

In addition to the Development Conference, UNU-WIDER will hold a half-day project meeting on 4 July, and a joint seminar, together with the Government of Finland, on the 7 July 2017.

## Objectives

UNU-WIDER is seeking qualified and professionally managed hotels/meeting venues to make a firm offer for the provision of hotel accommodation and conference services related to the following THREE (3) events:

## **EVENT 1**: UNU-WIDER SOUTHMOD Project Meeting, 4 July, half day (afternoon)

## **EVENT 2**: UNU-WIDER Development Conference on ‘Public Economics for Development’, 5-6 July 2017, 2 full days

## **EVENT 3**: Joint Seminar by UNU-WIDER and the Government of Finland, 7 July 2017, half day (morning)

## Conference services

Please find in the following tables requirement specifications per event (subject to changes):

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| Event 1: UNU-WIDER SOUTHMOD Project Meeting |
| Time: 4 July, half day event, afternoon (12.00 – 17.00)  |
| Location: Maputo, Mozambique |
| Quantity of participants | 30 participants  |
| Meeting roomThe meeting room should preferably have natural light, windows and unlimited supply of bottled still water during the meeting. The room should preferably have a flip chart, a multimedia projector and screen, microphones, etc. Ensure that all equipment is functional and installed prior to the start of the event. A technician should be available in case of any problems.*Important: Your offer must specify what technical equipment, furniture and services are included in the meeting room rental cost. Also, please provide a full price list of additional equipment and services with your offer.* |
| Tentative schedule (subject to change) 12.00 – 13.00 Light lunch, buffet style13.00 – 15.00 Meeting session15.00 – 15.15 Coffee break15.15 – 17.00 Meeting session18.00 – 20.00 Dinner (to be confirmed)  |
| 1 meeting room  | Capacity at least 40 persons, seating in classroom style | Half day (pm) |
| Free wi-fi | The meeting venue should be equipped with free wi-fi access for meeting participants. |  |
| Catering servicesArrange meals for participants within maximum amounts of participants per day as agreed with UNU-WIDER. Ensure that catering packages (lunch, and coffee-breaks) are provided in a timely manner.  |
| Lunch room | 30-35 personsLunch buffet-style Please provide 2 sample menus of light lunch For example: Light lunch buffet-style: 1 warm soup, selection at least 3 warm dishes (1 meat [no pork], 1 fish, 1 vegetarian), sandwiches, dessert, coffee/tea  | Estimated time: 12.00-13.00 |
|  | Beverages | Cold bottled still water, juice |
| Coffee break | Including tea, coffee and cake/pastry | According to the programme |
| 1 small office (for the use of secretariat) | Capacity of 10 persons | Full day  |
| Dinner | Dinner for 20 - 30 persons Please provide 2 sample menus  | Time to be confirmed |

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| Event 2: UNU-WIDER Development Conference on ’Public Economics for Development’ |
| Time: Wednesday 5 July – Thursday 6 July 2017, 2 full days |
| Location: Maputo, Mozambique |
| Quantity of participants | 250-300 persons  |
| Tentative Schedule (to be confirmed)  |
| Meeting roomsThe meeting rooms should preferably have natural light, windows and unlimited supply of bottled still water during the meeting. The rooms should preferably have flip charts, multimedia projectors and screens, microphones, etc. Ensure that all equipment is functional and installed prior to the start of the event. A technician should be available in case of any problems. Seating and venue arrangements to be confirmed.*Important: Your offer must specify what technical equipment, furniture and services are included in the meeting room rental cost. Also, please provide a full price list of additional equipment and services with your offer.* |
| 1 x Main plenary hall  | Capacity at least 250-300 persons, seating preferably in classroom style (if not, then theatre style) | 2 days |
| Meeting room 2 | Capacity at least 70 – 85 persons | 2 days |
| Meeting room 3 | Capacity at least 70 – 85 persons | 2 days |
| Meeting room 4 | Capacity at least 40 – 50 persons | 2 days |
| 2 x small office rooms(for the use of secretariat) | Capacity at least 10 persons | 2 days |
| Registration and publications desks, in the lobby outside the meeting room or at the entrance of the venue | 2-4 desks and 4 chairs | 2 days |
| Free wi-fi | The meeting venue should be equipped with free wi-fi access for meeting participants. |  |
| Catering services Arrange meals for participants within the maximum amounts of participants per day as agreed with UNU-WIDER. Ensure that catering packages (lunch, coffee, dinner) are provided in a timely manner. |
| Lunch  | 250-300 personsLight lunch buffet-style: 1 warm soup, selection at least 3 warm dishes (1 meat [no pork], 1 fish, 1 vegetarian), sandwiches, dessert, coffee/teaPlease provide 2 sample menus | Estimated time: 12.00-13.00 |
| Beverages: Bottled still water and juice |  |
| Coffee breaks | Minimum set: coffee, tea, milk, sugar, 1 piece of cake or selection of biscuits, bottled still water and juicePlease provide 2 sample menus | According to the programme |
| Dinner arrangements |  |  |
| Dinner reception on Thursday 5 July 2017 | 250-300 personsDinner buffet-style: warm soup, selection of salads, variety of at least 4 warm dishes (1 halal, 1 meat [no pork], 1 fish, 1 vegetarian), bread selection, dessert, coffee/tea (provide 2 sample menus) | Estimated time: 19.00 – 21.00 |
| Beverages: bottled still water, choice of 2 pours of wine (red or white) or beer or soft drink per person |  |
| Conference equipment |
| Please provide the rental cost for additional required equipment: |
| Screen | Required in each meeting room | 2 days |
| Data projector | Required in each meeting room | 2 days |
| Services of IT specialist for setting up the equipment and technical support during the event | Required | Preferred Set up and testing time: 4 July 2017 afternoon/evening  |
| Table microphone | Amount to be confirmed | 2 days |
| Wireless microphone (clip-on) | Amount to be confirmed | 2 days |
| Poster boards | Poster boards suitable for A1-size paper. Estimated number 25 boards (to be confirmed) | 2 days |
| Flipchart with a block of paper and a set of markers, pcs. | Required in each meeting room | 2 days |
| Bottled still water for meeting participants | Required in each meeting room | 2 days |
| Furniture set up |
| Main Plenary Hall + 3 parallel Meeting rooms | Classroom seating preferred in all roomsImportant: At least 2 hours’ set up time for the Main plenary hall will be required the previous evening. | 2 days |

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| **Event 3:** Joint Seminar by UNU-WIDER and the Government of Finland |
| Time: Friday 7 July 2017, half day (morning 09.00 – 13.00) |
| Location: Maputo, Mozambique |
| Quantity of participants | 250 persons |
| Tentative schedule (to be confirmed) |
| Meeting roomThe room should preferably have natural light, windows and unlimited bottled still water supply during the meeting. The room should preferably have a flip chart, multimedia projector and screen, microphones, etc. Ensure that all equipment is functional and installed prior to the start of the event. A technician should be available in case of any problems. Seating and venue arrangements to be confirmed.Important: Your offer must specify what technical equipment, furniture and services are included in the meeting room rental cost. Also, please provide a full price list of additional equipment and services with your offer. |
| 1 x Main seminar room | Capacity at least 250-300 persons, seating preferably in classroom seating (if not, then theatre style) | Half day |
| 1 x small office (for the use of secretariat) | Capacity at least 10 persons | Half day |
| Registration and publications desks, in the lobby outside the meeting room or at the entrance of the venue | 2-4 desks with 4 chairs | Half day |
| Free wi-fi | The meeting venue should be equipped with free wi-fi access for meeting participants. |  |
| **Catering services** Arrange meals for participants within the maximum amounts of participants per day as agreed with UNU-WIDER. Ensure that catering packages (lunch and coffee-breaks) are provided in a timely manner.  |
| Arrival coffee (during registration) | Minimum set: coffee, tea, milk, sugar, 1 piece of cake or selection of biscuits, bottled still water (provide 2 sample menus) | Half an hour before the seminar begins |
| Lunch  | 250 personsLight lunch buffet-style: 1 warm soup, selection at least 3 warm dishes (1 meat [no pork], 1 fish, 1 vegetarian), sandwiches, dessert, coffee/teaPlease provide 2 sample menus | Time to be confirmed |
| Beverages: Bottled still water and juice |  |
| **Conference equipment** |
| Please provide Rental cost for the following additional equipment |
| Screen | Required  | Half day |
| Services of IT specialist for setting up the equipment and technical support during the event | Required | Preferred Set up and testing time: 6 July 2017 afternoon/evening preferred |
| Table microphone | Amount to be confirmed | Half day |
| Wireless microphone (clip-on)  | Amount to be confirmed  | Half day |
| Data projector | Required | Half day |
| Flipchart with the block of the paper and a set of markers, pcs. | Required | Half day |
| Mineral Water for meeting participants | Required | Half day |
| Furniture set up |
| Main Seminar Room | Classroom seating preferred Important: At least 2 hours’ set up time for the Main seminar room will be required the previous evening. | Half day |

## Hotel accommodation

UNU-WIDER invites qualified hotels to make a firm offer for the provision of hotel accommodation services related to the above events

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| **Hotel accommodation** |  |  |
| Mandatory requirement: Single room, including breakfast and free wi-fi |
| Location: Maputo city area  |
| Hotel rooms per night |
| **Date**  | 3 July | 4 July | 5 July | 6 July | 7 July |
| Single rooms | 45 | 175 | 175 | 175 | 50 |
| Important note: If your hotel is not able to provide the full capacity of this requirement, please let us know the maximum amount of rooms your hotel will be able to allocate.  |

* 1. The above numbers are based on an estimated need and are subject to changes.

4.2 UNU-WIDER is also interested in information regarding possible supplementary airport transportation organized by the hotel or if airport shuttle service is available for an additional charge.

## Event manager

The hotel or conference centre should nominate an *Event manager* as focal point to deal with UNU‑WIDER before, during and after the event and to give UNU-WIDER support in all matters concerning the management of this event. The name of the contact person must be stated in the response to this ITB. This person should, preferably, speak and write English fluently and have extensive experience in the management of large conferences. The person must be available, if needed, during the event.

## Confirmation of event

The event date will be confirmed with an estimation of *8 weeks before the event*. The final quantity and requirements for the meeting arrangements will be confirmed no later than *2 weeks before the event*.

## Minimum qualifications

The successful bidder’s employees shall perform their functions in a highly efficient and professional manner.

The following minimum criteria for acceptance of the conference venue are:

* Availability of meeting rooms and hotel rooms on the specified dates, in full or partially.
* Duly registered/accredited hotel and conference service provider in Mozambique. Please provide certification.
* A good track record in serving international organizations, embassies and multinational corporations at a high professional level.
* Minimum experience of 5 years providing the required services.
* Availability of a person that would be the Event manager for this event.
* Willing and able to guarantee the delivery of products and services in accordance with high performance standards.
* Located in good areas in terms of access and security.

## Payment terms

Except where normal commercial practice or the interests of the United Nations so require, no contract or other form of undertaking shall be made on behalf of the United Nations which requires a payment or payments on account in advance of the delivery of products or the performance of contractual services. Whenever an advance payment is agreed to, the reasons therefore shall be recorded.

UNU-WIDER proposes, with limitations to this project the following payment terms:

* 20 % in advance after the confirmation list of participants (1 week before the event)
* 80 % after receipt of the services and invoice.

UNU-WIDER will process the payment within 30 days from receipt of invoice through Electronic Bank Transfer. Ability to receive international payments through Electronic Bank Transfer is required.

## 9. Cancellation policy

In view of the schedule of the meeting, UNU-WIDER shall have the right to cancel or modify reservations under the following conditions:

**Conference services**

Cancellation of an event can be done without penalty one (1) month prior to the booked event.

UNU-WIDER shall finalize the number of participants and food orders at least one (1) week prior to the event. The Contractor shall accept a maximum 20 % decrease in the number of participants reported two (2) days prior to the event if needed.

**Hotel services**

Cancellation of hotel rooms can be done in accordance with the following reduction rates:

100 % reduction 90 days before the event

50 % reduction 60 days before the event

25 % reduction 30 days before the event

10 % reduction 14 days before the event

5 % reduction 7 days before the event

If your proposal includes differing reservation or cancellation terms, this should be clearly explained in your offer**.** The terms and conditions will be open to negotiation, and may affect the outcome of the approval of your company’s offer.

# **ANNEX B: INSTRUCTIONS FOR BIDDERS**

## Instructions for Submission of Bids

## General

1. UNU-WIDER solicits Bids in response to this ITB. Bidders must strictly adhere to all the requirements of this ITB.
2. Submission of a Bid shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and unless specified otherwise, the Bidder has read, understood and agreed to all the instructions provided in this ITB.
3. This ITB does not commit UNU-WIDER to award a Contract or to issue a Purchase Order. Any Bid submitted will be regarded as a proposal by the Bidder and not as an acceptance by the Bidder of any proposal by UNU-WIDER.
4. The Bidder shall bear any and all costs and expenses related to the preparation and/or submission of a Bid, regardless of whether its Bid is selected or not.
5. Unless otherwise stated in this ITB, all times indicated in this ITB are Helsinki Time (UTC/GMT +2 hours).

## Submission of a Bid

1. Bidders are required to complete, sign and submit in the English language and in ONE COPY, the following documents:

6.1. Technical Offer Form (completed and signed)

6.2. Financial Offer Form, attached as Annex D.

The Bid shall include information in sufficient scope and detail to allow UNU-WIDER to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work specified at a high professional level, as well as any attachments and/or appendices required hereunder.

1. Bids must be clearly marked and addressed as follows:

**Subject line: UNU-WIDER ITB-1-2017-Rev1[Name of your Company]**

Closing Date & Time: Thursday 13 April 2017, 16.00 hrs (UTC +2, Helsinki time)

1. **You may submit your Bid via email to UNU-WIDER dedicated address:** **bids@wider.unu.edu** **prior to the Closing Time.** A maximum of 10 MB may be transmitted to this address per message. Should your Bid exceed this limit, please deliver your Bid by two or more messages.
2. Bids may also be received by mail to address: UNU-WIDER Procurement, Katajanokanlaituri 6 B, 00160 Helsinki.

In this case the envelope must clearly be marked and addressed as follows:

To: UNU-WIDER – Procurement

Attn: Tuuli Levit

Address: Katajanokanlaituri 6 B, 00160 Helsinki, Finland

Tel. +358 9 615 99 203

**UNU-WIDER ITB-1-2017-Rev1 [Name of your Company]**

Closing Date & Time: 13 April 2017, 16.00 hrs (UTC+2, Helsinki time)

The UN does not assume any responsibility for any missing and/or illegible pages of Bids, and this may result in rejection of your Bid. The phone number in paragraph 7 should not be used for queries concerning this ITB, but only for facilitating receipt of Bids delivered by hand or by courier.

Only submission means and addresses indicated above can be used. Submission by any other means, or to any other address, will be rejected. Vendors who submit (a copy of) the Bid directly to the Procurement Officer (by fax, electronically or by any other means) will be disqualified.

Submit your offers only to the dedicated email address: bids@wider.unu.edu

## Closing Time

1. It is the responsibility of the Bidders to ensure that the sealed envelope/package containing the Bid reaches the above-mentioned address before the Closing Time, so that it is time stamped and acceptable for opening. Bids must be delivered to the above-mentioned address during UN working hours from 8:00 AM to 4:00 PM, Monday through Friday, except for UNU-WIDER holidays. Delivery to any other UN office will be at the risk of the Bidder and may not meet the Closing Time. Written proof of receipt will not be given by UN staff unless a Postal/Courier service receipt or other form of receipt is presented for signature by UNU-WIDER. Bids received after the Closing Time will be rejected and therefore not considered or evaluated, except in exceptional circumstances.

## Clarifications

11. For clarifications regarding this ITB, you are requested to contact the Procurement personnel via e-mail: procurement@wider.unu.edu by the date deadline mentioned on the covering letter. No communication, written or verbal, is allowed in connection with this ITB, with any UNU-WIDER staff members other than Procurement Officers. Queries received after the deadline may not be considered.

12. In order to maintain transparency, all Bidders’ requests for clarifications and UNU-WIDER responses will be recorded and circulated to all Bidders, without indicating the source of the request.

## Validity of Bids

13. Your Bid shall be irrevocable and remain valid for acceptance for at least 30 calendar days, commencing on the Closing Time.

14. If deemed necessary by UNU-WIDER, Bidders may be requested to extend the validity of their Bids for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Bid, and will be required to extend the validity period of the Bid Security, if so required in this ITB.

## Withdrawal and Modification of Bids

15. Bids may be modified or withdrawn in writing, at any time prior to the Closing Time. Modification and/or any other complementary information shall be submitted in writing and in a sealed envelope, marked and labelled as provided in Paragraph 7 above, before the Closing Time.

16. Bids may not be modified or withdrawn after the Closing Time. If a Bid is modified or withdrawn by the Bidder after Closing Time, UNU-WIDER shall be entitled, without prejudice to any other remedies available to UNU-WIDER, to draw on the Bid Security, if required in this ITB. In addition, the Bidder’s registration status as a UN Vendor may be subject to review by UNU-WIDER Vendor Review Committee and may be grounds to suspend or remove the Bidder from UNU-WIDER vendor roster.

## Public Opening

17. A public opening of Bids will take place on 18 April 2017 at 10.00 hrs (UTC+2, Helsinki time) in the Board Room of UNU-WIDER, Katajanokanlaituri 6 B, 00160 Helsinki. The purpose of the public opening is to record the names of Bidders who submitted Bids by the Closing Time. The total price and the offered discount may be announced at the time of the public opening. Bidders submitting Bids are welcome to send one (1) representative to observe the recording of the Bid opening, and should notify the procurement unit 1 week prior to the date to procurement@wider.unu.edu if they wish to send a representative.

## Rejection of Bid

18. UNU-WIDER reserves the right to reject a Bid if it does not adhere to the ITB instructions.

19. UNU-WIDER will provide the Bidders, upon written request, with the reasons for their Bid rejection.

## Evaluation Criteria

20. All Bids will be evaluated, and the Bid which technically and substantially conforms to the requirements set forth in the Bid and is evaluated to be the one with the lowest cost to UNU-WIDER.

## Selection Process

21. UNU-WIDER reserves the right, at its sole discretion, to:

21.1. Award separate or multiple contracts for same or different elements covered by this ITB in any combination it may deem appropriate, or only a portion of the requirements. If a Bid is submitted on an “all or none” basis, it should be clearly stated as such.

21.2. Reject any or all Bids received in response to this ITB and negotiate with any of the Bidders in any manner deemed to be in the best interest of UNU-WIDER.

21.3. Add new considerations, information or requirements at any stage of the process.

22. In exceptional situations, UNU-WIDER may cancel this ITB by a written notification to Bidders.

## Notice of Award

23. The selected Bidder(s) will be notified in writing that UNU-WIDER is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties or the issuance of a Purchase Order (PO) by UNU-WIDER.

24. Unsuccessful Bidders will be notified in writing. UNU-WIDER has the right to retain unsuccessful Bids.

25. Unsuccessful Bidders having questions about the name of selected Bidder(s) and contract(s) value are invited to send their inquiries to procurement@wider.unu.edu. Please note that Bidders participating in eligible ITBs have the option to request a post award debriefing.

26. Any Contract or Purchase Order entered into with the successful Bidder will be subject to UNU-WIDER General Conditions of Contract (UNGCC). You will find the link to UNGCC at <https://www.un.org/Depts/ptd/pdf/general_condition_goods_services.pdf>

A Draft Form of Contract may also be included in this ITB. By submitting a Bid, the Bidder confirms that it has accessed, read, understood, agreed and accepted UNU-WIDERGCC and the Draft Form of Contract, if applicable and if provided herein.

## Commercial Instructions Payment Terms

27. The standard UN terms of payment are net 30 calendar days following satisfactory delivery of goods, performance of services and submission of an invoice, whichever is later. Payment for any goods or services by UNU-WIDER shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this ITB.

28. UNU-WIDER policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Bid will be prejudicial to its evaluation by UNU-WIDER.

## Currency

29. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Bids, UNU-WIDER will convert the currency quoted in the Bid to US Dollar, in accordance with the prevailing [UN Operational Rate of Exchange](https://treasury.un.org/operationalrates/default.php) at the Closing Time.

30. The Contract/Purchase Order awarded to the selected Bidder, Bidder's invoices and UNU-WIDER payments will be made in the currency as originally quoted by the Bidder in its Bid.

## Price

31. The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this ITB, the contract shall be concluded on a **Firm Fixed Price basis**, and shall not be subject to any adjustment including the actual cost incurred by the Bidder in performing the contract or any market price change.

GSA Clause (for USA vendors only) 32. UN is officially eligible, under United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Bid must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

## Performance Indicators

32. The following are key performance indicators (KPI) for tracking performance of the selected contractor. Bidders will be required to accept the UNU proposed indicators for assessing their performance, quality of service and other elements that would be advantageous to the UNU under the envisaged contract. Such indicators shall become contractually binding.

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| --- | --- | --- | --- | --- |
| **#** | **KPIs** | **Measures** | **Measurement** **(entire contract)** | **UN standard** |
| 1 | Availability of Service | Compared actual services provided vs. UNU requirements as per ITB | Number of deviations | 1 |
| 2 | Quality of Service | Compared quality of service and UNU requirements as per ITB  | Number of managerial complaints | 1 |
| 3 | Timeliness of Service | Compared timeliness of service and UNU requirements as per ITB | Number of hours behind schedule | 1 |
| 4 | Performance and Professionalism of Staff | Compared performance and professionalism of staff and UNU requirements as per ITB | Number of official complaints received by UNU | 1 |
| 5 | Finance | Variation between actual final cost and contract  | % excess | 10% |

## Liquidated Damages

33. If the Bidder fails to supply specified goods/services within the lead time to be stipulated in the Contract or in the Purchase Order, for any reason other than UNU-WIDER act or omission, UNU-WIDER shall deduct as liquidated damages, a sum equivalent to **5%** of the total Contract/Purchase Order value, or portion thereof that is delayed, for each calendar day of delay until actual delivery, up to a maximum deduction of **10%** of the total Contract/Purchase Order value, or portion thereof that is delayed; all without prejudice to any other remedies available to UNU-WIDER. A maximum grace period of **30** calendar days may be permitted. However, if the delivery is not completed within the grace period, liquidated damages will apply from the day immediately following the original delivery date. Said amount is agreed to be a reasonable estimation of the damages which UNU-WIDER will sustain, without UNU-WIDER having to prove any actual damage, and not as a penalty against the Contractor. In case of a different provision stated in the Draft Form of Contract (if applicable and if provided herein), the Draft Form of Contract shall prevail.

## Miscellaneous

34. Bidders may find UNU-WIDER Procurement Manual and UNU-WIDER Financial Rules and Regulations, which are applied to this ITB, at <https://www.un.org/Depts/ptd/pdf/pm.pdf> .

## Vendor registration and update of information

35. Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors MUST be registered at the **Level 1** in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.

**Please supply your UNGM registration number in your submission. Vendors failing to provide the number may be disqualified.**

Code of Conduct

36. By submitting a Bid, the Bidder confirms that it has accessed, read, understood and agrees to comply with UNU-WIDER Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to UNU-WIDER Supplier Code of Conduct at: <https://www.un.org/Depts/ptd/pdf/conduct_english.pdf>

37. The procurement of goods and/or services by United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by United Nations' principal organs.

38. If so requested, the Contractor shall furnish to UNU-WIDER, within 5 business days of UNU-WIDER's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by UNU-WIDER.

## Confidentiality

39. Unless otherwise indicated by UNU-WIDER, UNU-WIDER will consider and treat the Bids received as confidential and commercially proprietary.

40. This ITB is confidential and proprietary to UNU-WIDER, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNU-WIDER; except that the Bidder may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. The Bidder shall remain responsible towards UNU-WIDER for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.

41. The confidentiality obligations hereof shall survive the expiration of this ITB, and shall be binding to all the Bidders who received the ITB, regardless of whether or not they submit a Bid and/or are awarded a resulting contract.

## UN Entities

42. The selected Bidder may be required to make the benefits of any contract(s) resulting from this solicitation available to other UN Entities, subject to UNU-WIDER Entities and the successful Bidder signing of the "Form for Participation in the Contract by UNU-WIDER Entity" included in such contract(s).

The list of UN Entities eligible to place orders can be found at <https://www.un.org/Depts/ptd/pdf/un_entities.pdf>

## Independent Price Determination

43. Consistent with UNU-WIDER Supplier Code of Conduct, by submitting a Bid, the Bidder certifies that:

1. the prices offered in the Bid have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Bidder or competitor relating to (a) those prices, (b) the intention to submit a Bid, and/or (c) the methods or factors used to calculate the prices offered;
2. the prices in the Bid have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before UNU-WIDER issues an award under this solicitation; and
3. no attempt has been made or will be made by the Bidder to induce any other entity to submit or not to submit a Bid for the purpose of restricting competition. Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Bid(s).

In addition, UNU-WIDER reserves the right to exercise any other rights and remedies available to it.

### **12.** Checklist for conditions for bidding

Please take note of the following requirements and conditions pertaining to the supply of this request:

|  |  |
| --- | --- |
| Event site | **Hotel and Conference services – Maputo, Mozambique 4-8 July 2017** |
| Preferred currency of offer | USD  |
| Value Added Tax on offer | Exclusive of VAT and other applicable indirect taxes |
| Inquiries and clarification requests by bidders | All inquiries must be in writing and sent to procurement@wider.unu.eduimmediately or no later than Wednesday 15 March 2017. |
| Contact person for inquiries | Procurement Team: procurement@wider.unu.edu Ms. Tuuli Levit, Sr. Administrative and Procurement Assistant, Tel. +358 9 615 99 203All communication must be in writing. Any delay in UNU-WIDER response shall not be used as a reason for extending the deadline for submission, unless UNU‑WIDER determines that such an extension is necessary and communicates a new deadline to the bidders. |
| Deadline for the submission of offer  | **Wednesday 29 March 2017** at 13.00 local time Helsinki/Maputo |
| How to submit your offer | Send your offer by email to **bids@wider.unu.edu** with subject line:**‘UNU-WIDER-ITB-1-2017-Rev1 [Name of your company]’**.Your offer must include at the minimum:1. Completed and signed copy of Annex D (Confirmation of services form)
2. Completed and signed copy of Annex E (Financial offer form)
3. Any other documents required in the ToR to explain your capacity and suitability for this project.
 |
| Language of all documentations, including catalogues, instructions, and operating manuals | English |
| Period of the validity of quotes | 90 days |
| Partial quotes | Permitted for conference services and hotel accommodation only |
| Payment terms | • 20 % in advance after the confirmation list of participants • 80 % after receipt of the services and invoice. |
| Evaluation criteria | Evaluation will be based on the following evaluation criteria: 1. Full acceptance of the purchase order (PO)/Contract General Terms and Conditions as per ANNEX C.2. Technical responsiveness/Full compliance to the requirements and lowest price.  |
| Works offered shall be reviewed based on completeness and compliance of the offer with the minimum requirements described above and any other annexes herewith. |
| UNU-WIDER will award the contract to | Accommodation and Conference Facilities may be split to different suppliers, depending on the offers.  |
| Mandatory documents to be submitted: | Duly accomplished forms:**Annex D**: Checklist for confirmation of services form (including supporting documents) completed and signed.**Annex E**: Financial offer form completed and signed.Any additional information of the hotel services offered (e.g. Floor maps, venue information, meal suggestions etc.) and services including in the rate.  |
| Conditions for release of payment | Satisfactory completion of the services. |

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### Always respond to bid invitations – if you cannot submit an offer, inform accordingly

### Study bid documents, conditions and requirements carefully

### Ask for clarification if uncertain, provide clarifications if requested

### Ensure that your offer meets ALL bidding requirements

### Technical specifications – read carefully and meet minimum requirements

### Pricing – offer the best price from the onset as the UN does not negotiate on price

### Quality statements – international/national standards

### Demonstrate sustainability of products, operations and supply chain

### Alternative proposals may be provided, in addition to what is being asked for

### Submit bid, catalogues etc. in requested language

### Prepare bid to facilitate work of procurement officer – requested format, use submission

### forms provided

### Sign all submission forms

### Meet the deadline

# **ANNEX C: UN GENERAL TERMS AND CONDITIONS**

This ITB or any Contract awarded will be subject to the UN General Terms and Conditions of Contract for the Provision of Services: <https://www.wider.unu.edu/procurement/regulations-and-conditions>

# **ANNEX D: TECHNICAL BID FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Requirements | Description | Verification  | Yes | No\* |
| 1 | **Mandatory Criteria** | Vendor Registration at Level 1 at United Nation Global Market Place | Please provide UNGM registration number |  |  |
| 1 | **Qualifications criteria** | Duly registered/accredited hotel and conference service provider in Mozambique | Please provide certification  |  |  |
| Minimum experience of 5 years providing Conference and/or Hotel services | Provide relevant proof of similar assignments for the past 5 years |  |  |
| Prior experience with international organizations | Description of experience with international organizations, provide samples of work |  |  |
| Located within Maputo city area | Provide address: |  |  |
| Event manager should have extensive experience working with similar events and fluency in English | Name and CV of the Event manager and description of the type of functions they are experienced in handling, or client references |  |  |
| Ability to start the assignment almost immediately upon award of the contract | Provide confirmation that the team is available to start the assignment almost immediately upon award of the contract |  |  |
| The company has the equipment and facilities required for this type of services and has experience in high-profile meeting arrangements | Provide any additional information of the hotel services offered, such as floor maps, venue information, meal suggestions etc. and services including in the rate. |  |  |
| 2 | Minimum level of quality (refer to Annex A-Terms of Reference)  | Coffee Breaks | Please provide 2 alternative menu suggestions for coffee breaks |  |  |
| 3 | Minimum level of quality (refer to Annex A-Terms of Reference) Terms and conditions | Lunch – Buffet Style | Please provide 2 alternative menu suggestions for lunch  |  |  |
| Dinner Reception – Buffet Style | Please provide 2 alternative menu suggestions for dinner  |  |  |
| We confirm the delivery of the service in accordance with the scope specified in Annex A - Terms of Reference | Statement |  |  |
| 4 | Terms and conditions | We confirm the acceptance of the UN General Terms and Conditions of Contract for the Provisions of Goods and Services (Annex C)\* | Statement |  |  |
| 5 | Declaration of Eligibility for UN registration | We declare that the prerequisites for eligibility for UN registration, in Annex B, section 2 are confirmed by an authorized representative of our company. | *Declaration* |  |  |

## *\****If no, please specify your terms or provide an explanation below (or use a separate sheet if needed).**

|  |
| --- |
|  |

## *Note that non-acceptance of UNU-WIDER terms may be the basis for the non-acceptance of your offer, if supplier is not willing to negotiate on critical terms.*

|  |  |  |
| --- | --- | --- |
| Company name |  | Date |
| Signature |  |  |
| Name and title |  |

#### Note: Offers without a signature will not be considered valid.

#### A scanned PDF with signature will be acceptable for emailed offers.

## **ANNEX E: FINANCIAL OFFER FORM**Please complete using the format below and return with your offer

## (Prices should be stated in USD, VAT 0 %)

We, the undersigned, offer the quote for the supply of Hotel Accommodation and Conference Services as per the terms in this Invitation to Bid as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Requirements | Units | Amount | Unit Cost (USD excl. VAT) |
| 1 | **Room rental** |  |  |  |
| 4 July 2017 | Meeting room, capacity 40 | Half day (pm) |  |
| 5-6 July 2017 | Main Plenary Hall, capacity 250-300 | 2 days |  |
|  | Meeting room 2, capacity 70 – 85  | 2 days |  |
|  | Meeting room 3, Capacity 70 – 85  | 2 days |  |
|  | Meeting room 4, capacity 40 – 50 | 2 days |  |
|  | Office 1, capacity 10 | 4 days |  |
|  | Office 2, capacity 10 | 4 days |  |
| 7 July 2017 | Main Seminar Hall, capacity 300 | Half day (am) |  |
|  | Please specify what furniture, equipment and services are included in room rental:  |  |
| 2 | **Catering services** |  | Cost Per serving(USD excl. VAT) |
| 04 July | Coffee and Tea break  | Cost per person per serving  |  |
|  | Lunch break  | Cost per person per serving |  |
|  | Dinner  | Cost per person per serving |  |
| 05 July | Coffee and Tea break  | Cost per person per serving  |  |
|  | Lunch break  | Cost per person per serving |  |
|  | Dinner  | Cost per person per serving |  |
| 06 July | Coffee and Tea break | Cost per person per serving  |  |
|  | Lunch break  | Cost per person per serving |  |
| 07July | Coffee and Tea break  | Cost per person per serving  |  |
|  | Lunch break  | Cost per person per serving |  |

|  |
| --- |
| **3. Additional Equipment - Please provide Unit costs for the following:**  |
|  | Equipment Item | Function | Unit | Unit cost per day (USD excl. VAT) |
| a. | Screen | Large screen for display of presentations | day |  |
| b. | Data projector | For display of presentations | day |  |
| c. | Poster board | Large board with stand for pinning posters (papers size A1) | day |  |
| d. | Info board | Information board for signage | day |  |
| e. | Laptop | Rental of laptop for PPT presentations | day |  |
| f. | Table microphone | For podium and panellist tables on stage | day |  |
| g. | Wireless microphone (clip-on)  | For speakers | day |  |
| h. | Hand-held microphone on stand | For audience questions | day |  |
| i.  | Printer-photocopier | For Secretariat office | day |  |
| f.  | Other, please specify:  |  |  |  |

|  |
| --- |
| 4. Hotel Accommodation |
| Mandatory Requirement: Single/double room, including breakfast and free wi-fi.  |
| Date: | 3 July | 4 July | 5 July | 6 July | 7 July |
| Requested amount of single rooms: | 45 | 175 | 175 | 175 | 50 |
| Number of rooms available for this offer |  |  |  |  |  |
| Single room cost |  |  |  |  |  |
| Double room cost |  |  |  |  |  |
| Airport transportation fee (per direction) |  |  |  |  |  |

|  |  |
| --- | --- |
| Payment terms | 30 days from invoice |
| Discount offered: (if applicable) |  |
| Terms of discount:  |
| VAT % in Mozambique |  |  |
| Service tax (if applicable) |  |  |
| Tourism levy (if applicable) |  |  |
| Currency (preferred) | USD |  |

In compliance with this ITB, and subject to all the conditions thereof, we the undersigned, offer to furnish any or all items and required staff in accordance with the above quoted price, for the period stated in this ITB, to be delivered to the point as specified, if the Contract is awarded to us. By submission of our offer we agree to the UN General Terms and Conditions of Contract (Annex C).

|  |  |  |
| --- | --- | --- |
| Company name |  | Date |
| Signature |  |  |
| Name and title |  |

#### Note: Offers without a signature will not be considered valid.

#### A scanned PDF with signature will be acceptable for emailed offers.