UNITED NATIONS UNIVERSITY
UNU-WIDER

ITB-UNU-WIDER-2015-3

Invitation to bid – For the provision of hotel accommodation and conference services for UNU-WIDER

Helsinki, Finland during 2016

Bidding schedule

ITB issued on
15 December 2015

Deadline to inform of intention to bid
14 January 2016

Requests for clarifications due on
14 January 2016, 15:00 (UCT +03:00 - Helsinki Time)

Deadline for submission of bid
22 January 2016, 10:00 (UCT +03:00 - Helsinki Time)

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Dear Supplier of Conference and Hotel Services,

The purpose of this Invitation to Bid (ITB) is to select and to enter into a contractual agreement with a successful and qualified Supplier of Services to provide professional Conference and Hotel Accommodation Services for UNU-WIDER Events held in Helsinki during the forthcoming year 2016.

1 Introduction

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

2 Event Requirements

UNU-WIDER invites **qualified hotels and conference venue suppliers** to make a firm offer for the provision of accommodation and conference services related to the following events planned to be held in Helsinki during 2016:

Event 1: UNU- WIDER Development Conference on 'Human Capital and Growth', 6-7 June 2016, 150-200 participants/ Hotel 5-8 June (3 nights)

Event 2: UNU-WIDER Development Conference on 'Aid', 23-24 September 2016, 250 + participants / Hotel 22-25 September (3 nights)

NOTE **The Terms of Reference (TOR)** are detailed in ANNEX A of this document.

It is strongly recommended that this Invitation to Bid (ITB) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Please note that this document is not construed in any way as an offer to contract with your establishment.

3 Instructions to bid

3.1 The following annexes form integral part of this ITB:

Annex A: Terms of Reference

Annex B: Financial Offer Form (separate file)

Annex C: Confirmation of Technical Requirements Form

Annex D: Vendor Profile Form

Annex E: UN General Terms and Conditions for Contract of Services

Appendix 1: Intent to Offer form (to be completed and returned upon receipt of this Invitation)

3.2 Acknowlegement

We would appreciate your informing us of the receipt of this ITB by return email to procurement@wider.unu.edu as to:

1 Confirm of receipt of this invitation to bid

2 Confirm if you intend to submit an offer (Please return completed form – Appendix 1)

3 Provide the name and contact details of the person qualified and appointed to address this inquiry

3.3 Request for clarification

Bidders are required to submit any request for clarification with respect to this ITB in writing, by email to Procurement Team, UNU-WIDER, Ms. Tuuli Levit, email: procurement@wider.unu.edu

The **deadline for receipt of clarification** requests is **14 January 2016, 24:00 hrs** (UCT +03:00 - Helsinki Time)

NOTE Please note that the bid submissions are not to be sent to the email address above.

UNU-WIDER will compile the questions received and to respond to all questions after the closing date of the inquiries. The Institute may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

3.4 Your offer

Your offer must be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

NOTE Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNU-WIDER staff other than the submission email address will result in the disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" instructions of this ITB.

Your offer shall comprise of the following two sets of documents:

- Technical Offer
- Financial Offer

3.5 Content of Technical Offer

NOTE No pricing information should be included in your Technical Offer. Failure to comply may risk disqualification. The Technical Offer should contain all information required apart from pricing information.

The Terms of Reference (TOR) of the services requested by UNU-WIDER can be found in the **Annex A**. Your Technical Offer should clearly state whether or not the services you are offering are fully conforming to the technical specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall be provided in the Technical Offer:

1 **Description of the company and the company's qualifications**

A description of your company with the following documents:

- Company profile /presentation of hotel facilities incl. one photo of main conference room and one photo of a single standard room
- If multi-location company, specify headquarters location

2 **The Confirmation of Technical Requirements Form (Annex C)** is to be submitted with your Technical Offer **including any supporting documentation**. Bids that do not have this form attached may not be accepted.

3 **A completed and signed Vendor Profile Form (Annex D)** is to be submitted with your Technical Offer. Bids that do not have this form attached may not be accepted.

4 **UN Vendor Registration and update of information.**

Bidders must start the registration process in United Nations Global Market (UNGM) located at http://www.ungm.org . The required registration level is **Level 1**. The selected supplier must be fully registered before any Contract is signed. Bidders who have already registered in UNGM shall keep their information updated at http://www.ungm.org.

5 Bidders may find UNU-WIDER Procurement Manual and UNU-WIDER Financial Rules and Regulations, which are applied to this RFQ, at http://www.un.org/depts/ptd/pdf/pmrev6.pdf.

3.6 Content of the Financial Offer

Your separate Financial Offer must contain an overall offer in a single currency, either in US dollars, or in a currency of your company's country. The currency must be clearly stated in your offer.

The Financial Offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

UNU-WIDER, as a subsidiary of the United Nations, is exempt from all direct taxes and customs duties. In this regard, price has to be given without VAT. We however request you to provide the amount of the VAT and the City tax where applicable, according to the Financial Offer Form.

3.6.1 Validity of the offer

You are requested to hold your offer valid for 45 days from the deadline for submission. UNU-WIDER will make its best effort to select a company within this period. UNU-WIDER standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract is not reimbursable nor can it be included as a direct cost of the assignment. The financial offer must cover all the services to be provided (price "all inclusive").

3.7 Bid Evaluation

3.7.1 Supplier registration and qualification criteria

The bidder must provide a UNGM vendor registration number with their offer.

After the initial investigation of suitability based on the submitted **Vendor Profile Form, Annex D** and supporting documents, the investigation further involves consideration of several factors, including:

- Financial standing
- Core Business
- Track Record
- Contract capacity

3.7.2 Technical and financial evaluation

All received bids will be evaluated based on:

a **Compliance with the established UNU-WIDER specifications as per:**

- **Venue location – within a four (4) kilometre radius of UNU-WIDER premises (Katajanokka)** and easy access from city center and Helsinki-Vantaa Airport by public transportation or other
- **Availability** – there is required availability for the requested dates of conference services and accommodation

- **Standard of the hotel** – as no official classification systems exist for the Finnish market it is important for the bidders to provide sufficient information either in writing or on corporate website through provided link, which enables UNU-WIDER to make an assessment on the hotel standard and services level. The Institute will also make assessments based on other internet-based websites, which provide customer feedback for hotels and conference services. The bidding companies will need to show previous experience and client references on similar types of meetings for UN agencies, governmental or NGO'S parties or other high-level, international organizations.
- **Conference room facilities** – Conference room facilities have preferably natural light, windows that open and are equipped with a projector, screen, WIFI, flipcharts and a varied selection of conference services. Full details of technical equipment, description of rooms including photos, should be supplied either by links to website or in the offer file.
- **Technical requirements** – according to the criteria in the Terms of Reference, Annex A

b **Cost**

The financial evaluation will based on the lowest substantially conforming bid (Financial Rule 105.15 (a)). For evaluation purposes only, the offers submitted in a currency other than US dollars will be converted into US dollars using the UN official rates of exchange in effect on the date the submissions are due.

3.7.3 Modifications due to Errors and Omissions

The most frequent errors and omissions encountered in Submissions, and the treatment of such errors or omissions, are as follows:

a Errors in Totalling Prices: When errors in totalling the cost of a group of items or the entire total cost of a Submission have been made, the unit prices quoted shall govern.

b Apparent Errors in Price: The UN is not responsible for errors in price made by a Vendor, and the Vendor is bound by any such errors.

The lowest priced offer among the technically compliant/substantially responsive offers must be selected.

The technical evaluation shall be based on a **pass/fail determination** of whether the bid substantially conforms to the requirements set forth in the ITB. UNU-WIDER will determine the substantial responsiveness of each offer to the ITB.

A substantially responsive offer is one which conforms to all the terms and conditions of the ITB without material deviations, which include, but is not limited to, the following situations:

During preliminary examination of bids (opening of bids):

- Absence of bid form(s), change in the wording or lack of signature on key portions of the bid form when this is clearly specified in the tender document as a requirement. Any change in wording that is consistent with the standard format of the bid form(s) is not a material deviation;
- The bidder indicates in the bid that they do not accept or accept to negotiate important Agreement conditions, i.e. related to *Force Majeure* Applicable Law, Delivery Schedule, Payment Terms, General Conditions and Limitation of Liability;
- Non eligibility of the bidder;
- Financial information is included in the Technical Proposal.

3.8. Submission of bid

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by **email only**.

All attachments should be in **pdf format**. Copies of the pdf format documents may, as an addition, be included in Excel or other formats.

The technical and Financial Offers shall be sent in **separate emails** and clearly marked as follows in the subject heading of the email, as appropriate:

1 'Technical Offer: ITB-UNU-WIDER-2015-02-[name of Company]-Technical Offer'

2 'Financial Offer: ITB-UNU-WIDER-2015-02-[name of Company]-Financial Offer'

NOTE

Bids must be sent by email to bids@wider.unu.edu

Failure to submit the Technical Offer and the Financial Offer separately will result in disqualification of the offer and will not be evaluated.

Deadline for submission of bids:

Friday 22 January 2016 at 10:00 am (UCT +03:00 - Helsinki Time)

The public opening of bids will take place at 11:00 the same day.

NOTE

Any bid received after the above mentioned time or sent to another email may be rejected. UNU-WIDER may at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is the responsibility of the bidder to verify that all emails have been received properly before the deadline. Please be aware of the fact that the email policy employed by UNU-WIDER limits the size of attachments to a maximum **of 5 MB** so it may be necessary to send more than one email for the whole submission. Please indicate in your ITB submission headings the number of emails that are sent, example 1/3, 2/3, 3/3.

UNU-WIDER will not be responsible for locating or securing any information that is not identified in the bid. Accordingly to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

NOTE

The Financial Offer will only be opened for evaluation if the Supplier' technical part of the offer has passed the test and has been accepted by UNU-WIDER as sufficiently meeting the stated requirements.

3.9 Public opening of bids

A public opening of bids will be organized on **22 January, 2016 at 11.00 am**, 1 hour after the deadline for receiving bids at at the Institutes premises in Katajanokanlaituri 6 B, 00160 Helsinki.

Any submission received by UNU-WIDER after the deadline shall be rejected. UNU-WIDER shall not be legally responsible for proposals that arrive late due to the bidder's problems with a courier company or any other technical issues not within the control of the Institute.

UNU-WIDER may, under special and exceptional circumstances, extend this deadline for the submission of bids. Such changes shall be **notified to all prospective bidders simultaneously**.

3.9.1. Public opening of bids procedure

Prospective suppliers who submit offers may designate **one attendee to be present** at the public opening of bids. The name and contact information of this representative must be advised to UNU-WIDER prior to the event (by returning the Intent to offer form, Appendix 1).

Attendees and representatives shall sign the opening of bids attendance register, and supply the following information:

1. Name of representative of prospective vendor
2. Signature and title of the representative
3. Date of opening of bids

All received bid submissions to this ITB shall be recorded, and publicly opened at the time and place specified in this document as follows:

- Receipt of each submission on the submission itself (verification of submission date stamp)
- The supplier representatives at the Opening of Bids shall act as observers, and not as active participants in the opening process. However, the representatives may request a Bid Opening Official to repeat information read aloud. None of the UN personnel present at the Submission Opening shall engage in discussion with any representative of the prospective Vendors during the opening exercise.
- A Bid Opening Official shall enter the information read aloud during the opening process on a Solicitation Abstract Sheet.
- The Solicitation Abstract Sheet may contain information of the following; quantity, objective, delivery time and schedule, compliance with specifications, discounts if any, and warranty and after sales service as applicable.

After bids have been opened, read, summarised, dated and signed by the bid opening officials, all offers and related documents shall be delivered to the Procurement Officer, together with abstracts of the offers received for further review.

3.10 Bid acceptance

UNU-WIDER reserves the right to accept the whole or part of your bid.

UNU-WIDER may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNU-WIDER may at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNU-WIDER at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNU-WIDER is not bound to select any of the companies submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNU-WIDER's general principles, including economy, efficiency and best value for money.

3.11 Currency and payment terms for purchase orders

Your offer should be provided in EUR currency, excl. VAT. If VAT is included, this should be **clearly** stated.

Any purchase order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Services and any special terms and conditions specified in the Terms of Reference, Annex A, as well as in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by the UNU-WIDER business owner.

3.12 UN General Conditions of Contracts

Please note that the General Conditions of Contract (Annex E) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm acceptance of these terms and conditions in writing.

We look forward to receiving your offer.

Yours Sincerely,

Tuuli Levit, Senior Administrative Assistant
Procurement and Contracting Coordinator
UNU-WIDER
Email: procurement@wider.unu.edu
Tel. +358 9 61599203

Annex A: Terms of reference

UNU-WIDER invites qualified hotels to make a firm offer for the provision of accommodation and conference services related to the following events:

1 Specifications per event

Event 1 **UNU- WIDER Development Conference on 'Human Capital and Growth', 2 day event, 6-7 June 2016** Location: Helsinki, Finland – location of 4 km radius from Katajanokka (location of UNU-WIDER) or 30 min. distance using public transportation.		
Quantity of participants	150 + (max. 200)	
Hotel accommodation	Single rooms per person including breakfast and free wireless internet. The booking can be changed and cancelled according to proposed cancellation terms below. Please provide information on your booking options and cancellation policy.	
Standard hotel room	120 single rooms	
Accommodation nights per person (estimated)	check in 05 June, check out 8 June (3 nights), breakfast, wifi	
Catering services	Arrange meals for participants within maximum amounts for participants per day as agreed with UNU-WIDER. Ensure that catering packages (lunch, coffee-breaks, and dinner) are provided in a timely manner.	
Coffee breaks	**Minimum set** coffee, tea, milk, sugar, 1 piece of cake/selection of biscuits, ice water (provide 2 sample menus)	4 settings per person/event
Lunch	**Buffet-style** Warm vegetarian soup with 2-3 toppings, variety of 4 nourishing salads/side dishes (1 meat, 1 fish, 2 vegetarian), bread selection, dessert, coffee/tea, ice water (provide 2 sample menus)	2 settings per person/event
Dinner	**Buffet-style** 6 starters or salads (3 of which should be vegetarian), 2 warm main courses (no pork), selection of 3 desserts, coffee, tea, ice water (provide 2 sample menus)	1 setting per person/event
Meeting rooms and equipment	The rooms should preferably have natural light, windows and unlimited mineral water supply during the meeting. Meeting room including flip charts, notebooks, pens, multimedia projectors and screen, microphones, laptop extension cords etc. Ensure that all these equipment are functional and installed prior to start of an event. Technician should be available in case of any problems. Free Internet access in the venue selected for the event, seating and venue arrangements as required.	
1 pc meeting room (for Plenary sessions)	capacity at least 200 persons, seating in classroom style	2 days
4 pc smaller meeting rooms (for Parallel sessions)	capacity of ranging from 70 – 150 seats	2 days
Small Office room (for UNU-WIDER secretariat)	1 desk with 2 chairs, conference table for 5 persons. The room will function as a conference office, and should be secured by lock, if needed	2 days
Equipment per room	data projector with wireless switch presentation slides, screen, laser pointer, services of IT specialist for setting up the equipment and technical support during the event, set up	2 days

	3 microphones (table or tie clip mics)	2 days
	flipchart with the block of the paper and a set of markers, pcs.	2 days
	water, pens, notepads in meeting room	2 days
Furniture set up	classroom seating, podium, chairman's table (3 persons) Important: Set up time for the main meeting room will be required for at least 2 hours the previous evening.	2 days
Cloakroom service		2 days
Business Center facilities	Access to printer, fax, telephone, if needed	2 days

Event 2 **UNU-WIDER Development Conference on 'Aid', 2 day event, 23-24 September 2016** Location: Helsinki, Finland – location of 4 km radius from Katajanokka (location of UNU-WIDER) or 30 min. distance using public transportation.		
Quantity of participants	250 + (max. 300)	
Hotel accommodation	Single rooms per person including breakfast and free wireless internet. The booking can be changed and cancelled according to proposed cancellation terms below. Please provide information on your booking options and cancellation policy.	
Standard hotel room	180 single rooms	
Accommodation nights per person (estimated)	check in 22 Sep, Check Out 25 Sep (3 nights), breakfast, wifi	
Catering services	Arrange meals for participants within maximum amounts for participants per day as agreed with UNU-WIDER. Ensure that catering packages (lunch, coffee-breaks, and dinner) are provided in a timely manner.	
Coffee breaks	**Minimum set** coffee, tea, milk, sugar, 1 piece of cake/selection of biscuits, ice water (provide 2 sample menus)	4 settings per person/event
Lunch	**Buffet-style** Warm vegetarian soup with 2-3 toppings, variety of 4 nourishing salads/side dishes (1 meat, 1 fish, 2 vegetarian), bread selection, dessert, coffee/tea, ice water (provide 2 sample menus)	2 settings per person/event
Dinner	**Buffet-style** 6 starters or salads (3 of which should be vegetarian), 2 warm main courses (no pork), selection of 3 desserts, coffee, tea, ice water (provide 2 sample menus)	1 setting per person/event
Meeting rooms and equipment	The rooms should preferably have natural light, windows and unlimited mineral water supply during the meeting. Meeting room including flip charts, notebooks, pens, multimedia projectors and screen, microphones, laptop extension cords etc. Ensure that all these equipment are functional and installed prior to start of an event. Technician should be available in case of any problems. Free Internet access in the venue selected for the event, seating and venue arrangements as required.	
1 pc meeting room (for Plenary sessions)	capacity at least 350 persons, seating in classroom style	2 days
2 pc meeting rooms (for Parallel sessions), seating in classroom time	capacity of ranging from 70 – 150 seats	2 days
3 pc smaller meeting rooms (for Parallel sessions), seating in classroom style	capacity 50 – 70 seats	2 days

Small office room (for UNU-WIDER secretariat)	1 desk with 2 chairs, Conference table for 5 persons. The room will function as a conference office, and should be secured by lock, if needed	2 days
Equipment per room	data projector with wireless switch presentation slides, screen, laser pointer, services of IT specialist for setting up the equipment and technical support during the event, set up	2 days
	3 microphones (table or tie clip mics)	2 days
	flipchart with block of the paper and a set of markers, pcs.	2 days
	water, pens, notepads in meeting room	2 days
Furniture set up	classroom seating, podium, chairman's table (3 persons) Important: Set up time for the main meeting room will be required for at least 2 hours the previous evening	2 days
Cloakroom service		2 days
Business Center facilities	Access to printer, fax, telephone, if needed	2 days

2 Event manager – focal point

The hotel 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 must speak English fluently. The person should be available, if needed, during the event.

3 Confirmation of event

The event date will be confirmed with an estimation of 2 months before the event. The final quantity and requirements for the Meeting Arrangement will be confirmed no later than **1 month before the event**. Seating arrangement and equipment requirement **may vary** depending on event.

4 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 venue are:

- Duly registered /accredited hotel and conference service provider in Finland. **Please provide Certification.**
- Meets the Hotel and Travel Classification standards in Finland (EU). **Please provide details.**
- Maintains a good track record in serving international organizations, embassies and multinational corporations; **list of corporate clients should be provided;**
- **Minimum experience of 5 years** providing the required services; **certified registration form should be provided;**
- Provide a person that would be the **focal point** for this event.
- **Availability of rooms** according with the possible dates.
- 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.

5 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 therefor shall be recorded.

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

- 20% in advance after the confirmation list of participants (1 month 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.

6 Cancellation policy

UNU-WIDER shall have the right to cancel or modify reservations under the following conditions.

Room/accommodation services: UNU-WIDER shall have the right to cancel reservations without any penalty until 16:00 PM CET on the day of arrival. If the guest does not arrive until that time and no cancellation was made, the Contractor shall have the right to cancel the reservation and charge a penalty, unless the guest requests to guarantee for late arrival before the given deadline. For penalty the Contractor may charge maximum the agreed rate for one (1) night.

Conference services: Cancellation of an event can be done without penalty 10 days prior the booked event. In case of cancellation 10-5 days prior the booked event/facilities, the Contractor charges 50% penalty fee based on the total amount of the reservation. In case of cancellation within 5 days prior the booked event, the Contractor charges 70% penalty fee based on the total amount of the reservation. UNU-WIDER shall finalize the number of participants at least 24 hours prior to the event. The Contractor shall accept a maximum 20% decrease in the number of participants reported 2 days prior the event if needed.

You are requested to confirm your acceptance of this cancellation policy on Annex C-confirmation of Technical Requirements. 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.

7 Applicable general conditions

Please indicate your acknowledgement of the UN General Terms and Conditions of Contract (Annex E) for the Provision of Goods and Services by your stated confirmation in Annex C and including it in your offer.

Annex B: Financial Offer form (see separate attachment)

Please complete the **separate** Excel file provided, **Annex B**.

Prices should be stated in EUR, VAT 0%.

Scanned PDF will be acceptable if email offer is provided.

Annex C: Confirmation of Technical Requirements form

To be completed and returned with your technical offer.

No.	Requirements	Description	Verification	Yes	No*
1	Qualification criteria	Duly registered /accredited in Finland.	Provide Certification	☐	☐
		Minimum experience of 5 years providing the required services;	Confirmed statement or certification	☐	☐
		Provide a person that would be the Focal Point for this event	Name and contact details	☐	☐
		Availability of rooms according with the possible dates and willing and able to guarantee the delivery of products and services in accordance with high performance standards.	Provide confirmed tentative booking reference number	☐	☐
		Located in good areas in terms of access and security	Please provide details of possible hazards or risks	☐	☐
		Ability and willingness to guarantee the delivery of products and services in accordance with high performance standards.	Statement	☐	☐
2	Standard hotel room	Single rooms per person including breakfast and free wireless internet. The booking can be changed and cancelled according to proposed cancellation terms.	Please provide information on your booking options.	☐	☐
3	Catering services	Arrange meals for participants within maximum amounts for participants per day as agreed with UNU-WIDER. Ensure that catering packages (lunch, coffee-breaks, and ONE dinner) are provided in a timely manner.	Please provide a sample Menus (2 pc)	☐	☐
4	Conference rooms as per requirements	The rooms should have preferably natural light, windows and unlimited mineral water supply during the meeting. Meeting room including flip charts, notebooks, pens, multimedia projectors and screen, microphones, laptop extension cords etc. Ensure that all these equipment are functional and installed prior to start of an event. Technician should be available in case of any problems. Free Internet access in the venue selected for the event, seating and venue arrangement.	Bidders must provide information and demonstrate compliance with these requirements	☐	☐
		Set up time for the main meeting room is available for at least 2 hours the previous evening.		☐	☐
		Office space available, Including 1 desk with 2 chairs, Conference table for 5 persons, and 10 conference chairs. Free internet access. The room will function as a conference office, and should be secured by lock, if needed. Photocopying services at close range to the room.		☐	☐

		Ensure that water for the participants is provided during the whole event.	Provide full list of rates as annex to your offer.	☐	☐
		Refer to Annex A	Description of venue, incl. maps, photos, charts, descriptions etc.	☐	☐
5	Business centre services	Photocopy services to provide copying and/ or printing information materials for the participants when needed Telephone and Fax services	A separate price list should be provided if extra charges are requested	☐	☐
6	Terms and conditions	We confirm the acceptance of the proposed Cancellation policy	Statement	☐	☐
		We confirm acceptance of the proposed Payment terms	Statement	☐	☐
		We confirm the acceptance of the UN General Terms and Conditions of Contract for the Provisions of Goods and Services (Annex B)	Statement	☐	☐

*If no, please specify your terms or provide an explanation. Note that non-acceptance of UNU-WIDER terms may be basis for the non-acceptance of your offer, if supplier is not willing to negotiate on critical terms.

Name and title of authorized representative

Signature

Company name and address

NOTE

Offers without a signature will not be considered valid.

A scanned PDF will be acceptable for emailed offers.

Annex D: Vendor profile form

To be completed and returned with your technical offer.

Brief company profile The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNU-WIDER by indicating the following :	
Full registration name	
Year of foundation	
Legal status (If Consortium, please provide written confirmation from each member)	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	Registration number (Y-tunnus) in Finland
Latest Audited Financial Statement or Financial results (2014 -2015)	Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 3 years	Please indicate here the List of clients for similar services as those required by UNU-WIDER, indicating description of contract scope (including titles of documents developed and analysis prepared), contract duration, contract value, contact references; Brief description of previous surveys carried out by the Organization (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 3 previous partners for reference	Please attach signed reference letters, if any.
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes / No (Please choose) ☐ Yes ☐ No
UNGM Vendor ID (see page 3)	
Other relevant information: Located in good areas in terms of access and security.	

Name and title of authorized representative

Signature

Company name and address

NOTE

Offers without a signature will not be considered valid.

A scanned PDF will be acceptable for emailed offers.

ANNEX E: UN General Terms and Conditions of Contract for Goods and Services

Can be found in English at:

https://www.wider.unu.edu/sites/default/files/Procurement/PDF/UN-general-condition-goods-services.pdf

Suomeksi:

https://www.wider.unu.edu/sites/default/files/Procurement/PDF/UN-general-condition-goods-services-Finnish.pdf

You are requested to confirm your acceptance the UN General terms and Conditions of Contract for the provisions on Goods and Services on Annex B.

Appendix 1 – Intent to Offer form

Complete and sign this form.

ACKNOWLEDGEMENT/INTENT TO OFFER FORM

This form does not commit the supplier to any stated action, but serves the purpose of informing UNU-WIDER on their intention only.

Reference Number: **UNU-WIDER-ITB-2015-3**

Subject: **Intention to bid for Hotel and Conference Services**

☐ **Intention to submit a bid**

We hereby acknowledge receipt of your ITB. We have carefully read the document and advise that we intend to submit an offer by the deadline set out in this ITB.

☐ Our company intends to send one representative to the public Opening of Bids on **22 January 2016**, at 11:00 am at UNU-WIDER, Katjanokanlaituri 6 B., 3rd Floor.

The name and contact information of our representative is:

☐ Non-Intention to submit a bid

We hereby acknowledge receipt of the ITB. We have carefully read the document and advise that we **do not intend** to submit a proposal for the following reasons:

(Please insert reason here)

Bidder's contact information:

Company name:

Contact person:

Mailing address:

Telephone no:

Fax no:

Email address:

Name and title of authorizing officer:

Signature: Date:

Please return no later than 14 January 2016

Email your acknowledgement form to: procurement@wider.unu.edu

Subject heading: Intent to offer- UNU-WIDER-ITB-2015-03-[Company Name]

Appendix 2- Checklist for conditions for bidding

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

Title	Detail
Project owner	UNU-WIDER Katajanokanlaituri 6 B, 00160 Helsinki Finland
Preferred Currency of Quotation	EUR
Value Added Tax on Price Quotation	Exclusive of VAT (i.e. VAT 0%) and other applicable indirect taxes
Bidding schedule	• ITB posted: **15 Dec 2015** • Submission date of Clarification Requests: **14 Jan 2016** • Submissions of offers: **22 Jan 16 at 10:00 am** (Helsinki time) • Opening of Bids: 2**2 Jan 16 at 11:00 am** (Helsinki time) • Evaluation: **22 Jan – 30 Jan 2016** • Recommendation presented to UN Committee of Contracts: **04 Feb 2016** • Committee Meeting (scheduled by UNU HQ): **25 Feb 2016** • Notification of Award - **end of February 2016**
Inquiries and clarifications by bidders:	Inquiries accepted until: **14 January 2016** A **question & answer sheet** will be sent to all companies who have returned the intent to offer form to procurement@wider.unu.edu before the above date.
Email address for inquiries:	procurement@wider.unu.edu
Deadline for the Submission of the OFFER	**Friday 22 January 2016 at 10:00 am (Helsinki Time)**
Email address for submissions:	bids@wider.unu.edu
Date, time and venue for opening of Bid	A public opening of Bids will be organized on **22 January, 2016 at 11.00 am**, 1 hour after the deadline for receiving bids **at UNU-WIDER, Katajanokanlaituri 6 B, 00160 Helsinki**. Companies submitting bids are welcome to send one (1) representative with proper authorization to observe the opening of bids received. You should confirm your arrival to procurement@wider.unu.edu no later than 1 week before the opening.
Latest expected delivery date and time	According to agreed Purchase Order (PO) Contract
Language of all documentations, including catalogues, instructions, and operating manuals	English language
Period of the Validity of quotes	90 days

Partial quotes	Partial quotes are allowed if the suppliers submit complete offers for **minimum 2 of the following services**: • Hotel accommodation • Conference Venue Services • Catering Services **If partial quotes are provided, the supplier must clearly state what services they are offering.**
Payment terms	100 % upon successful delivery of services, 30 days of invoice date. If deposit is required, the UN may exceptionally agree to the following advance payment terms: - 20% in advance after the confirmation list of participants (1 month before the event) - 80% after receipt of the services and invoice, 30 days.
Evaluation Criteria	Evaluation will be based on the following evaluation criteria: 1 Full acceptance of the PO/Contract General Terms and Conditions as per Annex E. 2 Technical responsiveness/Full compliance to the requirements and lowest price. The contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNU-WIDER's general principles, including economy and efficiency and best value for money.
UNU-WIDER reserves the right to award the contract to	Maximum 2 suppliers
Documents to be submitted:	Appendix 1: **Intent to Bid Form** (to be submitted no later than 14 January, deadline for Clarification requests). **Included as part of offer submission:** Annex B: Financial Offer Form Annex C: Confirmation of Technical Requirements Form including the verification documents. Annex D: Vendor Profile Form including copies of the requested documents in this form. **Note: Offers without a signature will not be considered valid.** **A scanned PDF will be acceptable for emailed offers.**
Conditions for Release of Payment	Satisfactory acceptance of services and goods by UNU-WIDER
Annexes to this RFQ:	• Annex A: Terms of Reference • Annex B: Financial Offer Form (separate file) • Annex C: Confirmation of Technical Requirements Form • Annex D: Vendor Profile Form • Annex E: UN General Terms and Conditions for Contract of Goods and Services
Contact Person for Inquiries	Procurement Team: procurement@wider.unu.edu Procurement coordinator: Ms Tuuli Levit, Sr Administrative Assistant Tel. + 358 9 615 99 203 **All 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.