



Posted 20 January 2016

Q&A – ITB-2015-03 Hotel and conference services

Q: Currently our hotel could offer only accommodation (max. 50 rooms) for the September event participants. Is there a point making a partial offer for this or are you looking for a hotel which can offer both accommodation and meeting rooms for the whole group?

A: Yes, we will be looking into the best overall package or combination of services for our events. Even if you are able to offer only part of the required services, we highly appreciate your participation.

Q: What do you mean by an extender 10m?

A: This refers to an extension cord of 10 m.

Q: In the excel file the fields below should (in my understanding) be for only one technician in one room (not in 5 rooms) and the microphone technique is also for one room for the whole event. Am I allowed to change the formulas, so that the sums will be correct?

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 / 1 day	EUR	471,76	5	2	4717,6
3 microphones (table or tie clip mics) (15 remotes with a microphone and a set of headphones)	set / 1 day	EUR	1866	5	2	18660

A: Yes, you may change the formula as long as it is supported by an explanation.

Q: Please notice that IF we cannot provide the below certifications. Does that disqualify us?

“Duly registered /accredited hotel and conference service provider in Finland. Please provide Certification.”

Minimum experience of 5 years providing the required services; certified registration form should be provided;”

A: No, this does not automatically disqualify you. However, In order to qualify, you may optionally provide a written statement signed and duly authorized by your company senior management and provide an explanation why certifications are not available. We need official proof of company experience in the field.

Q: “Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation”

We are a public company, income statement is available only in public registers. We are not able to provide a balance sheet from year 2015. Does that disqualify us?

A: Please provide us copies of the most recent income statements and balance sheets.

Q: 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);

This is confidential information and is not available. Does this disqualify us?

A: All information provided in a bidding of the United Nations is kept strictly confidential. It is customary to provide a list of references or recommendations. The purpose of this request is to establish the experience and level of professional services that your company provides. It is in the company’s discretion to decide what information is provided, however, please note that all information will be included in the evaluation of bids. Providing no information may lead to disqualification.

Q: Is it mandatory to participate at the “public opening of bids”?

A: No, attendance is optional.

Q: Do we need to register in the UNGM site according to the instructions (on page 5)?

A: Yes, please register level 1, if your company is not already listed.

Regarding Annex C:

Q: Should we send the statements and certifications in separate pdf files?

How do you wish us to refer to the different parts in the Annex C?

A: The statements and certifications can be sent in a separate page or file as part of your offer if otherwise not possible in the given form.

Regarding the financial offer excel sheet:

Q: It sees that the split in this row (marked in yellow in the picture below) has not been made, even though the cells should probably be split in two (one for set / hour an one for set / day). Are we allowed to modify the excel sheet, or will you send us a corrected one?

A: Yes indeed, it is possible for you to correct this error. Thank you for your observation.

4.1	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 /1 hour	specify minimum quantity of hours/ days
		set / 1 day	

Q: On the sheet for Event 1 (6-7 Jun) and Event 2 (23-24 Sep), there is no formula for the “Total for event” which means that there will be no total sum at the end of the sheet. Nor will there be any total sums for the “Total+Signature 1+2” as the formulas are not set.

Should we put the formulas in the sheet for correct total sum, or will you do it afterwards, when we have sent you financial offer excel? Can this be sent to you in excel form or should it be as a pdf?

A: If clear formatting errors are noticed, please correct accordingly. The files should be returned in both excel format and pdf (with signature).