



26 August 2024

REQUEST FOR QUOTATION UNFPA/LBY/RFQ/24/02 Retreat Venue

SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Population Fund (UNFPA) kindly requests your quotation for the provision of Hosting UNFPA Libya Retreat venue, as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Technical Offer

Annex 3: Financial Offer

Annex 4: Quotation Submission Form

Annex 5: General Conditions of Contract

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 1: Schedule of Requirements by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted by email, on or before 29 August 2024, 13:00 Tunis time.</p> <p>Bid submission address: Bids.Libya.Procurement@unfpa.org</p> <ul style="list-style-type: none"> ▪ File Format: .doc or PDF file ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB (including email body, encoded attachments, and headers). ▪ Mandatory subject of email: UNFPA/LBY/RFQ/24/02 Hosting UNFPA Libya Retreat ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y" and the final "email no. Y of Y". ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	UNFPA shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNFPA implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNFPA, as well as third parties involved in UNFPA's activities.</p>
Conflict of Interest	UNFPA encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNFPA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract as indicated in Annex 5.
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with UNFPA and to deliver services in Tunisia . Only eligible and accredited Service Providers (Hotels and event planners) may submit a Quotation. The quotation shall be the basis for contract negotiations and ultimately for a signed contract with the successful Service Provider.
Currency of Quotation	Quotations shall be quoted in Tunisian Dinar .
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNFPA as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall: be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	Bid documents and all related correspondence will be written in English. Bids can also be submitted in French.

catalogues, instructions, and operating manuals	Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.
Documents to be submitted	Bidders shall include the following documents in their quotation, in accordance with the Schedule of Requirements in Annex 1: <ul style="list-style-type: none"> - Annex 2: Technical Offer duly completed - Annex 3: Financial Offer duly completed and signed - Annex 4: Quotation Submission Form duly completed and signed
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	Not permitted
Payment Terms	100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	Focal Person: Ms. Asma Ben Yahia E-mail address: abenyahia@unfpa.org <i>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above (Method of submission section).</i>
Clarifications	Requests for clarification from bidders will not be accepted any later than 28 August 2024 10:00AM Tunisian time . Responses to request for clarification will be communicated via email.
Evaluation process	Quotations will be evaluated based on the technical proposal in accordance with Annex A requirements, and the total cost of the services (price quote).
Award criteria	The Purchase Order/contract will be awarded to the Bidder that obtains the highest combined score of the Technical and Financial evaluation.
Right not to accept any quotation	UNFPA is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNFPA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 10% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	06 September 2024
Publication of Contract Award	UNFPA will publish the contract award on United Nations Global Marketplace http://www.ungm.org , with the RFQ Reference number and information of the awarded Bidder company name, contract amount or LTA and the date of the contract.
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of UNFPA which can be accessed at : Regular Procurement procedures
UNGM registration	UNFPA posts all Bids notices, clarifications, and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM. Bidders can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

ANNEX 1: SCHEDULE OF REQUIREMENTS

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Retreat Objectives

The retreat is designed to bring together UNFPA Libya staff members to develop soft skills in leadership, interpersonal relations, creative thinking and collective intelligence; enable a safe space for learning; have fun and connect as a team working towards a common purpose.

The Retreat is scheduled for 17-21 September 2024. The retreat venue aimed to be held in a 5-star hotel venue approximately 1 hour (less than 2 hours) travel distance (by bus or airplane) from Lac 1 Tunis (Tunisia), at a favourable area in the city/town of Hammamet, Monastir, Korbous or Djerba. Preferably a hotel that provides airport transfer, accessible to public transport (taxi/bus), provides free parking spaces and accessible to medical facilities/services.

The accommodation, catering and conference facility should be able to provide:

- 19 single rooms with full-board accommodation. Please share as well the rate of each meal: Breakfast, lunch and dinner.

- Check-in date: September 17, 2024

- Check-out date: September 21, 2024

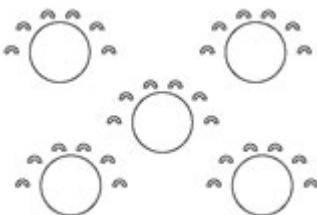
September 17: Dinner

September 18, 19 and 20: Full-board

September 21: Breakfast

- a space surrounded by a natural environment: direct access to the beach, forest and/or garden
- an indoor activity location/venue, based on the weather conditions
- a conference room that could accommodate up to 30 participants with an excellent audio and video conferencing system, wireless microphones, remote clicker/pointer, and high-speed internet access
- the conference room shall be equipped with beam projectors, round tables for group work (cluster set-up), flip charts per table, Notebooks, pens, post-it notes of different colours, coloured markers, A3 and A4 white papers - these items are normally provided at no additional costs/free of charge.
- Two coffee breaks (morning & afternoon) per day for 19 participants for 3 days. UNFPA encourages to refrain from using single-use products e.g. plastic cutlery, plastic water bottles, etc.
- Water in the conference room for 3 days
- photos of the hotel, accommodation, conference rooms and its facilities/amenities to support the above requirements.

Clusters meeting room table set-up:



ANNEX 2: TECHNICAL OFFER

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNFPA/LBY/RFQ/24/02 Retreat Venue	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your companies' qualification, capacity and expertise
- Menu options for the different meals;
- Provide photos of the hotel, accommodation, conference rooms and its facilities/amenities; and
- Complete the table below:

No.	Minimum technical requirements	Response	Remarks
1	The bidder confirms its eligible and accredited Service Provider (Hotel/Event Organizer) in Tunisia.	Yes/No?	
2	The bidder confirms it's a 5-star hotel, it's availability and ability to provide 19 Single rooms with full board accommodation for 17-21 September 2024 (September 17: Dinner only; September 18, 19 and 20: Full-board; September 21: Breakfast only)	Yes/No?	
3	The bidder confirms its availability and ability to provide conference room facilities and catering services as per requirements outlined in Annex I.	Yes/No?	
4	Location: City/Town Distance of the hotel from Lac 1 Tunis, Tunisia (travel time by car or plane)	Location _____ _____ Hour ____ Minutes	
5	The hotel is surrounded by a natural environment direct access to the beach, forest and/or garden	Direct Beach access: <u>Yes/No?</u> Garden: <u>Yes/No?</u> Forest: <u>Yes/No?</u>	
6	The bidder confirms the availability of the following preferable services: a. Airport transfer services b. accessible to public transport (taxi/bus) c. provides free parking spaces d. accessible to medical services	a. <u>Yes/No?</u> b. <u>Yes/No?</u> c. <u>Yes/No?</u> d. <u>Yes/No?</u>	

The bidders are not to alter the above format and no substitutions shall be accepted.



ANNEX 3: FINANCIAL OFFER

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/LBY/RFQ/24/02
Currency of quotation:	TND Dollars
Validity of quotation: <i>(The quotation shall be valid for a period of at least 2 weeks after the submission deadline.)</i>	To be completed by supplier

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

No.	Services	Qty	Unit Price	Total Price
1	17-Sep-24: Accommodation for Single Room (half board/with dinner)	19	TND	TND
2	18-20 Sep-24: Accommodation for Single Room (full board) 21-Sep-24: Check-out date - Breakfast only	19	TND	TND
3	Conferencing Services with the capacity to accommodate up to 30 people, round table cluster set-up, including all conferencing facilities required in Annex 1.	3 days	TND	TND
4	Morning Coffee Break	3 days	TND	TND
5	Afternoon Coffee Break	3 days	TND	TND
6	Other charges <i>(please provide details, optional services shall be excluded from the total cost calculation)</i>		TND	TND
Overall Total Cost of the Proposal			TND	TND

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name Address: Phone No.: Email Address:	Authorized Signature: _____ Date: Name: Functional Title of Authorised Signatory: Email Address:



ANNEX 4: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 and 3 Technical and Financial Offer. No alterations to its format shall be permitted and no substitutions shall be accepted.

Company Profile

Item Description	Detail
Legal name of bidder	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, Meeting room set-up AND the General Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration. It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above. This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.



ANNEX 5: GENERAL CONDITIONS OF CONTRACT De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available here: <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>



UNFPA General
Conditions of Contract