

## **Request for Quotation for the provision of**

- **Room accommodation and Gala Dinner**
- **Conference room and related catering services**
- **Interpretation and related services**

**for UNICRI's Event in Brussels from 24 to 25 March 2015**

**RFQ No. 2015-02.001, Brussels, 24-25 March 2015**

**Dear Madam or Sir,**

The United Nations Interregional Crime and Justice Research Institute (UNICRI) requests your offer for the provision of services specified in Annex A, "Terms of Reference (TOR)"

We would appreciate receiving your offer by 3 March 2015, via email by close of business, at 17:00 hours, Turin time. Your offer must be valid for a period of at least 90 days.

Please note that UNICRI – as part of the United Nations Organization - has international tax and duty exemptions status and can provide documentation for the same. Hence, your pricing should take this status into account.

Your offer will be reviewed by the Procurement Unit, UNICRI in accordance with the United Nations Financial Rules and Regulations as well as the considerations contained herein.

United Nations Financial Rules and Regulations preclude advance payments or payments by letter of credit. Such provisions in an offer will be prejudicial to its evaluation by the United Nations.

The standard terms of payment of the United Nations is net 30 days (or similar discounted payment terms if offered by your company) upon satisfactory delivery of service/merchandise and acceptance thereof by the United Nations. You must therefore clearly specify in your offer if our payment term is acceptable.

Please note that in order to do business with UNICRI, your company shall be first registered at the United Nations Global Marketplace (UNGM), [www.ungm.org](http://www.ungm.org).

Companies that are not formally registered will not be considered for any contract award with UNICRI.

Please refer to the website: [www.un.org/depts/ptd/conditions.htm](http://www.un.org/depts/ptd/conditions.htm) , for a copy of the United Nations General Terms and Conditions of Contract which forms an integral part of any contractual document upon contract award.

### **Instruction for bidders / Preparation of quotations/offers**

Offers should be received no later than 3 March 2015, via email to [ferrentino@unicri.it](mailto:ferrentino@unicri.it) by close of business, at 17:00 hours, Turin time, quoting our ref. number *RFQ 2015-02.001*:

#### Partial bids are permitted

The offer shall contain the following:

- Mandatory requirements (Annex B)
  - Please complete and sign the Annex B.
- Bid Form (Annex C)
  - Please complete and sign the Annex C.
- Vendor Information Form (Annex D)
  - Please complete and sign the Annex D.

Additional information may be submitted on company's headed paper.

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Giuseppe Dario Ferrentino,  
Procurement Assistant

## **Annex A**

### **Terms of Reference (TOR)**

#### **Background**

UNICRI is a United Nations entity established in 1968 and mandate to assist intergovernmental, governmental and non-governmental organizations in formulating and implementing improved policies in the field of crime prevention and criminal justice. The Institute strongly emphasizes action-oriented analysis and integrated technical assistance. The current priorities are justice reform, financial and emerging crimes and security governance.

UNICRI requires the provision of

1. Room accommodation and Gala Dinner
2. Conference room and related catering services
3. Interpretation services and related equipment

for the *Technical Round-Table Meeting for Central Asia* within the CBRN Centres of Excellence Initiative that will take place in *Brussels* on *24 and 25 March 2015* from 9.30 till 18.00.

#### **Description of services/Specifications**

The contractor shall provide the below requested services as per following specifications and timeframe:

##### **1. Room accommodation and Gala Dinner**

A	Hotel accommodation and Gala Dinners
1	Three to four star hotel in the so called Quartier Europeen (close to the European Commission, DEVCO offices)
2	15 x hotel rooms with international breakfast with check in on 23.03.15 (Monday) and check-out on 26.03.15 (Thursday)
3	Full accessibility for all participants, including people with reduced mobility

4	Free Wi-Fi access in the hotel rooms
5	1 x seated dinner on 24.03.2015 for approx. 25 participants as follows: <ul style="list-style-type: none"> <li>- Location: At the restaurant of the hotel;</li> <li>- Proposed menus: Welcome drink, entrance, main course, dessert, soft drinks, water and coffee/tea.</li> <li>-</li> </ul>

**Important note:**

- Rooms reservation: Final list of hotel guests, with check-in and check-out dates for each guest, will be provided in five calendar days before the arrival date
- UNICRI will be accountable only for room rates including breakfast of the participants whose name has been provided by UNICRI. All extra charges such as telephone calls, internet charges, room service, mini-bar, laundry or other expenses are to be borne and paid by the guests themselves. Additional costs for double occupancy, if any, should be covered by participants (in case some participants will be accompanied by partners).
- Beverages: Non-alcoholic beverages should be provided during all meals. Alcoholic and all other beverages are not included and should be charged directly to the individuals.

**2. Conference room and related services**

B	Conference and related catering services
1	1 meeting room preferably in the same hotel of accommodation on 24 and 25 March 2015 (09.30 am – 19.00 pm) with the capacity up to approx. 25 participants in the hotel building with “U layout”
2	Meeting room should have all necessary conference technical equipment (audio system, one wireless microphone, 1 microphone on table every 2 participants, video projector, screen, PCs, lecture stands, flipcharts and 2 black markers per flipchart) and interpretation booth with translation system
3	Onsite technical personnel for the operation of the technical equipment, including audio video system, projector, as well as lightening and temperature regulation of all conference facilities
4	Full accessibility of the venue for all participants, including people with reduced mobility
5	Internet Wi-Fi services throughout the meeting room and public spaces; the internet

	should have sufficient bandwidth for at least 25 people to be simultaneously accessing it
6	Water for the meeting room shall be available during the whole day (approx. 1 litter per person/day – preferably small plastic bottles)
7	4 x coffee-breaks for approx. 25 participants on 24 and 25.03.15 as follows: <ul style="list-style-type: none"> <li>- One in the morning, one in the afternoon;</li> <li>- Coffee, tea, soft drinks, biscuits, canapés, small sandwiches should be provided;</li> <li>- To be served in or near the meeting room with a maximum duration of 30 minutes each.</li> <li>-</li> </ul>
8	2 x lunches one on 24 and one on 25.03.2015 for approx. 25 participants as follows: <ul style="list-style-type: none"> <li>- Inside the hotel where the conference will take place;</li> <li>- Maximum 1 hour duration per day;</li> </ul> Proposed menus: buffet style, entrance, main course, dessert, soft drinks, water and coffee.

### 3. Interpretation services and related equipment

The contractor shall provide 2 interpreters EN/RU/EN and shall also provide equipment as per following specifications and timeframe:

Description of service: Simultaneous interpretation service from EN to RU and from RU to EN

Number of interpreters: 2

Date: 24 and 25 March 2015

Time: from 9.30 till 17.30 for both days

#### 3.1 Interpretation equipment

- 1 Mobile Booth for 2 interpreters

Booths shall meet the ISO Standards as regards size, ventilation and lighting and shall be positioned in such a way that interpreters can see the screen used during the meeting; and shall be fully equipped with all necessary equipment for interpreters (eg. interpreters control panels, microphones, earphones, etc.)

- Speakers

The contractor is required to provide appropriate speakers to be used during the meeting only if the equipment requires specific connections; the details should be agreed with the responsible person from the hotel where the conference will take place.

All equipment shall be of good-quality. Technician should be available during the event.

### 3.2 Insurances

The Contractor shall provide and maintain insurance for an appropriate amount against public or third party liabilities for bodily injury or death or property damage arising from any operations carried out by the Contractor in order to comply with its obligations.

Any amounts not insured or not recovered from the insurers shall be borne by the Contractor.

### 3.3 Mandatory requirements

C	Interpretation and related services – Mandatory Requirements
1.	Interpreters should have solid relevant experience /2-3 years minimum/ in the field of simultaneous translation and provide standard level of interpretation and high quality of the service. Please provide proof of years of experience and certificates.
2.	Do you commit to provide dedicated technical personnel for the operation of all interpretation equipment on 24-25 March 2015 in the meeting room?
3.	Do you commit to provide two interpreters per requested service? Please provide relevant CVs and years of experience.

### Evaluation criteria

Offers will be evaluated against the requirements indicated in the Terms of Reference, price information and condition being offered.

In order to evaluate your offer, please answer “Yes” or “No” where applicable on the questions indicated in the Annex B, Mandatory Requirements.

## Annex B Mandatory requirements

These questions require an unconditional affirmative answer. If NO answer is given or if an affirmative answer is qualified in any way (e.g. “yes, but...” answer), the bid will be disqualified.

A	Hotel accommodation and related services	Please confirm	
		“Yes”	“No”
1	Three to four star hotel in the so called Quartier European (close to the European Commission, DEVCO offices)	<input type="checkbox"/>	<input type="checkbox"/>
2	15 x hotel rooms with international breakfast with check in on 23.03.15 (Monday) and check-out on 26.03.15 (Thursday)	<input type="checkbox"/>	<input type="checkbox"/>
3	Full accessibility for all participants, including people with reduced mobility	<input type="checkbox"/>	<input type="checkbox"/>
4	Free Wi-Fi access in the hotel rooms	<input type="checkbox"/>	<input type="checkbox"/>
5	1 x seated dinner on 24.03.2015 for approx. 25 participants as follows: - Location: At the restaurant of the hotel; - Proposed menus: Welcome drink, entrance, main course, dessert, soft drinks, water and coffee/tea.	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Representative: \_\_\_\_\_

Function of Authorized Representative \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

B	Conference and related catering services		
		Please confirm	
		“Yes”	“No”
1.	1 meeting room preferably in the same hotel of accommodation on 24 and 25 March 2015 (09.30 am – 19.00 pm) with the capacity up to approx. 25 participants in the hotel building with “U layout”	<input type="checkbox"/>	<input type="checkbox"/>
2.	Meeting room should have all necessary conference technical equipment (audio system, one wireless microphone, 1 microphone on table every 2 participants, video projector, screen, PCs, lecture stands, flipcharts and 2 black markers per flipchart) and interpretation booth with translation system	<input type="checkbox"/>	<input type="checkbox"/>
3.	Onsite technical personnel for the operation of the technical equipment, including audio video system, projector, as well as lightening and temperature regulation of all conference facilities	<input type="checkbox"/>	<input type="checkbox"/>
4.	Full accessibility of the venue for all participants, including people with reduced mobility	<input type="checkbox"/>	<input type="checkbox"/>
5.	Internet Wi-Fi services throughout the meeting room and public spaces; the internet should have sufficient bandwidth for at least 25 people to be simultaneously accessing it	<input type="checkbox"/>	<input type="checkbox"/>
6.	Water for the meeting room shall be available during the whole day (approx. 1 litter per person/day – preferably small plastic bottles)	<input type="checkbox"/>	<input type="checkbox"/>
7.	4 x coffee-breaks for approx. 25 participants on 24 and 25.03.15 as follows:  - One in the morning, one in the	<input type="checkbox"/>	<input type="checkbox"/>



	<p>afternoon;</p> <ul style="list-style-type: none"> <li>- Coffee, tea, soft drinks, biscuits, canapés, small sandwiches should be provided;</li> <li>- To be served in or near the meeting room with a maximum duration of 30 minutes each.</li> </ul>		
8.	<p>2 x lunches one on 24 and one on 25.03.2015 for approx. 25 participants as follows:</p> <ul style="list-style-type: none"> <li>- Inside the hotel where the conference will take place;</li> <li>- Maximum 1 hour duration per day;</li> </ul> <p>Proposed menus: buffet style, entrance, main course, dessert, soft drinks, water and coffee.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Representative: \_\_\_\_\_

Function of Authorized Representative \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

C	Interpretation and related services – Mandatory Requirements		
		Please confirm	
		“Yes”	“No”
1.	Interpreters should have solid relevant experience /2-3 years minimum/ in the field of simultaneous translation and provide standard level of interpretation and high quality of the service. Please provide proof of years of experience and certificates.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you commit to provide dedicated technical personnel for the operation of all interpretation equipment on 24-25 March 2015 in the meeting room?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you commit to provide two interpreters per requested service? Please provide relevant CVs and years of experience.	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Representative: \_\_\_\_\_

Function of Authorized Representative \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex C Bid Form

**To be completed by the bidder.**

### Note to bidders:

While preparing your financial bid, you shall bear in mind:

Your financial offer shall exclude all duties, taxes and other charges (including VAT) as the United Nations is exempt from such charges.

The financial bid form shall be signed by a legal representative of the bidder.

Bidders are requested to use the following format for drawing up their financial bid for the requested services.

Additional information/documentation may be submitted on company's headed paper.

A.	Hotel Accommodation and Gala Dinner			
	<i>Description/Technical specifications</i>	<i>Qty</i>	<i>Daily room cost, Euro</i>	<i>Total cost (15 rooms x Daily room cost x 3 nights), Euro</i>
1	<b>Hotel rooms accommodation for approx. 15 people with international breakfast with check in on 23.03.15 (Monday) and check-out on 26.03.15 (Thursday) as per TOR specifications</b>	15 rooms		
		<i>Qty</i>	<i>Unit cost, Euro</i>	<i>Total cost, Euro</i>
2	<b>1 x seated dinner on 24.03.2015 for approx. 25 participants as follows: - Location: At the restaurant of the hotel;</b>	25 participants		

	<b>- Proposed menus:</b> <b>Welcome drink, entrance, main course, dessert, soft drinks, water and coffee/tea. as per TOR specifications</b>			
	<b>TOTAL</b>			
3	<b>Cancellation policy (please specify)</b>			
4	<b>HOTEL NAME AND ADDRESS</b>			

<b>B.</b>	<b>Conference room and related catering services</b>			
	<i>Description/Technical specifications</i>	<i>Qty</i>	<i>Daily room cost, Euro</i>	<i>Total cost (1 rooms x Daily room cost x 2 days), Euro</i>
1	<b>1 meeting room preferably in the same hotel of accommodation on 24 and 25 March 2015 (09.30 am – 19.00 pm) with the capacity up to approx. 25 participants in the hotel building with “U layout” as per TOR specifications</b>	1 room		
	<i>Description/Technical specifications</i>	<i>Qty</i>	<i>Unit cost, Euro</i>	<i>Total cost, Euro</i>
2	<b>Water for the meeting room shall be available during the whole day (approx. 1 litter per person/day – preferably small plastic bottles)</b>	50 bottles		

	<i>Description/Technical specifications</i>	<i>Qty</i>	<i>Unit cost Euro</i>	<i>Total cost Euro</i>
	<b>4 x coffee-breaks for approx. 25 participants on 24 and 25.03.15 as follows:</b> <ul style="list-style-type: none"> <li>- One in the morning, one in the afternoon;</li> <li>- Coffee, tea, soft drinks, biscuits, canapés, small sandwiches should be provided;</li> <li>- To be served in or near the meeting room with a maximum duration of 30 minutes each.</li> </ul>	100		
3	<b>2 x lunches one on 24 and one on 25.03.2015 for approx. 25 participants as follows:</b> <b>-Inside the hotel where the conference will take place;</b> <b>-Maximum 1 hour duration per day;</b> <b>Proposed menus: buffet style, entrance, main course, dessert, soft drinks, water and coffee.</b>	50		
	<b>TOTAL</b>			
	<b>Cancellation policy (please specify)</b>			
	<b>NAME OF RESTAURANT(S) AND ADDRESS</b>			

C.	Interpretation and related services			
	Description/Technical specifications	Qty	Daily cost (all services included), Euro	Total cost (all services included), Euro
1	<b>Interpretation services and related equipment as per TOR specifications</b>	2 days		

Prices shall be free of all duties and taxes (VAT)

The bidder offer to provide the following service(s) (please select the offered service(s))

- ☐ Room accommodation and Gala Dinner  
☐ Conference room and related catering services  
☐ Interpretation services and related equipment

in accordance with the above Terms of Reference at the prices hereby quoted.

Payment Terms:
Validity of the Bid:
Company Name:
Authorized Representative:
Function of Authorized Representative:
Date:

**ANNEX D**  
**VENDOR INFORMATION FORM**

*To be completed by the Vendor (All fields marked with an '\*' are mandatory)*

All vendors are required to register companies online, on the United Nations Global Marketplace (UNGM) [www.ungm.org](http://www.ungm.org). Please note that vendors must select United Nations Secretariat at the Agency Selection stage of the registration process.

After your registration with the United Nations Global Marketplace you will be assigned a number that you must forward to us and quote in any commercial dealing with us.

Registration and acceptance on UNGM is a prerequisite for award of the contract.

UN Global Market Place (UNGM) Vendor ID Number\*:

Legal Company Name (Not trade name or DBA name) \*:

Company Contact \*:

Address \*:

City \*:

Postal Code \*:

Country \*:

Phone Number \*:

Fax Number \*:

Email Address \*:

Company Website:

Authorized Representative: \_\_\_\_\_

Function of Authorized  
Representative \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_