# ANNEX III: Bid Submission Form

To: UNFPA

Address: 14 P. Adamyan str,

Yerevan 0010, Armenia

Fax: +374 10 543811

Telephone: +374 10 547087

Website: [www.unfpa.am](http://www.unfpa.am)

Dear Sir / Madam,

The undersigned, having read the solicitation documents of Request for Proposal UNFPA/ARM LTA/14/01, hereby offers to provide the services, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

We agree to abide by this offer for a period of 90 days from the date fixed for opening of bid in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We undertake, if our bid is accepted, to commence and complete delivery of all services in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a biding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

Dated this day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[month,*year*].

Signature: ……………………………………..

Name: ……………………………………..

Title: ……………………………………..

Company: ……………………………………..

Email address ……………………………………..

#

# ANNEX IV: Bidders Identification Form

**RFP UNFPA/ARM LTA/14/01**

1. Company/Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address, Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Legal Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Type of Company: Natural Person [ ]  Co.Ltd. [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Organizational Type: Manufacturer [ ]  Wholesaler [ ]  Trader [ ]  Other: [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Number of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Years supplying to UN organizations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and to UNFPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Subsidiaries in the region:

 Indicate name of subsidiaries and address

a)

b)

c)

1. Commercial representative in the country (for international companies only)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# ANNEX V: Format of Bidder’s Previous Experience and Clients

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description (1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | **Contract Amount** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(1) Offeror shall indicate the description of products, services or works provided to their clients. Please indicate relevant contracts to the one requested in the RFP.

# ANNEX VI: Technical Offer

Companies are required to provide the basic information regarding the existing amenities available in their hotels. The below requested information will provide us a detailed description of the services your Hotel can offer to UN.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **HOTEL Detailed Description** |   |   |
| 1 | Please provide information about your hotel room facilities | Enter information below | Additional Comments  |
| 1.1 | Star or Diamond ratings |   |   |
| 1.2 | Hotel brochure / website |   |   |
| 1.3 | Number of available room types |   |   |
|   | i. single  |   |   |
|   | ii. double  |   |   |
|   | iii. other, pls. specify |   |   |
| 1.4 | Check in and out time |   |   |
| 1.5 | Availability of Wi/Fi, Internet connection in rooms and conference hall |   |   |
| 1.6 | Meal (please indicate whether breakfast, lunch or dinner are included in the room rate or not) |   |   |
|  | i. breakfast (please provide details and standard menu if available) |  |  |
|  | ii lunch (please provide details and standard menu if available) |  |  |
|  | iii dinner (please provide details and standard menu if available) |  |  |
|  | iiii coffee breaks(please provide details and standard menu if available) |  |  |
| 1.7 | Availability of restaurants and bars as well as their operating hours |   |   |
| 1.8 | Acceptance of International credit cards/mention type |   |   |
| 1.9 | Cancellation charges/no. of days before the actual date |   |   |
| 2 | Please provide information about your general facilities | Yes/No or Number | Additional Comments  |
| 2.1 | Availability of business centers and their working hours |   |   |
| 2.2 | Availability of swimming pool, gym and other facilities as well as their working hours  |   |   |
| 2.3 | Availability of parking space for guests |   |   |
| 3 | Please provide technical characteristic of the hotel  | Yes/No or Number | Additional Comments  |
| 3.1 | Basic cleanliness standards rating |   |   |
| 3.2 | Centralized air-conditioning |   |   |
| 3.3 | Constant hot water and heating |   |   |
| 3.4 | Security features |   |   |
| 3.5 | Fire exit and Fire-fighting system |   |   |
| 3.6 | Electricity back-up (generator) |  |  |
| 3.7 | Other (please specify) |   |   |
| 4 | Please provide information about the conference halls\* | Yes/No or Number | Additional Comments  |
| 4.1 | Availability of conference halls for: |   |   |
|   | 10-30 people (theater style or U-shape style) |   |   |
|   | 30-50 people (theater style or U-shape style) |   |   |
|   | 50-80 people (theater style or U-shape style) |   |   |
|   | 80-100 people (theater style and U-shape style) |   |   |
|   | 100 above (theater style and U-shape style)  |   |   |
|   | \*The number of conference halls for each of the category  |   |   |
|  4.2 |  Availability of equipment and services in conference halls |   |   |
| 4.3 | Internet connection in the conference halls (to connect with number of laptops when necessary) |  |  |
| 4.4 | Teleconference equipment (audio/video equipment) |  |  |
| 4.5 | Translation equipment |  |  |
| 4.6 | Cordless microphones |  |  |
| 4.7 | LCD/TV/DVD and overhead projectors with screens |  |  |
| 4.8 | Flip charts, markers, stationery (pens, pencils, notepads) | Yes/No or Number | Additional Comments  |
| 5 | Years of company existence/operation |   |   |
| 6 | Airport pick-up and drop off  |   |   |
| 6.1 | Sightseeing tours organized by the hotel in the city and around Armenia (please specify) |   |   |
| 6.2 | Receptions |  |  |
|  |  |  |  |

#  ANNEX VII: Price Schedule Form

# IMPORTANT NOTE TO OFFERORS!

# Kindly submit this document in a separate envelope from the rest of the RFP response as indicated in the cover letter.

All prices/rates quoted must be in Armenian Drams exclusive of all taxes, since UN is exempt from taxes. The Price Schedule must provide as much detailed cost and information breakdown as possible. Please use a separate page to include additional information in case of insufficiency of space herein (like in case you outsource some services what is the special price you can provide to UN).

In case your company does not provide some of services indicated below, please, kindly mention **“The given service is Not Available”** in the corresponding line, if against the line there is no information filled in, this will be interpreted as not completed price information. Please, note ALL valid and Correctly completed proposals will be opened and Evaluated.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **HOTEL AND WORKSHOP REQUIREMENTS** |  |  |
| 1 | Rate of Accommodation, *given the number of participants* | Standard rate day/person | Rack/special rates day/person for UN |
|  | i. Single room (high/mid/low seasons)**\*** |  |   |
|  | ii Double room (high/mid/low seasons)**\*** |  |  |
|  | iii Others, please specify (high/mid/low seasons) **\*** |  |  |
|  | Breakfast included, set menu or buffet |  |  |
| 1.2 | Internet connection in rooms  |  |  |
| 1.3 | Internet connection in conference halls |  |  |
| 1.4 | Meals  |  |  |
|  | i. breakfast per person/ per menu(s) available |  |  |
|  | ii lunch per person/ per menu(s) available |  |  |
|  | iii dinner per person/ per menu(s) available |  |  |
|  | iiii coffee breaks per person/ per menu(s) available |  |  |
| 2 | Cancellation charges/no. of days before the actual date |  |  |
| 3 | General Facilities rates if not included in the room rate |  |  |
| 3.1 | Business center/ internet |  |  |
| 3.2 | Swimming pool, gym and other facilities if available  |  |  |
| 3.3 | Parking space for guests |  |  |
| 4 | Please provide information about the conference halls\* |  |  |
| 4.1 | Rates for conference halls: |  |  |
|   | 10-30 people (theater style or U-shape style) |  |  |
|   | 30-50 people (theater style or U-shape style) |  |  |
|   | 50-80 people (theater style or U-shape style) |  |  |
|   | 80-100 people (theater style and U-shape style) |  |  |
|   | 100 above (theater style and U-shape style)  |  |  |
| 4.2 |  Rates of equipment and services in conference halls |  |  |
| 4.4 | Teleconference equipment (audio/video equipment) |  |  |
| 4.5 | Translation equipment |  |  |
| 4.6 | Cordless microphones |  |  |
| 4.7 | LCD/TV/DVD and overhead projectors with screens |  |  |
| 4.8 | Flip charts, markers, stationery (pens, pencils, notepads) |  |  |
| 5 | Years of company existence/operation |  |  |
| 6 | Airport pick-up and drop off  |  |  |
| 6.1 | Sightseeing tours organized by the hotel in the city and around Armenia (please specify) |  |  |
| 6.2  | Receptions |  |  |
| 7 | General Discounts available for UN |  |  |
| 8 | Possibility of room upgrades (provision of double, executive rooms at the rate of a single rate for UN) |  |  |

**\***For high, mid, low seasons, please, indicate the exact timing for the season (months) and provide prices for every season separately.

Signature/Seal of Offeror ……………………………..……

Name and title …………………………….………………..

**Offer valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **day/month/year**