



Date: 17 May 2016
Ref: NAP Expo 13-15 July 2016
Email: Quotation@unfccc.int

UNFCCC Dynamic Purchasing System for the provision of venues and related services

Terms and conditions submitting a quotation for NAP Expo 13-15 July 2016:

- The UNFCCC secretariat reserves the right to reject any or all quotations received in response to this RFQ and to negotiate with any of the contractors or other firms in any manner deemed to be in the best interest of the UNFCCC secretariat. The UNFCCC secretariat also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this RFQ in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with contractors; and to reject a proposal submitted by any contractor that has previously failed to perform properly, or on time, contracts of a similar nature, or of a contractor that, in the opinion of the UNFCCC secretariat, is not in a position, or is not sufficiently qualified, to perform the contract.
- Vendors wishing to provide and offer for the NAP Expo 13-15 July 2016 must also, in addition, contact the UNFCCC separately submitting their interest in participating in the UNFCCC Dynamic Purchasing System. Further details on how to participate can be viewed using the following link:
http://unfccc.int/files/secretariat/procurement/expression_of_interest/application/pdf/eoi_unfccc_dynamic_purchasing_system_for_the_provision_of_venues_and_related_services.pdf
- If a quotation is submitted on an “all or none” basis, it should clearly state so.
- No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the UNFCCC secretariat and by an authorized officer of the successful contractor(s).
- All offers shall remain valid and open for acceptance for a period of at least 30 days from the designated closing date indicated for receipt of quotations in this RFQ.
- The UNFCCC secretariat also reserves the right to split an award between contractors in any combination, as it may deem appropriate.
- Please complete the price sheet and indicate your lowest net price. Please refrain from any pricing dependencies, such as discounts applicable if awarded. Any discounts must be included in your lowest net price.



Request for Price Confirmation under UNFCCC's Dynamic Purchasing System

Subject: Rental of Venue and related services for the NAP Expo meeting from 13 to 15 July 2016 in Bonn, Germany
(3 days excluding Set-up day)

Set-up (12 July 2016), installation and testing of equipment
Dismantling: At the end of the meeting (ca. 18:00 hrs)

Please advise if there is easy access to your restaurant/canteen area or nearby hotel for lunch purposes Yes / No Comments :

Please provide information on your cancellation/changes to booking policy via a written email;

IMPORTANT INFORMATION:

For all technical items requested below, if the hotel does not have the items in house the UNFCCC will require that the hotel then obtain a price quotation through its own external technical equipment/internet service providers and then after include those costs in the indicated positions below (the UNFCCC will require that the hotel orders them on the UNFCCC's behalf and adds the costs later to the final invoice after the event.

Prices the hotel indicates below must have the VAT made separate. The VAT amount must only be added at the bottom of the price sheet as a total sum as indicated.

Item	Description	Qty.	Price per Unit € (in EUR)	Total € (in EUR)
	Summary – Set-up date: 12 July 2016 Event starts on: 13 July 2016 Ends on: 15 July 2016, COB			
1	Meeting room one (main meeting room): - Suitable for 200 participants: room layout should be classroom (or plenary) Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days (excluding 1 day set-up)		
1.1	Set up day (12 July 2016), for main meeting room referred to in item 1 above (if applicable)	1 day		
2	1 x Beamer - minimum 3000 ansi lumen in main meeting room one. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
3	1 x screen for projection - (min 270x180) in main meeting room one. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
4	1 x additional table for documents to be stored in main meeting room one.	3 days		



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	Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :			
5	Microphones at tables and at podium in main meeting room one (1 per every two people). = 100 table microphones in main meeting room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
6	Optional item: Sufficient WI-FI coverage for approx 200 participants <ul style="list-style-type: none"> - Full Internet connectivity at all times in all rooms to allow all the participants to work online with their laptops, smartphones, tablets, other devices for accessing internet and for the staff office. - Adequate Internet connectivity (network connection/WLAN) for all meeting rooms and staff offices to be made available on set-up day and throughout the meeting Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
7	Video & Audio recording of the session (on CD-rom) required in meeting room one Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
8	Technician and camera for the video recording is required Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
9	Three (3) breakout meeting rooms <ul style="list-style-type: none"> - 50 pax in each breakout room - rooms layout should be square (if not possible, other set-up can be considered) - Wi-Fi to be available at each of these breakout rooms; (internet costs for all conference areas should only be included under item 6 above). Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
9.1	Set up day (12 July 2016), of the three (3) breakout meeting rooms referred to in item 9 (if applicable)	1 day		
10	Microphones at tables and podiums in each of the above break-out rooms (approx.1 per every two people). = 25 microphones x 3 breakout meeting rooms = 150 table microphones Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
10.1	Optional item: 2 hand-held microphones for each of the 3 above break-out rooms (if table microphones are not available). Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		



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11	<p>1 x projector</p> <ul style="list-style-type: none"> - minimum 3000 ansi lumen in each of the 3 break-out meeting rooms. <p>Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :</p>	3 days		
12	<p>1 x screen for projection</p> <ul style="list-style-type: none"> - (min 270x180 or smaller possible) in each of the 3 break-out meeting rooms. <p>Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :</p>	3 days		
13	<p>1 x Office room</p> <ul style="list-style-type: none"> - One office room to accommodate 6 working stations (one table and one chair) Internet connection/ Wi-Fi coverage is required in this office room <p>Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :</p>	3 days		
14	<p>4 x laptops with clicker for presentation</p> <ul style="list-style-type: none"> - Require 1 laptop in main meeting room, 1 laptop in each of the 3 break-out meeting rooms) <p>Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :</p>	3 days		
15	<p>Optional item: One MFP photocopier:</p> <ul style="list-style-type: none"> - 1 x Multi-functional Printer/Photocopier required in the above office room. - One network HP MFP photocopier/printer (equivalent to HP M 880): Medium speed b/w and colour MFP, analogue or digital, - capable of 60 to 90 copies per minute, - duplex printing (double-sided). - It should be inclusive of a sorting and stapling function, sufficient staples and toner for 5 day meeting including three days preparation work. - Printing on paper size A4 and A3 should be available. - English instructions should be provided. - Scanning to network should be possible. - The machine should be installed and configured and technical support should be available as of 13 July 2016. - Printer settings access should allow for network printing <p>Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :</p> <p>Please confirm that UNFCCC in addition can provide its own MFP if necessary: Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	3 days		
16	<p>Sufficient number of power plugs</p> <p>Required for connection of technical equipment in all rooms including laptops and computers</p>	3 days		



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	Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :			
17	Sufficient stands for signage Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
18	8 x Flipcharts with pens Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
19	Sufficient loud speakers (Sound System) to enable participants to follow the meeting clearly in all meeting rooms. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :	3 days		
20	Technical Support			
20.1	Internal technical support costs from the hotel for the equipment listed above during the meeting and for set up day at daily rate. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :		per day:	
20.2	Internal technical support costs from the hotel for the equipment listed above during the meeting at an overtime rate. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments :		per hour:	
20.3	Please specify your regular working hours in text box			
21	Hospitality and Catering			
21.1	1 x Coffee breaks in the morning (approx. 10:30) (coffee, tea, orange juice, apple juice and biscuits) for a total of 200 participants on 13 and 15 July 2016 Hotel Comments :	3 days		
21.2	1 x Coffee breaks in the afternoon (approx. 15:30) (coffee, tea, orange juice, apple juice, and biscuits) for a total of 200 participants on 13 and 15 July 2016 Hotel Comments :	3 days		
21.3	Water for the podium (still and sparkling). (please provide your estimate on costs to cover water during the meeting) – If applicable, the final invoice to be based on UNFCCC 's consumption Hotel Comments :	3 days		
21.4	Drinking water (still and sparkling) for the participants (water dispensers would be a good option) in the meeting rooms. If no water dispensers available , please provide bottles of water. (please provide your estimate on costs to cover five days) – If applicable, the final invoice to be based on UNFCCC 's consumption Hotel Comments :	3 days		
	Total amount in € EUR, excluding VAT			

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VAT, if applicable (to be added to the above amount): %

Prompt Payment Discount:

Last date for booking confirmation:

Name of Company :

Contact person:

Telephone/Fax: /

Email:

Disclaimer:

Prices quoted in the above price sheets must be inclusive of all costs, including administration, contract management, accommodation and any other cost required to complete the contract and fulfil all requirements of the contract.