



Date: 24 August 2016
Ref: SCF 14 3-5 Oct 2016
Email: Quotation@unfccc.int

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

Terms and conditions submitting a quotation for the Standing Committee on Finance (SCF), 14th meeting, 3–5 October 2016 in Bonn, Germany (3 days excluding Set-up day):

- 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 Standing Committee on Finance (SCF), 14th meeting, 3–5 October 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 or Standing Committee on Finance (SCF), 14th meeting, 3–5 October 2016 in Bonn, Germany (3 days excluding Set-up day)

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.

Please indicate the availability of canteen/restaurant service for lunch from 3-5 October: Yes / No

Hotel comments: _____

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

Item	Description	Qty.	Price per Unit € (in EUR)	Total € (in EUR)
	Summary – Meeting dates: 3-5 October (Monday, 3 rd being both a German and UN holiday) The meeting is provisionally scheduled to take place from 9:00 to 18:00 hrs (please quote possible overtime) 1 setup and 1 dismantling day suggested for Friday, 30 September and Thursday, 6 October (with sufficient time for testing for IT and webcast services)			
1	Plenary room/area and related technical equipment:			
1.1	1 x plenary room <ul style="list-style-type: none"> - with 24 seats at table in square layout plus 46 observers at table (according to sample layout plan) - 5 secretariat workspaces in the room, if possible, with 5 tables and 10 chairs - 2 x additional tables for documents and water Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
1.2	1 setup and 1 dismantling day <ul style="list-style-type: none"> - suggested for Friday, 30 September and Thursday, 6 October (with sufficient time for testing for IT and webcast services) 	2 days (set-up days)	_____	_____
1.3	Sound system in the plenary room with 15 microphones for the square table and 15 microphones for the first rows of observers (total 30 microphones) Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
1.4	2 x hand-held microphones in the plenary room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____



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1.5	Projection equipment with 1 beamer with screen in plenary room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
1.6	Presentation PC or laptop in plenary room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
1.7	Area to be provided for the UNFCCC's webcast crew inside the main plenary room or in a room in very close proximity: <ul style="list-style-type: none"> - Adequate space with tables and chairs for webcast (encoder staff, video editing and one UNFCCC staff) - Power supply must be provided - Because of the generation of heat of the encoders the webcast room or area must be air-conditioned - Internet line dedicated to webcast, info covered in IT requirements below - IT support (from UNFCCC and the venue) to foresee webcast in IT infrastructure (e.g. cable connection, port and network settings, MySQL access to webservers, static IP addresses to be provided to webcast) – please see further specifications below Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
1.8	Audio connection provided to webcast set-up by the hotels external Audio service provider: <ul style="list-style-type: none"> - mixed down audio signal of all speakers, XLR connection, male plug, mono - Data signal connection (screen of presentation laptop) to be facilitated/provided to webcast, HDMI or DVI connection Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
2	Breakout room/area and related technical equipment:			
2.1	1 x breakout room with 30 seats at table in square layout Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
2.2	Sound system in breakout room with 15 microphones for the square table and 15 microphones for the first rows of observers (total 30 microphones) Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
2.3	2 x hand-held microphones in breakout room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
2.4	Projection equipment with 1 beamer with screen in	3 days	_____	_____



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	breakout room			
2.5	Presentation PC or laptop in breakout room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
2.6	2 x flipcharts with pens and paper in breakout room Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
3	Participants' centre /area and related technical equipment:			
3.1	1 x area made available to be used as participants' centre Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
3.2	2 x PCs/laptops in participants centre Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
3.3	1 x printer in participants centre Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
3.4	1 x MFP (multi-functional) copier/printer close to the staff working area. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
4	IT and internet requirements:			
4.1	ICT requirements Provision of sufficient Wi-Fi services (hotspot) for UNFCCC staff and participants during the meeting period in the areas used for the meeting including but not limited to meeting room and open space. The Wi-Fi connection should be able to accommodate the VPN connectivity for all participants and UNFCCC staff (approx. 80 pax). Unlimited access with password or landing page is preferred. No more than 50 simultaneous devices/clients per AP. Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____	3 days	_____	_____
4.2	For webex: <ul style="list-style-type: none"> - Internet connection for the system (RJ45). Min. 2 Mbps connection RJ45 connection. - 10 Mbit bandwidth internet link (up & download) dedicated line for live webcast services. - IP range of at least 6 static IPs must be provided, at least 2 of them must be public. - If the provision of public IPs is impossible then 	3 days	_____	_____



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	<p>NAT rules must be configured in the firewall according to the following example:</p> <ul style="list-style-type: none"> - If the IP range is 172.26.130.(51-55) and the NAT IP is 62.225.2.120 the NAT rules should be: 62.225.2.120:8080 172.26.130.51:8080 - 62.225.2.120:8081 172.26.130.51:8081 - Access from the webcast room to the LAN must be provided - 6 Internet uplink of at least 1 Mbit dedicated bandwidth - total of 6 Mbit dedicated bandwidth - Internet access must be possible from webcast network - FTP/SFTP access to web and video servers must be possible from webcast network - MySQL access to web servers must be possible from webcast network - The following must be open: TCP out: 21 (FTP), 22 (SFTP), 8080 (MMS-1), 8081 (MMS-2). TCP in: 1775 (MMS), 554 (RSTP), 80 (HTTP) - Power supply must be provided: independent bus bar, 230 V-/50 Hz, explicit audio/video devices, protected - Air conditioning - All audio signals must be provided at the webcast area (analogue, fully balanced, line level, SLR (male plugs)) <p>Available: Yes <input type="checkbox"/> / No <input type="checkbox"/> - Comments : _____</p>			
5	Hospitality and Catering			
5.1	Water bottles and glasses for the main plenary room at the main table (24 pax) Hotel Comments : _____	3 days	_____	_____
5.2	60 water bottles and glasses on a separate table in the main plenary room Hotel Comments : _____	3 days	_____	_____
5.3	2 x boxes of water and glasses in the breakout room per day Hotel Comments : _____	3 days	_____	_____
5.4	2 x coffee breaks per day (morning and afternoon) for around 70 persons. Hotel Comments : _____	3 days	_____	_____
	Total amount in € EUR, excluding VAT			_____

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

_____ % _____

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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.