# **REQUEST FOR QUOTATION (RFQ) VENUE & MEETING SERVICES**

| RFQ Reference: **UNFPA/GEO/2025/001** | Date: |
| --- | --- |

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Population Fund (UNFPA) kindly requests your quotation for the provision of goods and/or services as detailed in Annex 1 & 2 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: Meeting Room Set-up & Equipment Arrangements

Annex 3: Accessibility Questionnaire

Annex 4: Quotation Submission Form

Annex 5: Technical and Financial Offer

Annex 6: 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 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, 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.

Issued by:

Signature:

Name: Mariam Bandzeladze

Title: Head of Office, UNFPA Georgia Country Office

Date: 15 April 2025

## SECTION 2: RFQ INSTRUCTIONS AND DATA

| **Deadline for the Submission of Quotation** | 30 April 2025, 18:00 Tbilisi, Georgia Standard Time (GMT+04:00).  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** | Quotations must be submitted as follows:  ☐ E-tendering  ☑ Email:  ☐ Courier / Hand delivery  ☐ Other Click or tap here to enter text.  Bid submission address: georgia.tenders@unfpa.org   * File Format: **PDF** * 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: **RFQ UNFPA/GEO/2025/001 ON VENUE AND MEETING SERVICES IN TBILISI** * 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** | 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 may be found at:  <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  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. |
| **Conflict of Interest** | UNFPA encourages every prospective Supplier toavoid 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 or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract as indicated in Annex 6. |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with UNFPA and to deliver in the country, or through an authorized representative. ***Please provide relevant document(s) issued by a state authority.***  The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment; and The supplier has 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. ***Relevant documentation/certification to be submitted by the supplier. e.g. latest audited financial statement, bank reference letter confirming solvency, or similar.***  **Location:** The supplier's premises, facilities, and operations must not be located within a two-kilometer radius of Rustaveli Avenue. This requirement is in place to ensure the safety, security, and accessibility for all personnel and stakeholders involved.  **Cancellation Policy:** The bidder provides flexibility to cancel the total 100% of the initial contracted booking without any penalty up to two calendar weeks prior to the scheduled arrival date. ***The bidder must clarify the details about cancellation policies for accommodation and conference services cancellation after two calendar weeks, if any under the Annex 5: Technical and Financial Offer.*** |
| **Currency of Quotation** | Quotations shall be quoted in United States Dollar (USD) |
| **Duties and taxes** | 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:  **All prices shall be exclusive of VAT.** |
| **Language of quotation and documentation including catalogues, instructions, and operating manuals** | Bid documents and all related correspondence will be written in English.  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:  ☑ Annex 3: Accessibility Questionnaire duly completed  ☑ Annex 4: Quotation Submission Form duly completed and signed  ☑ Annex 5: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1 and Annex 2  ☑ ***Relevant registration document(s) issued by a state authority and***  ***relevant documentation/certification on the sound financial condition of the supplier.*** |
| **Quotation validity period** | Quotations shall remain valid for ninety (**90) 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  ☐ Permitted |
| **Alternative Quotes** | ☑ Not permitted  ☐ Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNFPA reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | ☑ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation shall be made in Georgian Laris per official UN exchange rate at the date of transfer.  <https://treasury.un.org/operationalrates/OperationalRates.php>  ☐ Other Click or tap here to enter text. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Nino Dzneladze  E-mail address: dzneladze@unfpa.org  **Attention: *Quotations shall not be submitted to this address but to the address for quotation submission above.*** |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 23 April 2025, 18:00 Tbilisi, Georgia Standard Time (GMT+04:00).Responses to request for clarification will be communicated in written. |
| **Evaluation method** | ☑ The contract will be awarded to the lowest price substantially compliant offer  ☐ Other Click or tap here to enter text. |
| **Evaluation criteria** | ☑ Full compliance with all requirements as specified in Annex 1 and Annex 2  ☑ Full acceptance of the General Conditions of Contract  ☐ Earliest Delivery /shortest lead time  ☐ Others Click or tap here to enter text. |
| **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.** | **20 May 2025** |
| **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](https://www.unfpa.org/sites/default/files/resource-pdf/PROC_Regular_Procurement.pdf) |
| **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](http://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: TERMs of REFERENCE

**UNFPA Georgia CO hereby solicits a quotation for the procurement of venue and meeting services** namely, accommodation and the conference package for the participants of **the UNFPA Eastern Europe and Central Asia (EECA) Resource Mobilization Workshop during 18-20 June 2025 in Tbilisi, Georgia.**

**Please provide a detailed breakdown of costs (accommodation, meals, conference package, etc.) per each date in United States US dollars (USD). The payment shall be made in Local Currency in accordance with the** [**UN Operational Rates of Exchange**](https://treasury.un.org/operationalrates/OperationalRates.php) **at the date of payment.**

1. ***Accommodation services for three (3) nights -*** Upon conclusion of the event, immediate submission of all hotel/venue/service invoices, attendance list and no-show report to UNFPA for review, which will be cross-checked with the original list provided by the organizer to ensure that charges fall within the stipulations of the contractual agreement.

| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| --- | --- | --- | --- | --- | --- |
| 1. | Hotel rooms (single occupancy) with breakfast and in-room WIFI included. **Check-in date: 17 June 2025** | Each | 17 |  |  |
| 2. | Hotel rooms (single occupancy) with breakfast and in-room WIFI included. Date: **18 June 2025** | Each | 17 |  |  |
| 3. | Hotel rooms (single occupancy) with breakfast and in-room WIFI included. **Date: 19 June 2025 Check-out date: 20 June 2025, at 12:00 PM** | Each | 17 |  |  |
| Total Price USD | | | | |  |

1. ***Conference venue and facilities* for a total two and half (2.5) days.**

| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| --- | --- | --- | --- | --- | --- |
| ***The Venue*** *should consist of one main conference room/space with air-conditioning. A room designed for at least 22 people\* to maintain a comfortable environment. (\* the venue needs to have the capacity to accommodate up to 30 people).*   * ***U-shape*** *set up with room decorations (table and chair covers, etc.)* * *Minimum space* ***65 m2 (with a bit of circulation space left).*** * *Wireless internet access* | | | | | |
| 4. | Venue to host conference in Tbilisi for Date(s): **18 and 19 June 2025** | Days | 2 |  |  |
| 5. | Venue to host conference in Tbilisi for Date **20 June 2025** | Day | 0.5 |  |  |
| 6. | One breakout room for 18 June 2025, afternoon 1/2 day accommodating 12 people with a cluster seating arrangement. | Session(s) | 1 |  |  |
| 7. | *Stationery supplies: 22 (twenty-two) x pens, 4 (four) x flip charts, eight (8) x markers of different colours, 22 (twenty-two) x writing pads* | Days | 2.5 |  |  |
| 8. | 1 (one) screen and one (1) Projector for the 2.5 days | pcs | 1 |  |  |
| 9. | 1 (one) Laptop and 1 (one) Clicker/Pointer for the 2.5 days | pcs | 1 |  |  |
| ***Video Conferencing Setup for one (1) full conference day on 19 June 2025.*** *The equipment must be checked before the event to ensure it is fully functional and avoid any disruption during the event. Back-up equipment should also be made available and on-site in case of any technical failings. A picture of the meeting and breakout rooms should be submitted with the offer.* | | | | | |
| 10. | Wireless microphone for **19 June 2025** | pcs | 2 |  |  |
| 11. | Sound System for **19 June 2025** | pcs | 1 |  |  |
| 12. | Strong Wireless internet access to support uninterrupted Zoom Video Conference Services for **19 June 2025** | pcs | 1 |  |  |
| 13. | Video Equipment to support Zoom Conference for **19 June 2025** | pcs | 1 |  |  |
| ***Catering and refreshments:*** *Provision of meals in line with the agenda of the event, to be provided by UNFPA in due course. Break areas requirements: Dedicated areas for coffee breaks, snacks, and informal networking, outside of the meeting room. Ideally, close to the main conference area but not disruptive. For catering and refreshments, healthy food options should be available, and provisions for individuals with allergies or dietary preferences must also be offered.* | | | | | |
| 14. | Provision of still mineral water over duration of event 22 pax for 2.5 conference days (no plastic cutlery/bottles) | Day | 2.5 |  |  |
| 15. | In total three (3) x buffet lunches for 22 people | Piece | 66 |  |  |
| 16. | In total four (4) x coffee/tea breaks for 22 people (no coffee break on half day Date: 20 June 2025) | Piece | 88 |  |  |
| Total Price USD | | | | |  |

### ANNEX 2: MEETING ROOM SET-UP & EQUIPMENT ARRANGEMENT

*Bidders are requested to confirm that they can provide the below selected set-up for the venue; if such set-up is not the most recommended based on the dimensions of the group and the size of the room, please ensure to highlight this information in their technical offer.*

| ☑ | **U-Shape** | ☐ | Single Square or Round | ☐ | | Conference |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | | |
|  | |  | |  | | |
| ☐ | Classroom | ☑ | Clusters | ☐ | | V-Shape / Herringbone |
|  | |  | |  | | |
|  | |  | |  | | |
| ☐ | Traditional Classroom | ☐ | Hollow Square | | ☐ | **Theatre** | |
|  | |  | | |  | | |
|  | |  | | |  | | |
| ☑ | Other: | One (1) breakout session space is required on the 18th afternoon for a half day, accommodating a minimum of twelve (12) people, with a cluster seating arrangement. Two (2) Flipcharts should be next to the clusters. | | | | | |

*Bidders are requested to include the below selected equipment(s) in their quote and which are expected to be provided during the meeting service as per Annex 1; if any of the selected options are not available directly or by a third party subcontracted by the bidder, such information shall be communicated in the technical proposal.*

| ☐ | Wired Microphone(s) | ☑ | Audio Equipment for Zoom Conference |
| --- | --- | --- | --- |
| ☑ | Wireless Microphone(s) | ☑ | Wi-Fi / High Speed Internet |
| ☐ | Microphone stand: tabletop or floor | ☑ | Video Conferencing Equipment for Zoom |
| ☐ | Podium with gooseneck for microphone | ☑ | Projection equipment |
| ☐ | Computer Desktop | ☑ | Large Wall Screen(s) |
| ☑ | Computer Laptop | ☐ | Portable Screen (s) |
| ☐ | Printer | ☐ | Flat panel TV and/or Monitor |
| ☑ | Remote clicker / Pointer | ☑ | Paperboard / Flipchart |
| ☐ | Desktop Magnifier | ☑ | Pad of paper and markers for flipchart |
| ☐ | Assistive tools and technologies for persons with visual, audio and mobility impairments | ☐ | Interactive boards |
| ☐ | Wheelchair charging stations | ☑ | NO single-use products, e.g., cutlery, napkins |

**ANNEX 3: ACCESSIBILITY QUESTIONNAIRE**

*Bidders are requested to complete this form with the utmost honesty, not complying with any of the below questions does not make a venue ineligible it does though highlight the need to the organizing team to make alternative arrangements to mitigate the possible challenges/risk. Not providing an honest response can cause disqualification.*

| Criteria | Yes | No | N/A |
| --- | --- | --- | --- |
| *Getting to the Venue* | | | |
| Is there public transport to the venue? | ☐ | ☐ | ☐ |
| Is the public transport accessible for people who use wheelchairs, mobility aids or are travelling with a pram? | ☐ | ☐ | ☐ |
| Is there an area near the front entrance of the venue for parking? | ☐ | ☐ | ☐ |
| Are there parking spots near the front entrance specially reserved with ample space, for mobility aids / prams, at either side of where a car would park? | ☐ | ☐ | ☐ |
| Is the path to the entrance clear and is the entrance accessible for people who use wheelchairs, mobility aids or are travelling with a pram? Meaning that ramps have gentle gradient (1:20) and are accessible where there are steps. | ☐ | ☐ | ☐ |
| *Getting in and moving around* | | | |
| Does the venue have an entry system which involves people having to talk and hear a reply, e.g., an intercom, to access? | ☐ | ☐ | ☐ |
| If yes, does the entry system have assistive tools for persons with audio impairments? | ☐ | ☐ | ☐ |
| Does the venue have an entry system which involves people having to locate buttons and press the correct ones? | ☐ | ☐ | ☐ |
| If yes, does the entry system have assistive tools for persons with visual impairments? | ☐ | ☐ | ☐ |
| Step free access, lifts can be accessed without having to ask for a key? | ☐ | ☐ | ☐ |
| Lift doors are wide enough to facilitate access for people who use wheelchairs, mobility aids or are travelling with a pram? | ☐ | ☐ | ☐ |
| Step free access within the venue, there are ramps of a gentle gradient (1:20) and have handrails at either side? | ☐ | ☐ | ☐ |
| Are the doors to venue, its corridors, and different public areas of ample space for people who use wheelchairs, walking aids or are travelling with prams to move around? | ☐ | ☐ | ☐ |
| Is the signage for the toilets, lifts, exits and the meeting rooms; large and high contract? | ☐ | ☐ | ☐ |
| Is the signage for toilets, exits, lifts and meeting rooms embossed or in braille? | ☐ | ☐ | ☐ |
| *Facilities at the Venue* | | | |
| Are there adapted toilets available at the venue? | ☐ | ☐ | ☐ |
| Are there gender-neutral toilets available at the venue? | ☐ | ☐ | ☐ |
| Are there visual (flashing) fire alarms in private spaces like toilets? | ☐ | ☐ | ☐ |
| Is there an induction loop system or any equivalent system available in the meeting room? | ☐ | ☐ | ☐ |

### ANNEX 4: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Accessibility Questionnaire and Annex 5: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

| Name of Bidder: | Click or tap here to enter text. | |
| --- | --- | --- |
| RFQ reference: | **UNFPA/GEO/2025/001** | Date: Click or tap to enter a date. |

**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. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered supplier? | ☐ Yes ☐ No If yes, insert UNGM supplier Number |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
| ☐ | ☐ | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Terms of References, Meeting room set-up and equipment arrangements, the Accessibility Questionnaire, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| ☐ | ☐ | 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. |
| ☐ | ☐ | **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. |
| ☐ | ☐ | 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 wehave 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. |
| ☐ | ☐ | **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. |
| ☐ | ☐ | **Prohibitions, Sanctions:** l/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. |
| ☐ | ☐ | **Bankruptcy**: l/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. |
| ☐ | ☐ | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| ☐ | ☐ | I/We understand and recognize that you are not bound to accept any Quotation you receive and wecertify that the goods offered in our Quotation are new and unused. |
| ☐ | ☐ | 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. |

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: TECHNICAL AND FINANCIAL OFFER

*Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 3 – Accessibility Questionnaire and Annex 4 Quotation Submission Form in addition to any other document they consider relevant. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

| Name of Bidder: | Click or tap here to enter text. | |
| --- | --- | --- |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *Relevant registration document(s) issued by a state authority and relevant documentation/certification on the sound financial condition of the supplier that is relevant to the section 2 of this RFQ.*
* *Menu options for the different meals.*
* *Cancellation policy.*
* *Pictures of the meeting rooms.*

**Financial Offer**

Can consist of a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: United States Dollars (USD)**

1. ***Accommodation services for three (3) nights -*** Upon conclusion of the event, immediate submission of all hotel/venue/service invoices, attendance list and no-show report to UNFPA for review, which will be cross-checked with the original list provided by the organizer to ensure that charges fall within the stipulations of the contractual agreement.

| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| --- | --- | --- | --- | --- | --- |
| 1. | Hotel rooms (single occupancy) with breakfast and in-room WIFI included. **Check-in date: 17 June 2025** | Each | 17 |  |  |
| 2. | Hotel rooms (single occupancy) with breakfast and in-room WIFI included. Date: **18 June 2025** | Each | 17 |  |  |
| 3. | Hotel rooms (single occupancy) with breakfast and in-room WIFI included. **Date: 19 June 2025 Check-out date: 20 June 2025, at 12:00 PM** | Each | 17 |  |  |
| Total Price USD | | | | |  |

1. ***Conference venue and facilities* for a total two and half (2.5) days.**

| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| --- | --- | --- | --- | --- | --- |
| ***The Venue*** *should consist of one main conference room/space with air-conditioning. A room designed for at least 22 people\* to maintain a comfortable environment. (\* the venue needs to have the capacity to accommodate up to 30 people).* ***U-shape*** *set up with room decorations (table and chair covers, etc.) Minimum space* ***65 m2***  *(with a bit of circulation space left).**Wireless internet access.* | | | | | |
| 4. | Venue to host conference in Tbilisi for Date(s): **18 and 19 June 2025** | Days | 2 |  |  |
| 5. | Venue to host conference in Tbilisi for Date **20 June 2025** | Day | 0.5 |  |  |
| 6. | One breakout room for 18 June 2025, afternoon 1/2 day accommodating 12 people with a cluster seating arrangement. | Session(s) | 1 |  |  |
| 7. | *Stationery supplies: 22 (twenty-two) x pens, 4 (four) x flip charts, eight (8) x markers of different colours, 22 (twenty-two) x writing pads* | Days | 2.5 |  |  |
| 8. | 1 (one) screen and one (1) Projector for the 2.5 days | pcs | 1 |  |  |
| 9. | 1 (one) Laptop and 1 (one) Clicker/Pointer for the 2.5 days | pcs | 1 |  |  |
| ***Video Conferencing Setup for one (1) full conference day on 19 June 2025.*** *The equipment must be checked before the event to ensure it is fully functional and avoid any disruption during the event. Back-up equipment should also be made available and on-site in case of any technical failings. A picture of the meeting and breakout rooms should be submitted with the offer.* | | | | | |
| 10. | Wireless microphone for **19 June 2025** | pcs | 2 |  |  |
| 11. | Sound System for **19 June 2025** | pcs | 1 |  |  |
| 12. | Strong Wireless internet access to support uninterrupted Zoom Video Conference Services for **19 June 2025** | pcs | 1 |  |  |
| 13. | Video Equipment to support Zoom Conference for **19 June 2025** | pcs | 1 |  |  |
| ***Catering and refreshments:*** *Provision of meals in line with the agenda of the event, to be provided by UNFPA in due course. Break areas requirements: Dedicated areas for coffee breaks, snacks, and informal networking, outside of the meeting room. Ideally, close to the main conference area but not disruptive. For catering and refreshments, healthy food options should be available, and provisions for individuals with allergies or dietary preferences must also be offered.* | | | | | |
| 14. | Provision of still mineral water over duration of event 22 pax for 2.5 conference days (no plastic cutlery/bottles) | Day | 2.5 |  |  |
| 15. | In total three (3) x buffet lunches for 22 people | Piece | 66 |  |  |
| 16. | In total four (4) x coffee/tea breaks for 22 people (no coffee break on half day Date: 20 June 2025) | Piece | 88 |  |  |
| Total Price USD | | | | |  |

### 

**C. MEETING ROOM SET-UP & EQUIPMENT ARRANGEMENT**

*Bidders are requested to confirm that they can provide the below selected set-up for the venue; if such set-up is not the most recommended based on the dimensions of the group and the size of the room, please ensure to highlight this information in their technical offer.*

| ☑ | **U-Shape** | ☐ | Single Square or Round | ☐ | | Conference |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | | |
|  | |  | |  | | |
| ☐ | Classroom | ☑ | Clusters | ☐ | | V-Shape / Herringbone |
|  | |  | |  | | |
|  | |  | |  | | |
| ☐ | Traditional Classroom | ☐ | Hollow Square | | ☐ | **Theatre** | |
|  | |  | | |  | | |
|  | |  | | |  | | |
| ☑ | Other: | One (1) breakout session space is required on the 18th afternoon for a half day, accommodating a minimum of twelve (12) people, with a cluster seating arrangement. Two (2) Flipcharts should be next to the clusters. | | | | | |

*Bidders are requested to include the below selected equipment(s) in their quote and which are expected to be provided during the meeting service as per Annex 1; if any of the selected options are not available directly or by a third party subcontracted by the bidder, such information shall be communicated in the technical proposal.*

| ☐ | Wired Microphone(s) | ☑ | Audio Equipment for Zoom Conference |
| --- | --- | --- | --- |
| ☑ | Wireless Microphone(s) | ☑ | Wi-Fi / High Speed Internet |
| ☐ | Microphone stand: tabletop or floor | ☑ | Video Conferencing Equipment for Zoom |
| ☐ | Podium with gooseneck for microphone | ☑ | Projection equipment |
| ☐ | Computer Desktop | ☑ | Large Wall Screen(s) |
| ☑ | Computer Laptop | ☐ | Portable Screen (s) |
| ☐ | Printer | ☐ | Flat panel TV and/or Monitor |
| ☑ | Remote clicker / Pointer | ☑ | Paperboard / Flipchart |
| ☐ | Desktop Magnifier | ☑ | Pad of paper and markers for flipchart |
| ☐ | Assistive tools and technologies for persons with visual, audio and mobility impairments | ☐ | Interactive boards |
| ☐ | Wheelchair charging stations | ☑ | NO single-use products, e.g., cutlery, napkins |

**Compliance with Requirements**

|  | You Responses | | |
| --- | --- | --- | --- |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Delivery Lead Time | ☐ | ☐ | Click or tap here to enter text. |
| Validity of Quotation | ☐ | ☐ | Click or tap here to enter text. |
| Payment terms | ☐ | ☐ | Click or tap here to enter text. |
| Other requirements: Registration and Financial “Health” Certificates | ☐ | ☐ | Click or tap here to enter text. |

| 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 NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

## ANNEX 6: GENERAL CONDITIONS OF CONTRACT

This Request for Quotation is subject to UNFPA’s General Conditions of Contract:

| De Minimis Contracts | <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts> |
| --- | --- |