

Request For Quotation (RFQ) for goods/services

**Hotel (accommodation) at UNFCCC
COP21, Paris, France**

RFQ No: (2015/00092702/02)

Request For Quotation (RFQ)**For acquisition of: Hotel (accommodation) at UNFCCC COP21, Paris, France****RFQ No. (2015/00092702/02)**

Date: 15/07/2015

UNOPS is accepting quotations from suppliers for RFQ 2015/00092702/02. All interested parties must complete and return the attached price sheet to the following email address: kirstenh@unops.org

1 Terms of Reference (Annex A)

Quotations must be submitted by using the Terms of Reference contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

3 Currency

All prices shall be quoted in **USD, United States Dollars**.

UNOPS reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on the lowest priced technically compliant quotation received.

5 Mobilization and duration (for services)

Service provision shall commence upon contract signature. The successful supplier is expected to complete the services by 11 December 2015.

6 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 30 July 2015
Time: 23.59 CEST
E-mail: kirstenh@unops.org
Contact person: Kirsten Moeller HELSGAUN

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

7 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

8 Clarifications

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above named contact person, will not be considered binding or official.

9 Quotation form (Annex B)

The attached Quotation Form must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:



Date: 15 July 2015

Kirk Bayabos, Manager, UNOPS-WEC

The following documents form part of this RFQ and must be completed and returned with your offer:

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

ANNEX A**Terms of Reference****Hotel (accommodation) at UNFCCC COP21, Paris, France****Background and Justification**

The UNFCCC COP21 will be held in Paris, France, on the Paris-Le Bourget site, between dates of 30 November and 11 December 2015. The Scientific and Technical Advisory Panel (STAP) of the Global Environment Facility (GEF) will host side events based on its recent and ongoing work related to assessing the resilience of socio-ecological systems. STAP will contribute to a World Bank and CCAC event at a Ministerial Meeting on Black Carbon. STAP Panel Members will contribute to events organized by the GEF Secretariat.

Development Objective

STAP wishes to seek a services contract with a local hotel in Paris, in attempt to not only aid the Panel Members and staff by identifying the hotel and allowing meeting amongst itself both before and following daily events, but also in an attempt to reduce budget expenses.

Immediate Objectives

STAP is seeking a hotel that can provide accommodations for international travelers attending the UNFCCC COP 21. Note that only official accommodation costs will be covered by a contract for services and all other rooming expenses are the sole responsibility of each guest.

Specific requirements will include:

- Single accommodation rooms for 8 people, checking in on 3 December, checking out on 9 December 2015
- Hotel must be accessible to public transport serving the site, ie, regional express railway (RER) or metro. More information about the conference site can be found at <http://www.cop21.gouv.fr/en/pratical-arrangements/paris-le-bourget-site>.
- Must have internet access in guest rooms
- Hotel should have in room coffee/tea service, meal service available during off hours, or proximity of early morning and late night restaurants.
- Hotel lobby space to hold small bilateral meetings.
- Business center or some capacity of provision of photocopies and/or printing ability (hours of availability must be provided when bidding)

Expected Outputs

Provision of 8 rooms located within 20-30 minutes of the venue via public transport. Hotel should have in room meals service available.

Timing

STAP will cover hotel expenses for its international travellers with arrival on 3 December and departure on 9 December 2015. Any additional dates will be at the expense of individual guest.

Reporting

Hotel is to provide itemized statement/invoices for official room expenses any related taxes, on the day of check out, to the STAP representative in Paris, who is to be identified at a later date.

ANNEX B
Breakdown of Costs
BREAKDOWN OF COSTS

Tasks	Requirements	Quantity	Available (YES/NO)	Unit Price	Total Price 03.12-09.12.2015	Comments
Task :	Single accommodation rooms for 8 people, checking in on 3 December, checking out on 9 December 2015	8				
	internet access in guest rooms	8				
	Business center or some capacity of provision of photocopies and/or printing ability (hours of availability must be provided when bidding). Please quote price per photocopy/print	TBD				
	TOTAL					

Email address: _____

Offer valid until: _____ (date) _____ Must be at least 30 daysCurrency of offer: (state currency) Payment terms 30 days accepted: Are you a UNOPS registered vendor? Yes No If yes, provide vendor number:

Quotation to be addressed to:Reference RFQ # 2015/00092702/02

UNOPS
Kirsten Moeller HELSGAUN, UNOPS Portfolio Analyst
Marmorvej 51
2100, Copenhagen, Denmark
Tel.: +45 4533 7644
E-mail: kirstenh@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.Quotes are due on 30 July 2015 at 23.59 CEST



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01