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REQUEST FOR PROPOSAL

FOR EVENT MANAGEMENT SERVICES

ON LTA BASIS

RFP No.: 25/04/18/01RACP

Project: "Conservation and sustainable use of globally important agro-biodiversity", "Support to the development of small family businesses in the Sheki-Zaqatala Economic Zone through ABAD regional center in Balakan", "Sustainable Land and Forest Management in the Greater Caucasus landscape" and "Modernizing Vocational Education and Training (VET) Centres in Azerbaijan" projects

Country: Azerbaijan

Issued on: 25 April 2018

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.aze@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: Subhan Ahmadov
Title: ARR UNDP Azerbaijan
Date: April 25, 2018

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 12.000 Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 8 for template) Any Bank-issued Check / Cashier's Check / Certified Check
7	41	Advanced Payment upon signing of contract	Might be allowed during each order/event up to a maximum of 19 % of the respective order/event
8	42	Liquidated Damages	Will be imposed as follows: 0,5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.

9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	E-mail address: procurement.aze@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://www.az.undp.org
14	23	Deadline for Submission	eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	Online bidding in Entendering module. Please see below the link and instruction. https://etendering.partneragencies.org <u>BU(Business Unit): AZE10 and Event ID number 0000002283</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ 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. ▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 5 MB ▪ Mandatory subject of email: <i>LTA for Event Management</i> ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:

			UN Office in Azerbaijan, 3, UN 50th Anniversary str.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>June 10, 2018</i>
19		Maximum expected duration of contract	3 years
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clauses above.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clauses above.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required: N/A	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last one year.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last one year.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum one year of relevant experience.	Form D: Qualification Form
	Minimum three contracts of similar service, nature and complexity implemented over the last one year. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average turnover of USD 200.000 for the last one year. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required: N/A	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70

2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Expert		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Junior Expert		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

Section 5. Terms of Reference

Terms of Reference (TOR)

"Conservation and sustainable use of globally important agro-biodiversity", "Support to the development of small family businesses in the Sheki-Zaqatala Economic Zone through ABAD regional center in Balakan", "Sustainable Land and Forest Management in the Greater Caucasus landscape" and "Modernizing Vocational Education and Training (VET) Centres in Azerbaijan" Projects

Types of requirements

"Conservation and sustainable use of globally important agro-biodiversity", "Support to the development of small family businesses in the Sheki-Zaqatala Economic Zone through ABAD regional center in Balakan", "Sustainable Land and Forest Management in the Greater Caucasus landscape" and "Modernizing Vocational Education and Training (VET) Centres in Azerbaijan" Projects are planning to implement several trainings/workshops on various themes, annual scientific conferences and workshops. The company should have strong background in event management in order to organize these events in Baku and in the regions of Azerbaijan.

MINIMUM CONTENTS

a. Background Information and Rationale, Project Description

"Conservation and sustainable use of globally important agro-biodiversity" is GEF funded project. The project seeks to: (i) improve the protection of viable populations of indigenous wild relatives of crops and local landraces in their natural habitats; (ii) augment the conservation of indigenous wild relatives of crops and local landraces in plant gene banks to ensure an adequate source of genetic resources for plant breeding; and (iii) increase the production, and extent of use, of local landraces in agricultural small holdings and commercial farms. The project has been structured into three complementary components. The first component seeks to expand the state of knowledge of agro-biodiversity, enhance the conservation of this agro-biodiversity and increase the intensity and extent of use native crops in the agricultural sector in the three project regions. The second component seeks to build the capacities of, and improve the collaboration and cooperation between, agricultural institutions and small farmers in order to improve agricultural productivity and reduce land degradation using native crops (i.e. the targeted crop species) in the three project regions. The third component seeks to strengthen incentives that encourage the planting of, and improve access to commercial markets for agricultural products derived from, the targeted native crop species across the three regions.

"Support to the development of small family businesses in the Sheki-Zaqatala Economic Zone through ABAD regional center in Balakan" is EU funded. The overall objective of the project is to contribute to the socio-economic development of the regions of Azerbaijan through enhancing capacity of the ABAD regional centre in Balakan and fostering the creation of modern and sustainable family businesses in rural areas, and enabling equal opportunities and inclusivity in line with European standards and practices. Through collaboration with and provision of support to the work of "ABAD" public legal entity and selected target families, the project will address the challenges that prevent and impede the development of community-based family businesses and rural entrepreneurship, economic regeneration and job creation in the Sheki-Zaqatala Economic Zone.

The project will contribute to the Sustainable Development Goal 8: “Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all; Target 8.5 “By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value.

The objective of the GEF-funded project “Sustainable Land and Forest Management in the Greater Caucasus Landscape” is that the sustainable land and forest management in the Greater Caucasus Landscape secures the flow of multiple ecosystem services, including carbon storage and sequestration and water provisioning services, while ensuring ecosystem resilience to climate change.

The project will engineer a paradigm shift from the current unsustainable practices to sustainable land and forest management practice. The project will address barriers to sustainable pasture and forest management. In doing so it will support measures to mitigate CC such as managing natural forests to emphasize natural regeneration through improved grazing and wood collecting in forests. It will avoid GHG emissions caused by degradation, increase sequestration through enhanced biomass and improve the productivity of forests and pasturelands. This would result in short and long-term global benefits.

“Modernizing Vocational Education and Training (VET) Centres in Azerbaijan” is EU funded project. The objective is to contribute to the modernization of the vocational education and training system in Azerbaijan, enhancing quality, equality, relevance, and access to line European standards and practices. The project outputs are to improve quality of education for establishing labor market-oriented VET system in Lankaran Economic Region and to improve quality of education for increasing attractiveness of VET in Ganja city and neighboring regions, as well as increase employability among the youth.

b. Specific Objectives

The main objective of this tender organization of trainings, workshops, and conferences for the above-mentioned projects.

c. Scope

The event planning and management support company should bring a creative and strategic lens to the coordination, planning, and event management processes. The contract is expected to be LTA basis. The LTA will be signed for two years with additional one year of possible extension. The estimated total ceiling value of the LTA during three year period is expected to be USD 600,000. However, please note that UNDP doesn't warrant any volume under the subject LTA. During contracting period the company can be requested to provide the projects with below-mentioned services:

- Providing lunch, dinner, coffe break in Baku and regions of Azerbaijan
- Travel/transportation services
- Accommodation/event venue
- Translations/ Interpretation services
- Providing with publications and materials
- Providing with video and photo shootings
- Personel support

d. Key Performance Indicators and Service Level

If company would not be able to provide requested services timley, 0,5% of contract for every day of delay, up to a maximum duration of 1 calendar month will be imposed. Thereafter, the contract may be terminated.

e. Governance and Accountability

The contractor will work directly with UNDP Project staffs.

f. Facilities to be provided by UNDP

No facility will be provided.

g. Expected duration of the contract/assignment

The overall duration of the contract is expected to be 3 years. Initially the LTA contract will be signed for two years for possibility of extension for one additional year.

i. Duty Station

Trainings, workshops and conferences will be conducted in Ganja, Sheki, Zagatala, Jalilabad, Masalli, Lankaran, Shamakhi, Ismayilli, Gabala, Goychay, Goranboy, Oghuz, Gakh, Balakan and Baku. Moreover, additional event organizing can be requested from the contractor in other regions of Azerbaijan. The contractor will be required to report fortnightly to the project coordinators.

j. Professional Qualifications of the Successful Contractor and its key personnel

- 1.1. Proven track records of similar events organized in the past
- 1.2. At least one year of experience in the related field.
- 1.3. Proficient event management capacity.
- 1.4. The Company's proposed staff should be professional with a minimum of two years' experience in event management field.
- 1.5. The Company shall closely liaise with and follow any instructions by UNDP's Project Coordinators.
- 1.6. Appropriate references will be considered as an advantage

k. Price and Schedule of Payments

Within the framework of the abovementioned projects, the selected company will be responsible for organization of different events, including transport, food, venues and logistical arrangements in the projects oriented regions. The contract is expected to be signed for three years. The total estimated amount for three years is around USD 600,000. However, please note that UNDP doesn't warrant any volume under the subject LTA.

a)The payment will be done to the Company after successful completion of each event with possibilities for maximum 19% of advance payment before each order.

b)The interested Companies should give their financial proposals according to Technical Specifications

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>

▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association 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;
- have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- 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;
- undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last one year			
<input type="checkbox"/> Contract(s) not performed for the last one year			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last one year			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last one year.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last year	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last year	
	Year 1	Year 2
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		

Current Ratio		
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☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Breakdown of Costs

The prices below shall be indicated in all inclusive basis and all the administrative and other related costs shall be included into the rates below. No additional lines/prices to be quoted separately.

Item No:	Description of services	Unit description	Unit quantity	Total price per item, VAT exclusive	Location
1.	Lunch	person	1		Baku
2.	Lunch	person	1		Ganja
3.	Lunch	person	1		Sheki
4.	Lunch	person	1		Goychay
5.	Lunch	person	1		Goranboy
6.	Lunch	person	1		Jalilabad
7.	Lunch	person	1		Shamakhi
8.	Lunch	person	1		Ismayilli

9.	Lunch	person	1		Masalli
10.	Lunch	person	1		Gabala
11.	Lunch	person	1		Zagalata
12.	Lunch	person	1		Lankaran
13.	Lunch	person	1		Gakh
14.	Lunch	person	1		Oghuz
15.	Lunch	person	1		Balakan
16.	Dinner	person	1		Baku
17.	Dinner	person	1		Ganja
18.	Dinner	person	1		Sheki
19.	Dinner	person	1		Goychay
20.	Dinner	person	1		Goranboy
21.	Dinner	person	1		Jalilabad
22.	Dinner	person	1		Shamakhi
23.	Dinner	person	1		Ismayilli
24.	Dinner	person	1		Masalli
25.	Dinner	person	1		Gabala
26.	Dinner	person	1		Zagatala
27.	Dinner	person	1		Lankaran
28.	Dinner	person	1		Gakh
29.	Dinner	person	1		Oghuz
30.	Dinner	person	1		Balakan
31.	Coffee break	person	1		Baku
32.	Coffee break	person	1		Ganja

33.	Coffee break	person	1		Sheki
34.	Coffee break	person	1		Goychay
35.	Coffee break	person	1		Goranboy
36.	Coffee break	person	1		Jalilabad
37.	Coffee break	person	1		Shamakhi
38.	Coffee break	person	1		Ismayilli
39.	Coffee break	person	1		Masalli
40.	Coffee break	person	1		Gabala
41.	Coffee break	person	1		Zagatala
42.	Coffee break	person	1		Lankaran
43.	Coffee break	person	1		Oguzh
44.	Coffee break	person	1		Gakh
45.	Coffee break	person	1		Balakan
46.	Conference hall for 30 people at least in 3 star hotel	day	1		Baku
47.	Conference hall for 30 people at least in 3 star hotel	day	1		Ganja
48.	Conference hall for 30 people at least in 3 star hotel	day	1		Sheki
49.	Conference hall for 30 people at least in 3 star hotel	day	1		Goychay

50.	Conference hall for 30 people at least in 3 star hotel	day	1		Goranboy
51.	Conference hall for 30 people at least in 3 star hotel	day	1		Jalilabad
52.	Conference hall for 30 people at least in 3 star hotel	day	1		Shamakhi
53.	Conference hall for 30 people at least in 3 star hotel	day	1		Ismayilli
54.	Conference hall for 30 people at least in 3 star hotel	day	1		Masalli
55.	Conference hall for 30 people at least in 3 star hotel	day	1		Gabala
56.	Conference hall for 30 people at least in 3 star hotel	day	1		Zagatala
57.	Conference hall for 30 people at least in 3 star hotel	day	1		Lankaran
58.	Conference hall for 30 people at least in 3 star hotel	day	1		Oghuz
59.	Conference hall for 30 people at least in 3 star hotel	day	1		Gakh

60.	Conference hall for 30 people at least in 3 star hotel	day	1		Balakan
61.	Conference hall for 30 people 4 star hotel	day	1		Baku
62.	Conference hall for 30 people 4 star hotel	day	1		Ganja
63.	Conference hall for 30 people 4 star hotel	day	1		Sheki
64.	Conference hall for 30 people 4 star hotel	day	1		Goychay
65.	Conference hall for 30 people 4 star hotel	day	1		Goranboy
66.	Conference hall for 30 people 4 star hotel	day	1		Jalilabad
67.	Conference hall for 30 people 4 star hotel	day	1		Shamakhi
68.	Conference hall for 30 people 4 star hotel	day	1		Ismayilli
69.	Conference hall for 30 people 4 star hotel	day	1		Masalli
70.	Conference hall for 30 people 4 star hotel	day	1		Gabala
71.	Conference hall for 30 people 4 star hotel	day	1		Zagatala
72.	Conference hall for 30 people 4 star hotel	day	1		Lankaran
73.	Conference hall for 30 people 4 star hotel	day	1		Gakh

74.	Conference hall for 30 people 4 star hotel	day	1		Oghuz
75.	Conference hall for 30 people 4 star hotel	day	1		Balakan
76.	Conference hall for 30 people 5 star hotel	day	1		Baku
77.	Conference hall for 30 people 5 star hotel	day	1		Ganja
78.	Conference hall for 30 people 5 star hotel	day	1		Sheki
79.	Conference hall for 30 people 5 star hotel	day	1		Goychay
80.	Conference hall for 30 people 5 star hotel	day	1		Goranboy
81.	Conference hall for 30 people 5 star hotel	day	1		Jalilabad
82.	Conference hall for 30 people 5 star hotel	day	1		Shamakhi
83.	Conference hall for 30 people 5 star hotel	day	1		Ismayilli
84.	Conference hall for 30 people 5 star hotel	day	1		Masalli
85.	Conference hall for 30 people 5 star hotel	day	1		Gabala
86.	Conference hall for 30 people 5 star hotel	day	1		Zagatala
87.	Conference hall for 30 people 5 star hotel	day	1		Lankaran

88.	Conference hall for 30 people 5 star hotel	day	1		Gakh
89.	Conference hall for 30 people 5 star hotel	day	1		Oghuz
90.	Conference hall for 30 people 5 star hotel	day	1		Balakan
91.	Conference hall for 50 people at least in 3 star hotel	day	1		Baku
92.	Conference hall for 50 people at least in 3 star hotel	day	1		Ganja
93.	Conference hall for 50 people at least in 3 star hotel	day	1		Sheki
94.	Conference hall for 50 people at least in 3 star hotel	day	1		Goychay
95.	Conference hall for 50 people at least in 3 star hotel	day	1		Goranboy
96.	Conference hall for 50 people at least in 3 star hotel	day	1		Jalilabad
97.	Conference hall for 50 people at least in 3 star hotel	day	1		Shamakhi
98.	Conference hall for 50 people at least in 3 star hotel	day	1		Ismayilli

99.	Conference hall for 50 people at least in 3 star hotel	day	1		Masalli
100.	Conference hall for 50 people at least in 3 star hotel	day	1		Gabala
101.	Conference hall for 50 people at least in 3 star hotel	day	1		Zagatala
102.	Conference hall for 50 people at least in 3 star hotel	day	1		Lakaran
103.	Conference hall for 50 people at least in 3 star hotel	day	1		Oghuz
104.	Conference hall for 50 people at least in 3 star hotel	day	1		Gakh
105.	Conference hall for 50 people at least in 3 star hotel	day	1		Balakan
106.	Conference hall for 50 people 4 star hotel	day	1		Baku
107.	Conference hall for 50 people 4 star hotel	day	1		Ganja
108.	Conference hall for 50 people 4 star hotel	day	1		Sheki
109.	Conference hall for 50 people 4 star hotel	day	1		Goychay

110.	Conference hall for 50 people 4 star hotel	day	1		Goranboy
111.	Conference hall for 50 people 4 star hotel	day	1		Jalilabad
112.	Conference hall for 50 people 4 star hotel	day	1		Shamakhi
113.	Conference hall for 50 people 4 star hotel	day	1		Ismayilli
114.	Conference hall for 50 people 4 star hotel	day	1		Masalli
115.	Conference hall for 50 people 4 star hotel	day	1		Gabala
116.	Conference hall for 50 people 4 star hotel	day	1		Zagatala
117.	Conference hall for 50 people 4 star hotel	day	1		Lakaran
118.	Conference hall for 50 people 4 star hotel	day	1		Oghuz
119.	Conference hall for 50 people 4 star hotel	day	1		Gakh
120.	Conference hall for 50 people 4 star hotel	day	1		Balakan
121.	Conference hall for 50 people 5 star hotel	day	1		Baku
122.	Conference hall for 50 people 5 star hotel	day	1		Ganja
123.	Conference hall for 50 people 5 star hotel	day	1		Sheki

124.	Conference hall for 50 people 5 star hotel	day	1		Goychay
125.	Conference hall for 50 people 5 star hotel	day	1		Goranboy
126.	Conference hall for 50 people 5 star hotel	day	1		Jalilabad
127.	Conference hall for 50 people 5 star hotel	day	1		Shamakhi
128.	Conference hall for 50 people 5 star hotel	day	1		Ismayilli
129.	Conference hall for 50 people 5 star hotel	day	1		Masalli
130.	Conference hall for 50 people 5 star hotel	day	1		Gabala
131.	Conference hall for 50 people 5 star hotel	day	1		Zagatala
132.	Conference hall for 50 people 5 star hotel	day	1		Lakaran
133.	Conference hall for 50 people 5 star hotel	day	1		Oghuz
134.	Conference hall for 50 people 5 star hotel	day	1		Gakh
135.	Conference hall for 50 people 5 star hotel	day	1		Balakan
136.	Conference hall for 100 people at least in 3 star hotel	day	1		Baku

137.	Conference hall for 100 people at least in 3 star hotel	day	1		Ganja
138.	Conference hall for 100 people at least in 3 star hotel	day	1		Sheki
139.	Conference hall for 100 people at least in 3 star hotel	day	1		Goychay
140.	Conference hall for 100 people at least in 3 star hotel	day	1		Goranboy
141.	Conference hall for 100 people at least in 3 star hotel	day	1		Jalilabad
142.	Conference hall for 100 people at least in 3 star hotel	day	1		Shamakhi
143.	Conference hall for 100 people at least in 3 star hotel	day	1		Ismayilli
144.	Conference hall for 100 people at least in 3 star hotel	day	1		Masalli
145.	Conference hall for 100 people at least in 3 star hotel	day	1		Gabala
146.	Conference hall for 100 people at least in 3 star hotel	day	1		Lankaran

147.	Conference hall for 100 people at least in 3 star hotel	day	1		Zagatala
148.	Conference hall for 100 people at least in 3 star hotel	day	1		Oghuz
149.	Conference hall for 100 people at least in 3 star hotel	day	1		Gakh
150.	Conference hall for 100 people at least in 3 star hotel	day	1		Balakan
151.	Conference hall for 100 people at 4 star hotel	day	1		Baku
152.	Conference hall for 100 people at 4 star hotel	day	1		Ganja
153.	Conference hall for 100 people at 4 star hotel	day	1		Sheki
154.	Conference hall for 100 people at 4 star hotel	day	1		Goychay
155.	Conference hall for 100 people at 4 star hotel	day	1		Goranboy
156.	Conference hall for 100 people at 4 star hotel	day	1		Jalilabad
157.	Conference hall for 100 people at 4 star hotel	day	1		Shamakhi
158.	Conference hall for 100 people at 4 star hotel	day	1		Ismayilli

159.	Conference hall for 100 people at 4 star hotel	day	1		Masalli
160.	Conference hall for 100 people at 4 star hotel	day	1		Gabala
161.	Conference hall for 100 people at 4 star hotel	day	1		Lankaran
162.	Conference hall for 100 people at 4 star hotel	day	1		Zagatala
163.	Conference hall for 100 people at 4 star hotel	day	1		Oghuz
164.	Conference hall for 100 people at 4 star hotel	day	1		Gakh
165.	Conference hall for 100 people at 4 star hotel	day	1		Balakan
166.	Conference hall for 100 people at 5 star hotel	day	1		Baku
167.	Conference hall for 100 people at 5 star hotel	day	1		Ganja
168.	Conference hall for 100 people at 5 star hotel	day	1		Sheki
169.	Conference hall for 100 people at 5 star hotel	day	1		Goychay
170.	Conference hall for 100 people at 5 star hotel	day	1		Goranboy
171.	Conference hall for 100 people at 5 star hotel	day	1		Jalilabad
172.	Conference hall for 100 people at 5 star hotel	day	1		Shamakhi

173.	Conference hall for 100 people at 5 star hotel	day	1		Ismayilli
174.	Conference hall for 100 people at 5 star hotel	day	1		Masalli
175.	Conference hall for 100 people at 5 star hotel	day	1		Gabala
176.	Conference hall for 100 people at 5 star hotel	day	1		Lankaran
177.	Conference hall for 100 people at 5 star hotel	day	1		Zagatala
178.	Conference hall for 100 people at 5 star hotel	day	1		Oghuz
179.	Conference hall for 100 people at 5 star hotel	day	1		Gakh
180.	Conference hall for 100 people at 5 star hotel	day	1		Balakan
181.	Transportation	Comfort busses for 25 person	1		Baku-Ganja or vice versa
182.	Transportation	Comfort busses for 25 person	1		Baku- Sheki or vice versa
183.	Transportation	Comfort busses for 25 person	1		Baku-Goychay or vice versa
184.	Transportation	Comfort busses for 25 person	1		Baku-Goranboy or vice versa

185.	Transportation	Comfort busses for 25 person	1		Baku- Jalilabad or vice versa
186.	Transportation	Comfort busses for 25 person	1		Baku- Masalli or vice versa
187.	Transportation	Comfort busses for 25 person	1		Baku- Gabala or vice versa
188.	Transportation	Comfort busses for 25 person	1		Baku- Ismayilli or vice versa
189.	Transportation	Comfort busses for 25 person	1		Baku- Shamakhi or vice versa
190.	Transportation	Comfort busses for 25 person	1		Baku- Zagatala or vice versa
191.	Transportation	Comfort busses for 25 person	1		Baku- Lankaran or vice versa
192.	Transportation	Comfort busses for 25 person	1		Baku-Gakh or vice versa
193.	Transportation	Comfort busses for 25 person	1		Baku-Oghuz or vice versa
194.	Transportation	Comfort busses for 25 person	1		Baku-Balakan or vice versa

195.	Transportation countrywide per km	Comfort busses for 25 person	1		
196.	In city transportation	Comfort busses for 25 person	1		in Baku
197.	Accommodation at least 3 star hotel	Person/night	1		Baku
198.	Accommodation at least 3 star hotel	Person/night	1		Ganja
199.	Accommodation at least 3 star hotel	Person/night	1		Sheki
200.	Accommodation at least 3 star hotel	Person/night	1		Goychay
201.	Accommodation at least 3 star hotel	Person/night	1		Goranboy
202.	Accommodation at least 3 star hotel	Person/night	1		Shamakhi
203.	Accommodation at least 3 star hotel	Person/night	1		Ismayilli
204.	Accommodation at least 3 star hotel	Person/night	1		Masalli
205.	Accommodation at least 3 star hotel	Person/night	1		Gabala
206.	Accommodation at least 3 star hotel	Person/night	1		Zagatala
207.	Accommodation at least 3 star hotel	Person/night	1		Lankaran

208.	Accommodation at least 3 star hotel	Person/night	1		Jalilabad
209.	Accommodation at least 3 star hotel	Person/night	1		Gakh
210.	Accommodation at least 3 star hotel	Person/night	1		Oghuz
211.	Accommodation at least 3 star hotel	Person/night	1		Balakan
212.	Accommodation at 4 star hotel	Person/night	1		Baku
213.	Accommodation at 4 star hotel	Person/night	1		Ganja
214.	Accommodation at 4 star hotel	Person/night	1		Sheki
215.	Accommodation at 4 star hotel	Person/night	1		Goychay
216.	Accommodation at 4 star hotel	Person/night	1		Goranboy
217.	Accommodation at 4 star hotel	Person/night	1		Shamakhi
218.	Accommodation at 4 star hotel	Person/night	1		Ismayilli
219.	Accommodation at 4 star hotel	Person/night	1		Masalli
220.	Accommodation at 4 star hotel	Person/night	1		Gabala
221.	Accommodation at 4 star hotel	Person/night	1		Zagatala

222.	Accommodation at 4 star hotel	Person/night	1		Lankaran
223.	Accommodation at 4 star hotel	Person/night	1		Jalilabad
224.	Accommodation at 4 star hotel	Person/night	1		Oghuz
225.	Accommodation at 4 star hotel	Person/night	1		Gakh
226.	Accommodation at 4 star hotel	Person/night	1		Balakan
227.	Accommodation at 5 star hotel	Person/night	1		Baku
228.	Accommodation at 5 star hotel	Person/night	1		Ganja
229.	Accommodation at 5 star hotel	Person/night	1		Sheki
230.	Accommodation at 5 star hotel	Person/night	1		Goychay
231.	Accommodation at 5 star hotel	Person/night	1		Goranboy
232.	Accommodation at 5 star hotel	Person/night	1		Shamakhi
233.	Accommodation at 5 star hotel	Person/night	1		Ismayilli
234.	Accommodation at 5 star hotel	Person/night	1		Masalli
235.	Accommodation at 5 star hotel	Person/night	1		Gabala

236.	Accommodation at 5 star hotel	Person/night	1		Zagatala
237.	Accommodation at 5 star hotel	Person/night	1		Lankaran
238.	Accommodation at 5 star hotel	Person/night	1		Jalilabad
239.	Accommodation at 5 star hotel	Person/night	1		Oghuz
240.	Accommodation at 5 star hotel	Person/night	1		Gakh
241.	Accommodation at 5 star hotel	Person/night	1		Balakan
242.	Photo coverage of the event (1 photographer), including all services, editing, burning to CD/DVD/USB flash drive	day	1		Baku
243.	Photo coverage of the event (1 photographer), including all services, editing, burning to CD/DVD/USB flash drive	day	1		Regions: Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
244.	Video shooting of the event	day	1		Baku
245.	Video shooting of the event	day	1		Regions: Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/

					Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
246.	Projector, screen, laptop (one from each)	day	1		Baku/ Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
247.	Simulation translation equipment with microphones for 30 people	day	1		Baku
248.	Simulation translation equipment with microphones for 30 people	day	1		Regions: Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
249.	Simulation translation equipment with microphones for 50 people	day	1		Baku
250.	Simulation translation equipment with microphones for 50 people	day	1		Regions: Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
251.	Simulation translation equipment with	day	1		Baku

	microphones for 100 people				
252.	Simulation translation equipment with microphones for 100 people	day	1		Regions: Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
253.	Interpretation: English-Azerbaijan and vice versa	day	1		Baku
254.	Interpretation: English-Azerbaijan and vice versa	day	1		Regions: Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan
255.	Written translation: : English- Azerbaijan and vice versa	word	1		N/A
256.	Secretarial support: registration and personnel (two persons per event)	day	1		Baku
257.	Secretarial support: registration and personnel (two persons per event)	day	1		Regions: / Ganja/Sheki/ Goychay/Goranboy/Jalilabad/ Zagatala/Lankaran/Shamakhi/ Ismayilli/Gabala/Masalli/ Oghuz/Gakh/Balakan

258.	Banner (color)	Per sq/m	1		N/A
259.	Brochures (A5)	Per page	1		N/A
260.	Booklets (standard A4)	Standard A4	1		N/A
261.	Pen with logo	Per unit	1		N/A
262.	Spiral notebooks with logo (70 pages)	Per unit	1		N/A
263.	Folders with logo for event materials	Per unit	1		N/A
264.	Printing of event materials (color)	per page	1		N/A
265.	Printing of event materials (black and white)		1		
266.	T-shirts for participants (standard cotton T-shirt with logo)	Per unit	1		N/A
267.	Caps with logo	Per unit	1		N/A
Total final and all-inclusive price quotation (VAT 0%)					

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Table 2: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]