

ANNEX B - TECHNICAL OFFER

Notes:

1. Technical Offers not submitted in this format will be rejected. Please follow instructions mentioned in the LRPS 2022 9172941 .
2. This Technical Offer should be printed on the Hotel letter head, and duly signed and stamped by the authorizing personnel.
3. No pricing information what so ever can be included in the Technical offer. Failure to comply with these instructions will lead to disqualification.
4. This form should be completed in line with the Terms of Reference (as mentioned in Special Notes of Tender Document LRPS 2022 9172941)), and should be submitted along with the signed Bid Form (page 3 of RFP Document) .
5. Supporting Documents should be submitted with Technical Offer sheet.
6. This Technical Offer should be completed and submitted for each hotel and per location.
7. A site visit will be performed to the qualified hotels and service providers. Each bidder will be notified in advance for such visit.

Hotel / Venue Location: _____

Hotel Classification (4/5 stars): _____

Technical Requirements

1. Hotel Registration and Certificates

- Copy of Registration document from Registration Authorities.

Hotel classification (5/4/ stars) along with copy of the certificate from the Hotel Union. For other entities or event organisers, any document to prove classification of venue would be enough.

- Work experience in providing similar events for international organizations/ large national or international companies (minimum 4 clients, provision of the information according to the below table):

Name of the company/client	Total value of the contract	Validity period of the contract	Description of services	Status or completion date	Contact details

2. Conference Room Services

Facilities

Minimum Conference Room Requirements	Bidder Comments and feedback
A minimum of 5 Conference rooms not less than 59 m ² for 35 persons - banquet setup 5 seats	
A minimum of 2 Conference rooms not less than 134 m ² for 35 persons - U shape setup	
A minimum of 1 Conference room not less than 151 m ² for 35 persons - boardroom setup	
A minimum of 2 conference room with not less than 59 m ² for 35 persons with Natural day Light	
A minimum of 1 VIP conference room with not less than 59 m ² for 35 persons with Natural day Light	
A minimum of 2 breakout rooms per conference room for 15 persons each	

- The calculation of the conference room size is based on the different conference setups and the average number of UNICEF participants (35);

- For calculation refer to this link <https://www.hotelplanner.com/Common/Popups/SpaceCalculator.cfm>;

- Additional space was added to the calculation to include space for facilitators and flipcharts;

i.e. the minimum required space for the conference room to fit 35 persons with banquet setup 5 seats according to the attached link is 39 m² + 20 m² free space for facilitators and flipcharts = 59m²

Provide the following information

No of Conference Rooms	
Each Conference Room Size per m ²	
Submit Brochures or photos	

Equipments

Minimum Conference Room equipment Requirements	Bidder Comments and feedback
LCD projector per conference room per day including: Screen, remote control, laser pointer and 2 Speakers	
One Laptop per conference room per day	
A minimum of 2 wireless microphones for small and medium-sized conference rooms (50 people) and 4 pieces for large conference rooms (over 50 people)/ including sound system if needed for using these microphones.	
A minimum of 4 Flipcharts per conference room per day with block of paper and a set of markers for each	

ANNEX B - TECHNICAL OFFER

A minimum of 2 white boards per conference room per day with set of markers and eraser for each	
Internet Link with minimum speed of 10 mbps dedicated	
Backup internet line	
Free Wi-Fi Internet Connection for all participants	
A minimum of 10 Universal Adapters per conference room per day	
A minimum of One Podium with one nick Microphone	
Display Logo with backdrop	
Pens and Notepads per participants per day	
Conference package	
Minimum Conference Catering Services Requirements	Bidder Comments and feedback
Welcome Coffee Break : A minimum set - Coffee, tea, milk , sugar	
Coffee Breaks (morning and afternoon) : A minimum set - coffee, tea, milk, sugar, at least two types of soft drinks, at least two species, at least 2 types of dessert or dessert and fruits,	
Lunch : A minimum set - hot first course, hot second course (meat/fish/Chicken with a side dish), salad, bread, soft drink, water, at least two types of fresh juice and coffee/tea	
Water and refreshments in the conference room : Two mineral water 0.5 litres per person per day should be placed on the tables in the conference room, Candies and Tissue Papers	
Additional Requirements	
Additional Coffee Break: A minimum set - coffee, tea, milk, sugar, soft drinks, at least two species, at least 2 types of dessert or dessert and fruits,	
Dinner : A minimum set - hot first course, hot second course (meat/fish/Chicken with a side dish), salad, bread, soft drink, water, at least two types of fresh juice and coffee/tea	
Reception: A minimum set - pass around pastry, soft drink, water, at least two types of fresh juice and coffee/tea	
3. Catering services type D as per TOR attached as Annex A	
Minimum Catering Services Requirements	Bidder Comments and feedback
In house catering: providing Lunch, Dinner and Reception in the venue location including:	
Lunch: A minimum set - hot first course, hot second course (meat/fish/Chicken/ vegetarian with a side dish), salad, bread, soft drink, water, at least two types of fresh juice and coffee/tea in a buffet style	
Dinner : A minimum set - hot first course, hot second course (meat/fish/Chicken with a side dish), salad, bread, soft drink, water, at least two types of fresh juice and coffee/tea	
Reception: A minimum set - pass around pastry, soft drink, water, at least two types of fresh juice and coffee/tea	
4. Accommodations	
Minimum Accommodation Requirements	Bidder Comments and feedback
Availability of B&B	
Availability of Late Check in/ Check out (Subject to availability) 1) Specify the Regular check in /out 2)Early Check in Free of Charge from 9:00 am 3) Late Check out Free of Charge from 14:00 pm Please specify the early check in /Late check out	
Free Wi-Fi connection	
Availability of Water Kettle with no extra charges	
5. Payments and Billing System	
Minimum Requirement	Bidder Comments and feedback
Availability of payments per actual attendance but not less than minimum conference packages	
Availability of issuing one single invoice with a unique number per event	
Free cancellation policy for accommodation and conference events before two weeks	

6. Site Visit

UNICEF will conduct site visit based on information provided by the bidders. The relevant checklist is provided on ANNEX C1.

Name of Bidder : _____

Name of Contact Person for this Offer: _____

Address: _____

Phone / Fax: _____

Email: _____

Validity of the Offer : _____

Offer Reference No. _____

Date of the Offer: _____

Authorized Signature: _____

Stamp : _____