

# Pre-Bid Meeting

Invitation for Bid for Provision of Workshop  
Venue facilities including Hotel  
accommodation and Catering services in  
Marseille, France from March 13 -16, 2022

Tender Ref. ITB/2022/40412

7 February 2022

Geneva, Switzerland



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# Proposal Particulars and Overview

**Scope of the services:** This Tender refers to Invitation for Bid for Provision of Workshop Venue facilities including Hotel accommodation and Catering services in Marseille, France from March 13-16, 2022

**Solicitation posting date:** January 24, 2022

**Deadline for submission:** February 11, 2022

**Clarification deadline:** February 02, 2022

**Offeror eligibility:** No nationalities are excluded

**Language of bids:** English/French (Francais)

**Bid validity:** 30 Days

**Evaluation method:** Lowest priced substantially compliant offer

**Type of contract to be awarded:** Professional services contract

**Payment details:** Within 30 days after receipt of the goods/services and on submission of payment documentation

**Services commencement date:** 01 March 2022

# The Center for Mediterranean Integration - CMI

CMI : The Center for Mediterranean Integration (CMI) is a partnership where international development agencies, governments, local authorities, and civil society from around the Mediterranean convene to exchange ideas, discuss public policies, and identify regional solutions to address regional challenges in the Mediterranean.

As of July 1st, 2021, and eleven years after its creation, the CMI has officially been hosted by the United Nations Office for Project Services (UNOPS).

The CMI aims at playing a highly influential role through the expertise and technical rigor it brings to Mediterranean dialogues. By building synergies among Mediterranean stakeholders (governments, funding institutions, private entrepreneurs, civil society), the CMI's program is expected to have a transformational effect in the region. This bid concerns the water program which is financed by Foreign and Commonwealth Office (FCDO).

# Components of the Solicitation Documents

- Section I:** Instructions to Offerors - The Instructions to bidders section includes information that explain the provisions under which the solicitation process is undertaken.
- Section II:** Schedule of Requirements - This section includes the terms of reference of Services for Provision of Workshop Venue facilities including Hotel accommodation and Catering services in Marseille, France from March 13-16, 2022
- Section III:** Returnable Bidding Forms - A set of documents designed for this specific services instructing bidders on what information they must submit with their bid. The information contained in these schedules will become part of the signed contract.
- Section IV:** Contract forms - UNOPS specific and general Contracting conditions applicable to the contract. This section further clarifies which conditions the Offerors are expected to accept when signing a contract with UNOPS.

# Submission Contents

The submission comprises of the following Returnable Bidding Forms

1. Form A: Joint Venture Partner Information Form (Document is optional )
2. Form B: Bid Submission Form (Document is mandatory)
3. Form C: Price Schedule Form (Document is mandatory)
4. Form D: Technical Bid Form (Document is mandatory)
5. Form E: Performance Statement Form (Document is mandatory)
6. DRIVE Supplier Sustainability Questionnaire is duly filled out and uploaded in the same excel format (Document is mandatory)
7. Valid Company Registration Certificate (Document is mandatory)
8. A copy of 4 star certification (Document is mandatory)
9. A clear statement and supporting documentation that outlines how gender is mainstreamed internally (Document is mandatory)

# Submission Contents

Continued:

10. Audited Financial Statement which Include Liquidity ratio information covering the last 2 exercises.(Document is mandatory)
11. Form F: No Adverse Action Confirmation Form (Document is mandatory)
12. Tourism Enterprise License for the venue issued by the relevant Ministry Department (Document is mandatory)

## Evaluation Method

Evaluation method: Lowest priced substantially compliant offer

Evaluation method details:

- Stage 1: Eligibility and formal criteria Evaluation
- Stage 2: Qualification criteria Evaluation
- Stage 3: Technical criteria Evaluation
- Stage 4: Financial Evaluation



# Schedule of Requirements overview

**Terms of Reference for the project:**

**Invitation for Bid for Provision of Workshop Venue facilities including  
Hotel accommodation and Catering services in Marseille, France  
from March 13-16, 2022**

**TOR in link [here](#)**

## Final Points

- Submit your bid on time and before the deadline.
- All returnable forms shall be signed by an authorized firm representative and they are uploaded duly to UNOPS eSourcing system.
- Please read the schedule of requirements carefully to prepare your bid.
- All request for clarification shall be submitted through UNOPS eSourcing.
- The supplier is not allowed to change their offer/ prices after the bid submission and during the evaluation including the clarification process during the evaluation.
- Any issues while using UNOPS eSourcing shall be reported to [esourcing@unops.org](mailto:esourcing@unops.org)

# Q & A

**Any Questions?**



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