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Date:	09/07/2024	Page 1/5

Subject: **ITC Request for Quotation for booth design and construction for the Salon International de l'Alimentation, SIAL 2024, Paris, France, 19-23 October 2024**

The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites your company to submit a Quotation for Services/Goods in accordance with the attached Terms of Reference (TOR). If your company is interested in undertaking this assignment under contract with ITC, please promptly submit your quotation with special duty-free price for the United Nations to Procurement Services in Geneva, e-mail to arndt@intracen.org by **16/07/2024** COB (CEST).

Form of Quotation:

- A) Your Quotation should include:
A firm price to cover all costs associated with the services/goods specified in the attached Terms of Reference (**TOR**).
- B) Payment terms:
The ITC/United Nations prefers to pay the full amount NET 30 days after the delivery of services or goods. The ITC will pay you through a bank transfer and upon presentation of invoice to be sent by email to Payments@intracen.org.
- C) Acceptance of your Quotation: Upon receipt, your quotation will be examined and you will be advised as promptly as possible as to its acceptability. Any contract subsequently arranged would be subject to the relevant provisions of the UN's General Conditions of Contract (GCC) for the provision of goods, services or both as applicable (<https://www.un.org/Depts/ptd/about-us/conditions-contract>). Vendor should state their acceptance of UN GCC in their offer or risk the rejection of their offer by ITC.
- D) Confidentiality: The information concerning this Request for Quotation, including its Terms of Reference is confidential, privileged and must not be disclosed to others. Please do not copy or submit this Request for Quotation to others, without the prior written consent of the ITC Procurement Services (PS). Do not submit a copy of your Quotation to others, only directly and exclusively to our Procurement Services in Geneva.
- E) United Nations Global Marketplace (UNGM) registration: Any vendor must be registered in UNGM (www.ungm.org). If your company is selected and is not yet registered, please keep in mind that you must do so for us to be able to issue a purchase order.

Thank you in advance for your cooperation and prompt reply.

Wenona Arndt

Wenona Arndt
Procurement Services, CSS



TERMS OF REFERENCE

Booth design and construction

Salon International de l'Alimentation, SIAL 2024, Paris, France, 19-23 October 2024

1. Background

The International Trade Centre (ITC) is supporting the participation of 47 small and medium-sized enterprises (SMEs) from five (5) different countries at the Salon International de l'Alimentation (SIAL) 2024.

In total, exhibition space for ITC-supported companies is 245 square-meters, broken down into **four (4) booths** as follows:

Country	Type of exports	Hall	Booth (sqm)	Dimensions	NUMBER OF COMPANIES PER BOOTH
Armenia	Tea, dried fruits, juices & preserves	6B	52 sqm	8m x 6.5m 3 open sides	10
Philippines	Coconut products	3 & 4	66 sqm	11m x 6m 4 open sides	10
Tajikistan & Uzbekistan	Dried fruit	8	64 sqm	8m x 8m 3 open sides	16
Ukraine	Fruits, vegetables, edible nuts & wine	4	63 sqm	7m x 9m 3 open sides	11

ITC is seeking the services for the design and construction of the four (4) booths.

2. Duties And Responsibilities

In close collaboration with ITC, the selected vendor will:

- Design the four (4) booths as per ITC requirements, maximizing the use of space available with regard to the number of companies in each booth
- Construct the four (4) booths as per the agreed design and equipment, and within the timeframes, logistics and security/safety requirements of SIAL
- Provide on-site support prior and during the fair to ensure complete suitability of the ITC booths and adjust as required
- Dismantle the four (4) booths within the timeframes, logistics and security/safety requirements of SIAL

For each booth, the requirements for the design and construction are:

Armenia – Hall 6B 52 sqm	Philippines – Hall 3 & 4 66 sqm	Tajikistan & Uzbekistan Hall 8 – 64 sqm	Ukraine – Hall 4 63 sqm
Laminated flooring to hide electricity cables	Laminated flooring to hide electricity cables	Laminated flooring to hide electricity cables	Laminated flooring to hide electricity cables
10 lockable desks with 1 shelf inside	10 lockable desks with 1 shelf inside	16 lockable desks with 1 shelf inside (8 for Tajik side, 8 for Uzbek side)	11 lockable branded counters with 2 shelves inside equipped with illuminated showcases. 1 of the 11 counters should be double in size, with separate showcases enabling 2 companies to present their products.
20 chairs	20 chairs	32 chairs (16 for Tajik side, 16 for Uzbek side)	12 bar stools
10 bins	10 bins	16 bins (8 for Tajik side, 8 for Uzbek side)	8 bins

10 lights	10 lights	16 lights (8 for Tajik side, 8 for Uzbek side)	Top light
10 electrical plugs under each desk	10 electrical plugs under each desk	16 electrical plugs under each desk (8 for Tajik side, 8 for Uzbek side)	11 electrical plugs inside each counter
1 storage unit for the booth with electrical plugs, shelves and hooks for coats	1 storage unit for the booth with electrical plugs, shelves and hooks for coats in the centre of the booth	1 joint storage unit that can be opened on both the Tajik and the Uzbek sides of the booth with electrical plugs, shelves and hooks for coats	1 lockable storage unit with electrical plugs, shelves and hooks for coats
1 coffee machine	1 coffee machine	1 coffee machine	1 coffee machine
1 kettle	1 kettle	1 kettle	1 kettle
Coffee doses, tea bags, disposable cups, sugar & stirrers sufficient for the duration of the trade fair (5 days)	Coffee doses, tea bags, disposable cups, sugar & stirrers sufficient for the duration of the trade fair (5 days)	Coffee doses, tea bags, disposable cups, sugar & stirrers sufficient for the duration of the trade fair (5 days)	Coffee doses, tea bags, disposable cups, sugar & stirrers sufficient for the duration of the trade fair (5 days)
1 water dispenser for 19 L water bottles	1 water dispenser for 19 L water bottles	1 water dispenser for 19 L water bottles	1 water dispenser for 19 L water bottles
19 L water bottles sufficient for the duration of the trade fair (5 days)	19 L water bottles sufficient for the duration of the trade fair (5 days)	19 L water bottles sufficient for the duration of the trade fair (5 days)	19 L water bottles sufficient for the duration of the trade fair (5 days)
4 round tables with 4 chairs each around the storage space (depending on space)	4 round tables with 4 chairs each around the storage space (depending on space)	4-6 round tables with 4 chairs each around the storage space (depending on space), 2-3 on both the Tajik and Uzbek sides of the booth	4 round tables with 4 chairs each
A fascia that should say the name of the country above the booth that can be seen from 4 sides of the booth	A fascia that should say the name of the country above the booth that can be seen from 4 sides of the booth	A fascia that should say the 2 names of the 2 countries above the booth that can be seen from 4 sides of the booth	A fascia that should say the name of the country above the booth that can be seen from 3 sides of the booth
Hanging fascia with lights	Hanging fascia with lights	Hanging fascia with lights	Hanging fascia with lights
The graphic design of the booth, along with the printing of the graphic design and the fitting of the graphic design on the booth: back wall of storage, fascia and exporters' desks	The graphic design of the booth, along with the printing of the graphic design and the fitting of the graphic design on the booth: back wall of storage, fascia, exporters' desks and information desk	The graphic design of the booth, along with the printing of the graphic design and the fitting of the graphic design on the booth: back wall of storage, fascia and exporters' desks	The graphic design of the booth, along with the printing of the graphic design and the fitting of the graphic design on the booth: back wall of storage, fascia and exporters' desks
10 separation walls, 1 for each exporter, with 2	10 separation walls, 1 for each exporter, with 2	16 separation walls, 1 for each exporter,	

shelves on each separation wall	shelves on each separation wall	with 2 shelves on each separation wall (8 for Tajik side, 8 for Uzbek side)	
	1 information desk with 2 chairs	1 physical dividing wall in the middle of the booth, separating the Tajik side from the Uzbek side	1 TV min 55 inches, preferably 65 inches
	The graphic design should be aligned with the graphic design from the CITEM (Philippines partner) to be provided once vendor is chosen	Since there are two (2) countries sharing the same booth space, the graphic design will have to show two (2) different countries	The graphic design should be aligned on the Exhibition Brand Book of Ukraine provided as Annex II

3. Deliverables and Timeline

Deliverable	Timeline*
1. Construction design and quotation provided to ITC	31 July 2024
2. Assembly of booths with due regard to SIAL's timeline and safety measures	18 October 2024
3. Onsite technical support, providing answers to any queries by ITC and any last-minute verifications of booths	19-23 October 2024
4. Dismantling of booths with due regard to SIAL's timeline and safety measures	24 October 2024

*Vendor may provide more precise timelines to meet SIAL's timelines

4. Technical Evaluation Criteria

The technical evaluation criteria are on pass / fail basis. The vendor must pass all the mandatory criteria.

Mandatory:

- Accreditation for access and technical pre-qualification to operate at SIAL trade fair in Paris, France on 19-23 October 2024
- Experience in the design and construction of similar exhibition areas
- Experience providing similar services at international trade fairs
- Working knowledge of the English language

Desirable:

- Experience working in previous international food exhibitions
- Experience working with international organizations providing similar services
- At least 5 years relevant experience in trade show booths construction

5. Submission of the Quotation

In your response, please provide the following:

1. Text and visual proposal:
 - Accreditation for access and technical pre-qualification to operate at SIAL
 - Draft 3D mock-ups and floorplans for each ITC exhibition area with complete dimensions and scales
 - Description of the offer, with full listing of items/equipment provided in the offer
2. Costs: please provide a breakdown of costs without VAT**:
- Detailed costs related to the proposed offer
- Price list for all additional items/equipment
- Possibility and price list of the coffee & tea set
3. Experience: Evidence of experience in designing and building similar exhibition areas in trade fairs:

- Give examples with real and 3D visuals of former projects that you have designed
 - Provide client references where possible
4. The price should exclude VAT (refer to Section 7 of the Convention on the Privileges and Immunities of the United Nations, Annex III).**

Your responses to items 1-3 will be used to judge the quality of your response and will be balanced against total cost. The selected vendor will be chosen on lowest cost technically acceptable offer.