



United Nations Population Fund
Marmorvej 51, 2100 Copenhagen,
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13 January, 2025

**AMENDMENT Nº ONE (1) TO
RFP Number UNFPA/USA/RFP/24/029**

For the establishment of a:

LONG TERM AGREEMENT

In regards to:

SUPPLY/PROVISION OF LOGISTICS AND EVENT MANAGEMENT TO UN ARMENIA

In accordance to Clause 9 of the Introduction of RFP UNFPA/USA/RFP/24/029, UNFPA hereby informs that the following amendments were made to the original Request for Proposal on January 13, 2025:

SECTION II: TERMS OF REFERENCE (TOR)

2. Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement. Please mark YES or NO for each of the following services describing your ability to Perform the services under this category according to UNFPA conditions;

Item	Service description	Pricing methodology	YES/NO
12 - Hotel Services (Accommodations, catering, rentals....) inside/outside: The contracted SP shall provide its quotation consisting of minimum 2 options (for other regions) or 3 options (for Yerevan) for the requested itinerary and shall contain the following information for each option: <ul style="list-style-type: none">• name venue for event;• information on meals (menu for each day);• name of hotel for participants (accommodation) from regions or other countries;• Price of each Sub-provider actual on the date of UNDP call-off request (at any case UNDP will verify actual prices);• Total price in USD, discount applied and Total with discount.			
12.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ..etc Plus the agreed management fees	
12.2	Booking accommodation inside Youth Centers, Military & Governmental hotels and/or any other special requests.		
12.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms , VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, parking..etc		



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SECTION VI – ANNEX F: PRICE SCHEDULE FORM

Item	Service description	Pricing methodology	YES/NO
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All other terms and conditions of RFP UNFPA/USA/RFP/24/029 remain unchanged.

John Restrepo
Contract Associate
Corporate procurement Services Team
Supply Chain Management Unit
UNFPA