

Request for Quotation (RFQ) for Services

Reference No.: **BRB30 1 2016**

*All Inclusive Hotel Accommodation and Conference Facility,
Catering Services and Airport Transfers in Antigua*

26 January 2016

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for All Inclusive Hotel Accommodation and Conference Facility, Catering Services and Airport Transfers

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of **All Inclusive Hotel Accommodation and Conference Facility, Catering Services and Airport Transfers** as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. [Terms of Reference \(TOR\) \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
 - f. [Model Form of Contract \(Annex 5\)](#)
3. Quotations submitted by email must be limited to a maximum of 10 MB, virus-free or corrupted contents to avoid rejection, and no more than three (3) email transmissions.
4. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. The following aspects will be considered for the evaluation;
 - i. Suitability of the approach and methodology including firm's capacity to undertake the services.
 - ii. Qualifications and experience of proposed staff/personnel.
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women

employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.

8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : February 3, 2016 12:00 AM</p> <p><i>Bridgetown, Barbados</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, Quotations received after this date and time will be disqualified.</p>
Method of Submission	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail :</p> <p>UN Women (<i>Address, City, Country</i>): Attn: [<i>point-of-contact information</i>]</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotations: procurement.brb@unwomen.org</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
Quotation Currencies	Any freely convertible currency: <i>USD</i> _____
Quotation Validity Period commencing after closing date of RFQ	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)</p> <p><input checked="" type="checkbox"/> Others based on submission of agreed deliverables</p>

Clarifications of solicitation documents	<p>Requests for clarification may be submitted (2) days before the submission date to: procurement.brb@unwomen.org</p> <p>If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.</p> <p>Clarification requests of this RFQ shall include the following subject header format: “RFQ # Request for Clarification from <i>Vendor Name</i>”</p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p>
Contact for requesting clarifications	<p>Address: _____</p> <p>E-mail address dedicated for this purpose: procurement.brb@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input type="checkbox"/> Postal Mail</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> UN Women Website</p> <p><input type="checkbox"/> Other [pls. specify]</p>
Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/> As per Service Delivery Schedule attached</p> <p>Time :</p> <p>Time Zone of Reference :</p>
Value Added Tax on Proceed Quotation	<p><input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes</p>

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I <input checked="" type="checkbox"/> Lowest price offer <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <input type="checkbox"/> Other Type/s of Contract

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Procurement Unit

TERMS OF REFERENCE (TOR)

All Inclusive Hotel Accommodation and Conference Facility, Catering Services and Airport Transfers in Antigua

BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The Caribbean Human Development report 2012 notes that “citizen insecurity has become an urgent challenge of human development in the Caribbean” with gender seen as “the strongest predictor of criminal behaviour and criminal victimization” (CHDR, page 33). Gender-based violence, and in particular violence against women, and the sexual abuse of both girls and boys is one of the most common forms of insecurity facing citizens in the Caribbean. Gender-based violence directly impacts citizen security, including the stability and health of a family and community. In addition to direct experiences of violence, the fear or threat of gender-based violence further impacts mobility, productivity, national prosperity and regional stability. Despite relatively strong legal frameworks to address gender-based violence, including intimate partner violence, comprehensive national responses and provision of services for those who have experienced violence remains a challenge in many countries in the Caribbean.

UN Women’s programme of work on Social Mobilisation to end gender based violence in the Eastern Caribbean is aimed at supporting strategies and approaches at the national and community level which challenge social behaviours and perceptions that perpetuate the root causes of gender-based discrimination and which reinforce unequal relations of power between women and men. This work will be carried out in partnership with national and community-based partners, and in coordination with other international organisations, including UNICEF, so as to ensure complementarity of support to member states in addressing Domestic Violence.

In 2014 UN Women launched the global HeforShe Campaign. HeforShe is a solidarity movement for gender equality developed by UN Women to engage men and boys as advocates and agents of change for the achievement of gender equality and women’s rights. The Campaign encourages them to speak out and take action against inequalities faced by women and girls. The overall goal of the campaign is to spread awareness and spark action on the responsibility that men and boys have in eliminating all forms of discrimination against women and violence against women and girls.

In support of UN Women's programme of work on social mobilization to address Gender Based Violence in the Eastern Caribbean and in the context of the global HeforShe Campaign, UN Women will be hosting a training of Gender Advocates who will work periodically to support the work of UN Women's Multi Country Office for the Caribbean as well as our government and civil society partners.

REQUEST FOR QUOTATION

UN Women Multi Country Office (MCO) - Caribbean is convening a Gender Advocates Workshop from 15 - 18 February 2016 and requires room accommodation for workshop participants for the period 14 - 19 February 2016 and workshop facilitators from 13 - 19 February 2016 accordingly, conference facility and daily caterings services for the period 15-18 February 2016 and airport transfers. Kindly provide a quotation with the individual break-down and applicable rental fees of the following:

DELIVERABLES

Deliverable	Timeframe
1. Conference room capable of seating twenty-seven (28) participants <ul style="list-style-type: none"> <i>i. Room set up Banquet style to seat 25 persons</i> <i>ii. Table for 3 Facilitators</i> b. Full morning break – 28 persons c. Buffet Lunch – 28 persons d. Afternoon break – 28 persons e. Bottled water daily f. Wireless Internet Access g. One (1) projector h. One (1) projector screen i. Four (4) Flip charts 	15 - 18 February 2016
2. Single Room Occupancy for twenty-five (25) participants ; 3. Single Room Occupancy for three (3) participants; all meals included	Sunday, 14 February - Friday, 19 February 2016; Saturday, 13 February - Friday, 19 February 2016
4. Airport transfers	

MINIMUM REQUIREMENT

UN Women Minimum Requirement	Offerors Response
Conference Facilities	
<u>Conference room capable of seating twenty-seven (28) participants</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Lunch and break snacks, bottled water provided daily for 28 persons</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Other:</u> <ol style="list-style-type: none"> 1. Wireless Internet Access 2. One (1) projector 3. One (1) projector screen 4. Four (4) Flip Charts 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: **BRB30 1 2016**

Title: **All Inclusive Hotel Accommodation and Conference Facility, Catering Services and Airport Transfers in Antigua** Deadline Date/Local time: **February 3, 2016 12:00 AM**

Please complete (A), (B), or (C) and return to: procurement.brb@unwomen.org by **February 3, 2016 12:00 AM**

<p>(A) We intend to submit our proposal by: _____ (date/time)</p>	<p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>
<p>(B) We may submit our proposal and will confirm our intent by: _____ (date/time)</p>	<p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>
<p>(C) We do not intend to submit a proposal for the following reason(s):</p>	<p> <input type="checkbox"/> Our current workload does not permit us to take on additional work at this time <input type="checkbox"/> We do not have the required expertise <input type="checkbox"/> There is insufficient time to prepare a proper submission in response to this solicitation <input type="checkbox"/> Our funds or other resources are insufficient to carry out the work required <input type="checkbox"/> We choose not to participate due to a conflict of interest involving: _____ <input type="checkbox"/> Other (please specify): _____ _____ </p> <p> Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____ </p>

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: **UN Women**
MCO-Caribbean

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **All Inclusive Hotel Accommodation and Conference Facility, Catering Services and Airport Transfers in Antigua** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

[Select applicable link and delete the others]

[GCCs for Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

[or](#)

[GCCs for Goods & Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf>

[or](#)

[Complex Goods or Works](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

_____ (Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____

Signature: _____

Date: ____/____/____
DD MM YYYY

ANNEX 5

MODEL FORM OF CONTRACT

[The procurement practitioner should select the applicable model that will be signed by contractor below. Please copy and paste the final version of applicable contract model, because the links are internally accessible only and outside vendors cannot access them.]

 [Model Institutional Service Contract - Under 30,000 Value](#)

 [Model Professional Service Contract - Over 30,000 Value](#)

 [UN Women Long Term Agreement \(LTA\)](#)

 [Model Contract for Goods](#)