

**MINUTES OF BID CONFERENCE**  
**RFPS-NYH-2019-503049**  
**Long Term Arrangement for**  
**Event Management and Hotel Program Service Provider for UNICEF Globally**

Date/Time : 20 June 2019 @9:00 Hours New York Time  
Method : Skype Call

The meeting began by explaining the background including purpose of the assignment and scope of work of the requirement. The administrative and procedure for submission of technical and financial proposals and criteria for evaluating the proposals were also explained by UNICEF.

Question and answer session was held with the following summary:

No	Remarks
<b>1</b>	<b>Q Can bidder work or propose for specific region only?</b>
A	Since UNICEF's works globally, it would be ideal if bidders propose for complete proposal (i.e. all regions). However, UNICEF may consider partial proposal (i.e. based on specific region/s) when applicable. UNICEF will take into considerations the overall cost and benefit analysis when evaluating both the complete and partial proposals.
<b>2</b>	<b>Q Does the appointed vendor need to provide a breakdown report for certain specific region?</b>
A	Yes, UNICEF is aiming for transparency across the board.
<b>3</b>	<b>Q When is the estimated time for contract award?</b>
A	It is estimated between October and November 2019. Bidders are requested to provide time plan with starting time of October 2019.
	<b>ADDITIONAL QUESTIONS received after the Bidders Conference:</b>
<b>4</b>	<b>Q It is understood that the tender is an International one for various locations worldwide. Please advise if bidder needs to be in any specific of membership.</b>
A	Please kindly refer to the Mandatory Requirements stated under Annex C – Evaluation Method and Evaluation Criteria.
<b>5</b>	<b>Q Can we apply through email or shall we send our tender proposals through international shipping companies like UPS or DHL?</b>
	Bidders should send their proposals through email to email address <a href="mailto:nysdbidding@unicef.org">nysdbidding@unicef.org</a> . Bidders may send as many e-mails as needed. However, the size of each e-mail (including the attachments) should not exceed 10 MB. Please note that email links are not acceptable. Bids submitted as a link or through a link will be invalidated. Please refer to the 1 <sup>st</sup> page of the Request for Proposal.
<b>6</b>	<b>Q Are we going to be a third party or a middleman in this tender?</b>
A	UNICEF is seeking service provider for the provision of Event Management and Hotel Program Services for UNICEF globally under a Long Term Arrangement (LTA). The LTA that will be issued

		to the appointed service provider would cover the provision of Strategic Meetings Management and pre-negotiated hotel/event venue rates and related services.
7	Q	<b>ANNEX D-Price Proposal format excel sheet, “Column N” named as Average cost of A+B. There are 3 hotel class as 3,4 and 5 stars in each season. Therefore, which hotel class' average should be calculated and then placed in Column N.</b>
	A	Column N should calculate the average of ALL of the hotels and both the minimum and maximum rate of each hotel (column B – M in the excel sheet under sheet C - P).
8	Q	<b>Can we leave (skip) information for year 2 and 4 blank considering the political and economical fluctuation? Is it acceptable by your side or causes any loss in financial evaluation scoring?</b>
	A	We highly recommend that year 2 until 4 to be filled in.
9	Q	<b>Documented implementation plan with full details and timelines’.Do you need something like sample?</b>
	A	It is the detailed implementation plan once the bidder/s is/are chosen and accept the offer. This information will show the ramp-up and how long it will take to go live.
10	Q	<p><b>This question/clarification relates to Annex D:</b></p> <p><b>On columns N, Q and R, we noticed that there were no formulas added into the cells calculating average costs, increase, etc.</b></p> <p><b>Can you please clarify:</b></p> <ol style="list-style-type: none"> <li><b>1. Are those columns highlighted in yellow meant for UNICEF internal purposes?</b></li> <li><b>2. If not, can UNICEF provide some more clarifications on the formulas they wish for us to enter there?</b></li> </ol>
	A	<p>Bidders are to calculate/ fill in the column highlighted in yellow.</p> <ul style="list-style-type: none"> <li>- Column N shall calculate the average of the value of column B – M.</li> <li>- Column Q shall calculate average value of column O – P.</li> <li>- Column R shall take the total cost of column N and then added with column N multiply with the percentage of increase of year 2 -4 (column Q).</li> </ul>
11	Q	<ul style="list-style-type: none"> <li>- <b>For the events, does the service provider needs to supply Laptops part of meeting package?</b></li> <li>- <b>Referring Annex D: on price proposal format.</b></li> </ul> <p><b>When location is mentioned, Eg: USA –all cities in USA</b></p> <ul style="list-style-type: none"> <li>- <b>Do we need to specify the hotel and city in each column</b></li> <li>- <b>While we referring about the cities, can we consider the table 1 – UNICEF key cities per region information provided.</b></li> </ul>
	A	<ul style="list-style-type: none"> <li>- The appointed service provider may need to supply laptops as part of the meeting package. In this situation, the service provider should negotiate the best possible deals for UNICEF with the sub-contractors where UNICEF shall have access to such deals, with consideration to competitive group rates and/ or UN rates, whenever applicable.</li> <li>- For UNICEF information, the appointed service provider is to mention the name of the hotels/venues that were being used as a reference in deciding the hotel price ranges. It</li> </ul>

		<p>does not need to be under each column. Bidders can use the line provided after each table to write the hotels name.</p> <p>Bidder may refer to the cities provided in table 1 in proposing the price. <b>Bidder, however, needs to bear in mind that in case appointed, the price stated per region will be applicable for all the cities within the region and not only the ones in table 1.</b></p>
		<p><b>Please note the following administrative information:</b></p> <ul style="list-style-type: none"> <li>• As per stated on page 1 of the RFPS document, proposals submission should be sent to the following email address: <a href="mailto:nysdbidding@unicef.org">nysdbidding@unicef.org</a> (copying the message to other UNICEF staff email address is prohibited). Proposer may send as many emails as needed. However, the size of each email should not exceed 10 MB. Email links are not acceptable. Bids submitted as a link or through a link will be invalidated.</li> <li>• The subject line of the Email(s) should state: <ul style="list-style-type: none"> <li>- “Technical Proposal RFPS-NYH-2019-503049 – Long Term Arrangement for Event Management and Hotel Program Service Provider for UNICEF Globally”, and in a separate email</li> <li>- “Price Proposal RFPS-NYH-2019-503049 – Long Term Arrangement for Event Management and Hotel Program Service Provider for UNICEF Globally”.</li> </ul> </li> <li>• For questions regarding the RFPS and its requirement, an email can be send to <a href="mailto:kdalimunthe@unicef.org">kdalimunthe@unicef.org</a> and cc-ed to <a href="mailto:mfleschler@unicef.org">mfleschler@unicef.org</a> (as per page 6 of the RFPS document).</li> <li>• Annex B (TOR) and C (Evaluation Criteria) should be used as a guidance by the Proposer in preparing the technical and financial proposals. As per Annex C, bidders are requested to provide a one-page summary in the beginning of their proposal that will demonstrate their qualifications in meeting the above requirements as well as the page reference from the technical proposal that will support the confirmation.</li> <li>• Annex D (Price Proposal Format) is to be used as a template in preparing the price proposal. Please read the Price Proposal Guidance sheet before preparing the price proposal. No price information should be contained in the technical proposal.</li> <li>• The Request for Services Form (page 3 of RFPS) and Vendor Master Registration Template (Annex E) are to be completed by the proposer and <u>submitted along with the technical proposal</u>. In addition, proposer is also requested to provide their last two years Financial Statement (Income Statement and Balance Sheet) <u>as part of their technical proposal</u> so that UNICEF can assess their financial strength.</li> </ul>