

**Request for Proposals**

**Reference No.: 03-2018 Kyrgyzstan**

**Procurement of Event Management Services on Long Term  
Agreement basis**

## Letter of Invitation

Bishkek, Kyrgyz Republic  
30 October 2018

**Subject:** Request for Proposals (RFP) for procurement of Event Management Services in Kyrgyzstan on Long Term Agreement basis

Dear Vendor,

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Event Management Services as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - a. This letter (and the included Proposal Instruction Sheet (PIS))
  - b. Instructions to Proposers ([Annex I](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939)) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
  - c. Terms of Reference (TOR) (Annex 2)
  - d. Evaluation Methodology and Criteria (Annex 3)
  - e. Format of Technical Proposal (Annex 4)
  - f. Format of Financial Proposal (Annex 5)
  - g. Proposal Submission Form (Annex 6)
  - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
  - i. UN Women Model Forms of Contract (Annex 8)
  - j. General Conditions of Contract (Annex 8)
  - k. Submission Checklist (Annex 9)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

## PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: <b>Sunday 18 November 2018 11:59 PM</b> Bishkek time [for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> ]  City and Country: Bishkek, Kyrgyzstan  This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail  <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: 2 separate sealed envelopes (Technical Proposal and Financial Proposal) should be submitted to: UN Women Kyrgyzstan Country Office 144, Koenkozova Street Bishkek, Kyrgyzstan From 09:00 AM until 18:00 PM on working days “NOT TO BE OPENED BY REGISTRY”  <input checked="" type="checkbox"/> or Electronic submission of Proposal:  <b>Technical Proposal:</b> <a href="mailto:bids.kyrgyzstan@unwomen.org">bids.kyrgyzstan@unwomen.org</a> <b>Financial Proposal:</b> <a href="mailto:bidsfinance.kyrgyzstan@unwomen.org">bidsfinance.kyrgyzstan@unwomen.org</a>  Proposals should be submitted to the designated address by the date and time of the deadline given. <b>Submitted proposals should include a subject header in the following format:</b>  “UNW RFP#03-2018, Event Management”

3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Russian
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input checked="" type="checkbox"/> KGS If no, please indicate Currency: <input type="text" value="USD"/> <i>Proposer may submit proposal in any freely convertible currency.          UN operational exchange rate for the current month will be used for          calculation of financial proposals.</i>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	90 days If other, please indicate: <input type="text"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="5"/> working days before the deadline for submission of proposal.  UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: <a href="mailto:procurement.kyrgyzstan@unwomen.org">procurement.kyrgyzstan@unwomen.org</a> no later than Friday 09 November 2018 9:00 AM  Clarification emails should include a subject header in the following format: “UNW RFP#03-2018, Request for Clarification, Event Management”  Proposers must not communicate with any other personnel of UN Women regarding this RFP.  <b><u>The e-mail address above is for clarifications ONLY.</u></b>  <b><u>IMPORTANT: Do not send or copy the e-mail address above while          submitting a proposal. Doing so will disqualify your proposal.</u></b>  In case UN Women Kyrgyzstan deems answers to requests for clarifications useful to proponents for preparing a proposal, both question and answer will be posted at

		<p><a href="http://kg.one.un.org/content/unct/kyrgyzstan/en/home/join/tenders.html">http://kg.one.un.org/content/unct/kyrgyzstan/en/home/join/tenders.html</a></p> <p>by the date specified below. Questions received after the above specified date/time will not be responded to.</p> <p>UN Women clarifications will be posted no later than 12 November 2018, 06:00 PM Bishkek time at <a href="http://kg.one.un.org/content/unct/kyrgyzstan/en/home/join/tenders.html">http://kg.one.un.org/content/unct/kyrgyzstan/en/home/join/tenders.html</a>, as additional attachment in UN Women announced RFP for Event Management services.</p>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Mandatory:</p> <p><input checked="" type="checkbox"/> Optional:</p> <p><i>Date and time: Monday 12 November 2018 2:00 PM (Bishkek Time)</i> <i>for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a></i></p> <p><i>Location: Bishkek, Kyrgyzstan</i></p>
3.9	<u>Proposal Security</u>	<p><input type="checkbox"/> Required</p> <p><input checked="" type="checkbox"/> Not Required</p> <p>Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.</p>
7.4	<u>Performance Security</u>	<p><input type="checkbox"/> Required</p> <p><input checked="" type="checkbox"/> Not Required</p> <p>Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>
3.2	<b>Waiver &amp; Release of Indemnity (If there is a site visit/inspection)</b>	<p><input checked="" type="checkbox"/> Not Required</p> <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p> <p><input type="checkbox"/> Required</p>

4. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex 3.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



*Gerald Gunther, Representative of UN Women in Kyrgyzstan*

## ANNEX 1

Instructions to Proposers ([Annex I](#)) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

## TERMS OF REFERENCE (TOR)

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### *Event Management Services*

**A. Description**

UN Women Kyrgyzstan is searching for a provider of various event management services to UN Women and UN Agencies in Kyrgyzstan for the period of three (3) years on a Long-Term Agreement (LTA) modality with the option of extension for two (2) more additional years, subject to satisfactory performance of the contractor.

**B. Scope of Services, Expected Outputs and Performance Standards**

Upon request of UN Agencies, the Service Provider is expected to deliver a set of event management services such as listed below:

- 1) Finding a suitable venue for organizing of events: source subcontractors agree terms for respective services;
- 2) Organizing meals, coffee-breaks, furshet, reception lunches/dinner, drinking water in glass bottles during the events, liaise with an appropriate catering supplier and manage all catering requirements;
- 3) Providing administrative support during events: staffing of event reception/registration desk;
- 4) Arranging of events space: ensuring requested tables disposition, providing information signs, couverts, needed stationery;
- 5) Renting of equipment necessary for events conduction;
- 6) Arranging hotel accommodation for participants;
- 7) Arranging transportation for participants;
- 8) Providing additional support services such as: printing and copying of information materials, photo and video services, video conference connection services, translation/interpreter services, IT services;
- 9) Payment of daily subsistence allowance if required in accordance with UN Agencies rates, rules and procedures.

Please note that in each specific request UN Agencies will not always order the whole set of services.

The official event management requests shall be accorded the highest priority and, therefore, the Service Providers will ensure that servicing the other business requests do not delay, impede or frustrate the Service Providers timely and effective processing of UN Agencies' requests.

**B 1. Event Management and Meeting Package**

1. The Service Providers to provide up to 3 offers arranged in appropriate formal quotation with information on suitable and available conference facilities and/or event management related services to meet the



requirements of UN Agency requesting unit request in accordance sub-providers lists and with prices/discounts fixed in financial proposal. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

2. The Service Provider has to ensure that the recommended venues have an acceptable security system (including fire safety system), outside lighting of territory, space for temporary parking, stand-by generator, cold/hot water, heating, A/C and ventilation systems, elevator (for cases when venue is on 2nd floor or higher), water closets nearby the event room. More detailed requirements to venue to be provided with each request for services.

3. In the event the requested event management services cannot be confirmed, the Service Providers to notify UN Agency requesting unit of the problem and provide, where possible, alternative quotations for consideration.

4. The Service Providers to accurately advise UN Agency requesting unit of deadlines and other relevant information every time to avoid cancellations of bookings.

5. The Service Providers to ensure that quotations/invoices for event management services are issued/provided in accordance the special agreed discounts with subcontractors and Service Providers' fixed service fees.

6. The Service Providers to provide UN Agency travelling participants to an event with online/offline relevant information on event venue, i.e. visa requirements, security procedures, airport transfers/land transportation facilities, local points of interest, currency restrictions/regulations, health precautions (including inoculations and vaccinations requirements), weather conditions, etc.

7. The Service Providers to process changes/cancellations duly authorized by UN Agency to agreed event management services as required.

8. The Service Providers to absorb charges for event management service cancellation and/or change which are due to no UN Agency's fault.

9. The Service Providers to deliver event management services based on proper authority from the relevant UN Agency requesting unit.

10. The Service Providers to provide emergency event management services after working hours or at a weekend as requested.

11. The Service Providers to ensure that the quoted offers to meet the minimum specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

12. The Service Providers to make timely arrangements for serving still water in glass bottles (0.5L per 1 participant) during an event. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

13. The Service Providers to make timely arrangements for serving meals (lunch, coffee breaks, dinner, reception, lunch boxes, etc.) in line with the approved UN Agency requesting unit request. Specific

requirements for each request should be provided/agreed in writing prior to commencement of the services.

14. The Service Providers to make timely arrangements for and ensure electronic and audio-visual equipment are rented, installed and fully functional (screen, LCD, pointers, notebooks/laptops, desktop, printers, photocopy machine, conference system, system for simultaneous translation, tape recorder, lightning, cable extension, etc.). Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

15. The Service Providers to timely arrange an event consumable: flipchart paper, markers, participant folder with stationery and materials, name tag, direction signs holders, name tent holders, etc. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

16. The Service Providers to arrange internet access in the venue areas, seating and venue arrangement/decoration, direction guiding signs. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

17. The Service Providers to arrange participants' registration to the event, including (a) creation of participant list; (b) staffing of event reception/registration desk; (c) monitoring of and reporting on actual attendance at the event. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

18. The Service Providers to arrange copying and/or printing (and other printing services as required) of information materials for the participants as per samples/design layouts provided by UN Agency requesting unit request. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

19. The Service Providers to liaise and coordinate with conference venue management on all the organizational issues.

20. The Service Providers to provide with photo and audio/video documentation and make production of the photos and audio/video as requested. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

21. The Service Providers to provide with video conference connection services with auxiliary equipment (videocamera, TV set, etc.) and with video conference recording as requested. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

22. The Service Providers to arrange translation/interpreter services, IT services for the participants as per UN Agency requesting unit request. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

23. The Service Providers to arrange payment of daily subsistence allowance to participants if required in accordance with UN Agency rates, rules and procedures as per UN Agency requesting unit request. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

24. The Service Providers to arrange various types of transportation services for participants (may involve different vehicle types depending on the size of the groups and direction) as per UN Agency requesting unit request. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services. All vehicles and drivers should be insured, have proper documentation. All drivers providing transportation services for UN Agencies should have valid Voluntary Motor Third Party Liability Certificates. All vehicles for the rent should be clean and well maintained. Drivers should have not less than 5 years of driving experience in the region.

## **B 2. Accommodation**

1. The Service Providers to provide up to 3 offers arranged in appropriate formal quotation with information on suitable and available accommodation to meet the requirements of UN Agency requesting unit request in accordance with sub-providers lists and prices/discounts fixed in financial proposal. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

2. The Standard room shall include at least lighting devices, sockets, color TV-set with minimum 3 local broadcasting channels, water closet (including minimum sink, bowl, shower cabin and accessories), bed-clothes and towels. More detailed requirements to venue to be provided with each request for services.

3. In the event the requested accommodation services cannot be confirmed, the Service Providers to notify UN Agency requesting unit of the problem and provide, where possible, alternative quotations for consideration.

4. The Service Providers to accurately advise UN Agency requesting unit of deadlines and other relevant information every time to avoid cancellations of accommodation bookings.

5. The Service Providers to ensure that quotations/invoices for accommodation services are issued/provided in accordance the special agreed discounts with subcontractors and Service Providers' fixed service fee.

6. The Service Providers to process duly authorized by UN Agency changes/cancellations to agreed accommodation services as required.

7. The Service Providers to absorb charges for accommodation service cancellation and/or change which are due to no UN Agency's fault.

8. The Service Providers to deliver accommodation services based on proper authority from the relevant UN Agency requesting unit.

9. The Service Providers to provide emergency accommodation services after working hours or at a weekend as requested.

10. The Service Providers to ensure that the quoted offers to meet the minimum specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

11. The Service Providers to make the requested room reservations for lodging accommodations in accordance the special agreed discounts with subcontractors. This service shall include initiating and confirming reservations, communicating the reservation status with the UN Agency guests, and confirming the all-inclusive or any other type of rate requested at which the reservation is made. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

12. The Service Providers should assist UN Agency requesting unit in negotiating with sub-contractors on preferred conditions for UN Agency, such as accommodation deadlines to be as flexible as possible.

13. The Service Providers to host and facilitate the accommodation of the UN Agency participants.

### **B 3. Food Security**

The Service Providers and their sub-contractors providing food services to UN Agencies must follow below food security requirements and provide conforming documents to UN Agency requesting unit:

- Awareness and assurance to adherence to technical rules of Custom Union 021/2011 and 022/2011 (see Annexes a) Технический регламент Таможенного Союза ТР ТС 021/2011 О безопасности пищевой продукции, b) Технический регламент Таможенного Союза ТР ТС 022/2011 Пищевая продукция в части ее маркировки);

- Event Manager is obliged to check compliance of its sub-contractors providing food services to UN Agencies with local rules and regulations related to food security and sanitary control by:

- Providing food conformity certificates;
- Providing certificates for packing material;
- Providing documents on shelflife for products offered;
- Each personnel of the Event Management services Company who is involved in management/provision of event meals/food and sub-contractor's personnel providing food services must have a valid medical sheet (медицинская книжка).

### **B 4. Supplier Relations**

The Service Provider must in all of its activities follow the laws, rules and regulations of the Kyrgyz Republic in which it operates in addition, supplier will comply with laws and regulations on food security and sanitary control and require compliance with these requirements in their agreements with their suppliers, service providers, contractors and subcontractors.

The Service Provider and its sub-contractors are committed to ensuring that working conditions in its operations and in its supply chains are safe, that all workers and clients are treated with respect and dignity and that business operations are environmentally responsible and conducted ethically.

The Service Providers should maintain excellent relations with contracted sub-contractors for the benefit of UN Agencies in Kyrgyzstan.

### **B 5. Services Quality Control**

1. The Service Providers to maintain a self-inspection system covering all the services to be provided under the Contract and include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to UN Agency in Kyrgyzstan. The UN Agency in Kyrgyzstan shall be notified of any deficiencies found and corrective action taken.

2. The Service Providers to warrant that the personnel assigned to handle UN Agency’s event management arrangements shall constantly be trained to be kept up to date.

3. Free Customer Support Service.

**C. Performance Standards and Service Level Guarantee**

The Service Providers shall perform services and deliver products in accordance with the herein prescribed minimum performance standards:

PRODUCT/ SERVICE	PERFORMANCE ATTRIBUTE	DEFINITION	STANDARD/ SERVICE LEVEL
1. Conferences and Meetings including catering	Accuracy	Ability to perform task completely and without error	Zero-Error conferences arrangements. Service Provider to follow food security requirements and provide conforming documents. Event Manager is obliged to check compliance of its sub-contractors providing food services with local rules and regulations related to food security and sanitary control
	Timelines of Delivery	Ability to deliver product or service on or before promised date	Meeting hall and catering confirmation is made at the latest one (1) week before the event takes place
2. Provide additional support services such as audio visual equipment, workshop materials and others as required	Timeliness of Delivery	Ability to deliver service promptly	Confirmation on the delivery of the service on the date of the event is received at the latest one (1) week before the event
	Quality	Ability to deliver excellent product or service	Product or service is delivered with minimum rate ‘3’ – Fair (ref. to Performance Evaluation Form Annex 1, TOR)

3. Administrative and Secretarial Services	Speed and Efficiency	Ability to deliver product or service promptly and with the minimum use of resources	Required services are delivered within the deadline
	Accuracy	Ability to perform task completely and without error	Zero-Error on administrative and secretarial services
	Quality	Ability to deliver excellent product or service	Product or service is delivered with minimum rate '3' – Fair (ref. to Performance Evaluation Form Annex 1, TOR)
4. Photo and Audio/Video documentation	Timeliness of Delivery	Ability to deliver service promptly	Confirmation on the delivery of the service on the date of the event is received at the latest one (1) week before the event
	Quality	Ability to deliver excellent product or service	Product or service is delivered with minimum rate '3' – Fair (ref. to Performance Evaluation Form Annex 1, TOR)
5. Vehicle Rental/ Meet and Greet	Timeliness of Delivery	Provide transport to Travelers from/to UN Agencies, hotels or residences to/from airport or other destinations as required	Within forty-eight (48) hours before departure or arrival, the Contractor(s) shall have the vehicle rental/meet and greet assistance arranged. Drivers should have not less than 5 years of driving experience in the region. All vehicles and drivers should be insured, have proper documentation. All drivers should have valid Voluntary Motor Third Party Liability Certificates. All vehicles for the rent should be clean and well maintained.
6. Accommodation	Accuracy	Ability to perform task completely and without error	Zero-Error accommodation arrangements

	Timelines of Delivery	Ability to deliver product or service on or before promised date	Accommodation confirmation is made at the latest one (1) week before the event take place
7. Reporting	Management Information	Information is captured for all the services provided	Provide complete Activity Report and Yearly Reports
	Timelines of Delivery	Ability to provide report on or before the promised date	Activity Report is delivered within one (1) week after the event and Yearly Reports delivered within two (2) weeks after the end of the respective month
8. Service Quality	Accessibility	Ability to access or approach Contractor	Response Time: Answer 80% of calls within 3rd ring. Hold Time: Maximum 20% of calls placed on hold Call Back Time: 90% of all callback within 60 minutes Abandoned Calls: Maximum 5% lost calls during normal hours E-mail: available and response within the same day
	Speed and Efficiency	Ability to provide Face to Face Assistance with the minimum use of resources	Waiting Time for Assistance: Not more than five (5) minutes
9. Hours of Operation	Readiness to do Business	Sufficient manpower to commence business at the start of office hours	Service hours: Monday – Friday between 8.00 am and 6.00 pm. And during event arrangement
10. Complaint and Disputes	Acknowledgment	Provide written acknowledgement	Written acknowledgement provided within 24 hours
	Problem Solving	Ability to resolve complaints	Within ten (10) days disputes and misunderstanding are resolved.
11. Quality Control	Accuracy	Ability to provide service without error	Log maintained to compare error rate with total transactions

	Speed and Efficiency	Ability to deliver service promptly and with the minimum use of resources	Inadequate quality of service is mended within forty-eight (48) hours
12. Bills	Accuracy	Ability to generate billing statements without errors	Zero-Error or no discrepancy between invoices and attachments
	Clarity	Ability to generate bills that are transparent or easy to understand	Zero>Returns for clarification/ explanation

#### D. Reports

The Service Provider shall provide UN Agencies in Kyrgyzstan with a detailed Report for Services Completed for each Event within ten (10) days of the completion of the Event. The Report for Services provided should list all the costs subcontracted (with copies of the invoices from subcontractors) and detailed calculation of Service Provider's service fees.

The Service Provider shall provide UN Agency (upon request) with Yearly Reports summarizing the activities performed for UN Agency during the year including: quantity and size of events (event duration, quantity of participants), costs of the, improvement undertaken by the Service Provider in order to perform better services for UN Women Kyrgyzstan.

#### E. Duration of the Work

UN Agency in Kyrgyzstan is going to enter into a LTA for the provision of event management services for an initial period of three years, with possibility of extension for additional two years, subject to satisfactory performance of the selected supplier.

#### F. Location of Work

The event management services are expected to be provided in Bishkek, Osh and other cities / regions of the Kyrgyz Republic.

#### G. Quality of required services

The Service Provider shall perform its services and deliver its products in accordance with the herein prescribed minimum performance standards:

The quality of the performed services is reported in Performance Evaluation Form which is done by UN Agency in Kyrgyzstan after each event is completed. If the Service Provider is 3 (three) times given unsatisfactory (5), poor (4) assessments ratings it shall constitute sufficient grounds for the annulment of the award, and on which event, UN Women in Kyrgyzstan may award the Contract to the Offeror with the second highest rated Proposal or call for new Proposals.



## H. Qualifications of the Successful Service Provider

The successful Event Agent which will be contracted to serve the needs of UN Agencies in Kyrgyzstan shall have the following minimum qualifications:

- a) A minimum annual turnover of the offeror must be no less than USD 90,000 for the year 2016-2017;
- b) Confirmation minimum 30 business events organized and conducted in 2017 including provision of accommodation, conference facilities, meals, stationaries, equipment rent and copying materials (provide with short description of the last contracts and contractor's contacts);
- c) Information on valid agent agreements with Hotels, Conference Halls, Catering Companies. Providers to disclose copies of agreements in case of contract award prior to signing a contract (provided list of sub-providers to match with list of discounts provided in Financial proposal form;
- d) A team of at least 4 members – Event Manager and three Event Management Specialists.

The Event Manager must meet the following minimum requirements:

- Bachelor's Degree, or equivalent in Business Administration, Public Relations, Marketing, Tourism, Finance or other related fields;
- Minimum 5 years of experience in organization and management of events. Please include a list of events she/he serviced in 2016-2017;
- Experience in the region (Bishkek, Osh and other cities of Kyrgyzstan);  
Fluency in Russian, English.

The Event Management Specialist must meet the following minimum requirements:

- Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration, Tourism or other relevant fields;
- Minimum 3 years of experience in organization and management of events. Please include a list of events she/he serviced in 2016-2017;
- Experience in the region (Bishkek, Osh and other cities of Kyrgyzstan);  
Fluency in Russian, English.

## I. Scope of Proposal Price and Schedule of Payments

Every order for a particular event will be placed through a separate Purchase Order with 100% of payment upon provision of services and signature of Act of acceptance for provided services.

Note: In case of large scale long duration events the additional interim payment can be agreed with UN Agency upon achieving of specific milestones.

The Event Agents shall send an itemized official invoice to the UN Agency Authorized Staff once available for all services provided.

The invoice shall be issued in Kyrgyz soms or in USD as would be requested by UN Agency.

The invoice price shall be disaggregated by services provided, taxes (if any), discounts applied (if any), services price and other charges (if applicable).

Within 30 (thirty) working days the UN Agency shall effect payment to the Event Agency(ies) upon review and approval of the services included in the invoice and acceptance act.

#### **J. Contract Parameters**

UN Agency in Kyrgyzstan envisages entering into a multiyear contract with qualified local Service Providers for the provision of Event Management Services obtained highest cumulative score.

The Event Agents, selected as a result of the present Request for Proposal, will pass on to the UN Women in Kyrgyzstan the conditions (including discounts) offered by the Service Sub-providers (Hotel/Conference Hall, Catering Provider) for services for venue rent, accommodation and catering.

For the services listed under sub-section B (transportation, equipment rent, stationery, translation, printing services etc.) of the Terms of Reference except mentioned above the selected Event Agents will provide the UN Women in Kyrgyzstan either fixed service price per each category, as detailed in Financial Proposal Form of the present Request for Proposal.

The level of the discount on prices advertised by Service Sub-providers listed by Event Agent in Financial Proposal Form shall remain fixed for the whole duration of the contract.

The Event Agents should officially communicate the UN Women on regular basis (annually – for accommodation, conference facilities, catering services) if there are justified changes:

- in price lists of Sub-providers annexed to Agreement; and/or
- in list of Service Sub-providers indicating discount given in Event Agent’s Financial Proposal Form by new Service Sub-provider(s) or higher discount rate introduced by current Service Sub-provider(s).

#### **K. Roles and Responsibilities**

The Event Agents shall collaborate with the representatives designated by the UN Agencies in Kyrgyzstan, who will request quotations for various events, as required. Requests shall be sent in writing to the Event Management Experts designated by the contracted Event Agent(s) and shall contain the following minimum information:

- Dates (duration) and place of event;
- List of participants;
- Requirements to meals (coffee-breaks/lunches/dinners);
- List of participants requiring accommodation and accommodation details;
- List of equipment to be rented;
- List of office supplies/stationery, indicating if logo is required;
- List of other services required for event with details
- Contact person details

Requests for quotation shall be sent between 09:00 and 18:00 during working days. In case of emergency services requested during weekends and official holidays, the request for quotation sent in writing shall be followed by a phone call from the requestor alerting of the emergency.

The quotation shall consist of minimum up to 3 options (if available) for the requested itinerary and shall contain the following information for each option:

- Name venue for event;
- Information on meals (menu for each day);
- Name of hotel for participants (accommodation) from regions or other countries;

- Price in USD/KGS, disaggregated by categories requires by requesting unit and taxes (if applicable).

The UN Agency Authorized Staff shall select the acceptable offer and shall confirm in written and request the Event Agents to make the booking. The Event Agent shall send the booking by email to the UN Agency Authorized Staff. The period of validity of booking shall be not less than 5 working days and shall be indicated in the message.

The UN Agency Authorized Staff shall make every effort to obtain all required approvals for the proposed booking and event within the period of validity of booking. In the event that he/she failed to confirm booking within the period of validity of the initially proposed quotation, the Event Agent shall make every effort to re-book the initially proposed venue/accommodation at the same price and conditions, or shall inform the UN Agency Authorized Staff of the impossibility of doing so and shall re-book the venue/accommodation at the next lowest price.

**Annexes to the TOR:**

**Annex 1. Service provider Performance Evaluation Form**

Date:

**PERFORMANCE EVALUATION FORM FOR EVENT MANAGEMENT SERVICES**

**I. GENERAL**

Name:  
 Contracts:  
 Organization Title:  
 Project Title:  
 Duty Station/Department:  
 Brief description of tasks completed:  
 Event Title, Place, q-ty of participants:  
 Start date:                      End Date:

**II. PLEASE RATE THE CONTRACTOR’S FOLLOWING ATTRIBUTES**

*(1 = Excellent, 2 = Very Good, 3 = Fair, 4 = Poor, 5 = Unsatisfactory, and 6 = Not Applicable):*

- |  |   |
|--|---|
| 1. Competence:                               | x |
| 2. Quality of services:                      | x |
| 3. Accessibility:                            | x |
| 4. Speed and Efficiency:                     | x |
| 5. Made appropriate arrangements for delays: | x |
| 6. Problem solving abilities:                | x |
| 7. Quality of reports submitted:             | x |
| 8. Accuracy of documentation:                | x |
| 9. Cooperation:                              | x |

III. PLEASE EXPLAIN BELOW ANY RATINGS THAT WERE ASSIGNED IN PART II. YOU MAY ALSO ADD ANY COMMENTS THAT YOU FEEL SHOULD REMAIN IN THE FILE:

IV. DO YOU WANT RESTRICTED ACCESS (access will be provided at the discretion of management) FOR THE INFORMATION IN PARTS II AND III (check one)?       Yes     No

NAME AND POST OF THE EVALUATOR:

SIGNATURE: \_\_\_\_\_

## EVALUATION METHODOLOGY AND CRITERIA

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### 1. Preliminary Examination of Proposals

UN Women shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in UN Women's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UN Women may reject any Proposal at this stage.

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

**Legal Capacity:** Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

**Conflict of Interest:** Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

**Ineligibility Lists:** A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

**Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Womens Empowerment Principles](#).

**Other Formal Requirements:**

- *Please ensure submissions by courier mail/hand delivery of the Outer envelope contains:  
First inner envelope containing Technical Proposal;  
Second inner envelope containing Financial Proposal.*
- *Please ensure submissions of the proposals by email as follows:  
Technical Proposal to [bids.kyrgyzstan@unwomen.org](mailto:bids.kyrgyzstan@unwomen.org);  
Financial Proposal to [bidsfinance.kyrgyzstan@unwomen.org](mailto:bidsfinance.kyrgyzstan@unwomen.org).*
- *Offers are signed by an authorized party, including Power of Attorney if stipulated;*
- *The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal Instruction Sheet above;*
- *The offer is valid;*
- *The offer is complete and eligible.*

## 2. Cumulative Analysis Methodology:

A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals:

The technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points prior to any price proposal being opened and compared.

The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 1000 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points (“maximum number of points”) which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 points

### Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

### Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 700 points):

<b>1.0 Expertise and Capability of Proposer 40% (400 points)</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Confirmation of minimum 30 business events organized and conducted in 2017, including provision of accommodation, conference facilities, meals, stationaries, transportation, equipment rent and copying materials, etc. Please provide with short description (including date, place, number of participants, name of client/organization) of the contracts and Purchaser's contacts.	100
	For more than 30 business events – 5 points per every additional event but no more than 50 points in total.	50
1.2	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 70% of total number of Hotels listed in Financial Proposal for all regions.	50
	For agreements with all Hotels listed in Financial Proposal – 30 additional points.	30
	For agreements with additional Hotels proposed – 5 additional points.	5
1.3	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 70% of total number of Conference Halls listed in Financial Proposal for all regions.	50
	For agreements with all Conference Halls listed in Financial Proposal – 30 additional points.	30
	For agreements with additional Conference Halls proposed – 5 additional points.	5
1.4	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 70% of total number of Catering Companies listed in Financial Proposal for all regions.	50



	For agreements with all Catering Companies listed in Financial Proposal – 25 additional points.	25
	For agreements with additional Catering Companies proposed – 5 additional points.	5
Total for Item 1.0:		<b>400</b>
<b>2.0 Proposed Work Plan and Approach 10% (100 points)</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	To what degree does the Proposer understand the task/ToR? Is the scope of task well defined and does it correspond to the TOR?	40
2.2	Have the important aspects of the task/ToR been addressed in sufficient detail?	30
2.3	Is the proposal clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation?	30
Total for Item 2.0:		<b>100</b>
<b>3.0 Resource Plan, Key Personnel 200% (200 points)</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	<p><b>Event Manager:</b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree, or equivalent in Business Administration, Public Relations, Marketing, Tourism, Finance or other related fields;</li> <li>Minimum 5 years of experience in organization and management of events. Please include a list of events she/he serviced in 2016-2017;</li> <li>Experience in the region (Bishkek, Osh and other cities of Kyrgyzstan);</li> <li>Fluency in Russian, English.</li> </ul> <p>Additional Scores:</p> <ul style="list-style-type: none"> <li>For Master's Degree – 5 additional points;</li> <li>For experience more that 5 years in organization and management of events – per 2 additional points for each additional year, but not more than 10 points in total;</li> <li>Knowledge of Kyrgyz is preferable.</li> </ul>	<p><b>Total 50</b></p> <p>Up to 5 points</p> <p>Up to 15 points</p> <p>Up to 5 points</p> <p>Up to 5 points</p> <p>Up to 5 points</p> <p>Up to 10 points</p> <p>Up to 5 points</p>
3.2	<p><b>Event Management Specialist 1:</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration, Tourism or other relevant fields;</li> <li>Minimum 3 years of experience in organization and management of events. Please include a list of events she/he serviced in 2016-2017;</li> <li>Experience in the region (Bishkek, Osh and other cities of Kyrgyzstan);</li> <li>Fluency in Russian, English.</li> </ul> <p>Additional Scores:</p> <ul style="list-style-type: none"> <li>For experience more that 3 years in organization and management of events – per 2 additional points for each additional year, but not more than 10 points in total;</li> </ul>	<p><b>Total 50</b></p> <p>Up to 5 points</p> <p>Up to 15 points</p> <p>Up to 5 points</p> <p>Up to 10 points</p> <p>Up to 10 points</p>

	<ul style="list-style-type: none"> <li>Knowledge of Kyrgyz is preferable.</li> </ul>	Up to 5 points
3.3	<p><b>Event Management Specialist 2:</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration, Tourism or other relevant fields;</li> <li>Minimum 3 years of experience in organization and management of events; Please include a list of events she/he serviced in 2016-2017;</li> <li>Experience in the region (Bishkek, Osh and other cities of Kyrgyzstan);</li> <li>Fluency in Russian, English.</li> </ul> <p>Additional Scores:</p> <ul style="list-style-type: none"> <li>For experience more than 3 years in organization and management of events – per 2 additional points for each additional year, but not more than 10 points in total;</li> </ul> <p>Knowledge of Kyrgyz is preferable.</p>	<p><b>Total 50</b></p> <p>Up to 5 points</p> <p>Up to 15 points</p> <p>Up to 5 points</p> <p>Up to 10 points</p> <p>Up to 10 points</p> <p>Up to 5 points</p>
3.4	<p><b>Event Management Specialist 3:</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration, Tourism or other relevant fields;</li> <li>Minimum 3 years of experience in organization and management of events; Please include a list of events she/he serviced in 2016-2017;</li> <li>Experience in the region (Bishkek, Osh and other cities of Kyrgyzstan);</li> <li>Fluency in Russian, English.</li> </ul> <p>Additional Scores:</p> <ul style="list-style-type: none"> <li>For experience more than 3 years in organization and management of events – per 2 additional points for each additional year, but not more than 10 points in total;</li> </ul> <p>Knowledge of Kyrgyz is preferable.</p>	<p><b>Total 50</b></p> <p>Up to 5 points</p> <p>Up to 15 points</p> <p>Up to 5 points</p> <p>Up to 10 points</p> <p>Up to 10 points</p> <p>Up to 5 points</p>
Total for Item 3.0:		<b>200</b>
Total for all: <b>70% of 700 pts = 490 pts needed to pass technical</b>		<b>700</b>

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 490 points of the obtainable score of 700 points for the technical proposal.

## FORMAT OF TECHNICAL PROPOSAL

### EVENT MANAGEMENT SERVICES

**Note: Technical Proposals not submitted in this format may be rejected.**

**Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.**

Legal Name of Proposing Organization:	
Country, Year of Registration:	
Type of Legal entity:	
Attached are copies of original documents of: <i>[check the box of the attached original documents]</i>	<input type="checkbox"/> Copy of Registration of firm <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law  <input type="checkbox"/> Balance Sheet for 2016-2017
Countries of Operation:  No. of staff in each country:  Years of Operation in each country:	
Value and Description of Top three (3) Biggest Contract for the past five (5) years:	
Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:	
Proposer's Authorized Representative Information:  Full name: Permanent address: Telephone/Mobile phone numbers: Email Address:  Signature:	

## Section 1.0: Management Plan / Expertise and capability of proposer

### 1.1 Confirmation of minimum 30 business events organized and conducted in 2017:

Please provide brief description of Offeror as an Entity, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration. Provide copies of company registration certificate issued by state authorities and accountancy Balance Sheet for 2016-2017.

Proposer is requested to include a half or one-page value statement indicating why they are most suitable to carry out the assignment.

Please provide a list with short description of minimum 30 business events (providing additional list of events is preferable), including provision of accommodation, conference facilities, meals, stationaries, transportation, equipment rent, copying materials, etc. organized and conducted in 2017 (including date, place, number of participants, name of client/organization, detalization of provided services/goods).

Example: List of events in 2017

No.	Client name, city	Title/Date/Place of event/Number of participants	Types of activities/services provided	Total contract/order value in KGS	References/Contact Details Name, Phone, Email (Please provide with copy of reference or contact details if applicable)
1			1. 2.		
2			1. 2.		

### 1.2 Information on valid agent agreements and confirmation for Hotels (accommodation)

Please provide information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with number of Hotels listed in Financial Proposal (see in Annex 5) for all regions. Providing additional list of valid agent agreements with Hotels is preferable.

### 1.3 Information on valid agent agreements and confirmation for Conference Halls

Please provide information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with number of Conference Halls listed in Financial Proposal (see in Annex 5) for all regions. Providing additional list of valid agent agreements for Conference Halls is preferable.

### 1.4 Information on valid agent agreements and confirmation for Catering Companies

Please provide information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with number of Catering Companies listed in Financial Proposal (see in

Annex 5) for all regions. Providing additional list of valid agent agreements with Catering Companies is preferable.

## Section 2.0: Methodology and Approach

### 2.1 Work Approach, Quality Assurance of Services:

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference, keeping in mind the appropriateness to local conditions and environment. The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms. The existing corporate standards and/or internal quality control procedures should be described. Information about value-added products and services that are not required in the ToR but the proposer is capable of offering to the UNDP in Kyrgyzstan can also be included;
- Please describe the potential risks for the provision of event management services that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks;
- Please provide a brief description of the mechanisms proposed for reporting to the UN Agencies, including a reporting schedule;
- Any other comments or information regarding the project approach and methodology that will be adopted;
- Provide a brief description of the Proposer's main office and branches, number of company's employees.
- Provide a List of Agent Agreements with Accommodation/Conference Halls/Catering/Transportation/ Stationary/Publishing/Printing/Photo and Video support providers/agents.

**2.2 Membership in global MICE associations:** Provide copies of company's registration certificate, licenses issued by global MICE association (if any), and other certificates of professional membership in event management associations etc.

**2.3 Reservation System:** Provide information about the quantity and type of reservation systems the company operates. Describe the booking/reservation and ordering systems and approach used by the Proposer for event management. Please provide a template of PURCHASE ORDER FOR SERVICES/GOODS.

## Section 3.0: Resource Plan/Personnel

**3.1 Management Structure:** Describe in brief the overall management approach toward planning and implementing this activity. Provide an organization chart describing the relationship of key positions and designations.

**3.2 Qualifications of Key Personnel.** Provide the CVs for key personnel (**Event Manager and three Event Management Specialists**) that will be provided to support the implementation of services. CVs should demonstrate qualifications in areas relevant to the Scope of Services (see in Annex 3). Provide copies of relevant certificates, accreditations, awards received by the proposed staff members. Please use the format below:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>Declaration:</b>		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		
_____		_____
Signature of the Nominated Team Leader/Member		Date Signed

Authorized Signature/Stamp/Date:

Name and Title of Signatory:

Name of Organization:

Contact Details:

Address

Telephone

Email

## ANNEX 5

# FORMAT OF FINANCIAL PROPOSAL

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 4.1 of the Proposal Instruction Sheet (PIS).

All prices/rates quoted must be exclusive of all taxes, since UN Women is exempt from taxes (VAT exemption list for 2018 - attached).

The Financial Proposal must provide a detailed cost breakdown with fixed discounts/fees. Provide separate discounts/fees for each functional grouping or category.

### Price Schedule

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

#### Item 1. Prices for Conference Hall rent:

No.	Hotel name/Conference room title	Max quantity of participants that room can fit	Prise for 1-day (8 hours) Conference Hall rent in KGS
<b>Bishkek</b>			
<b>1</b>	<b>Ambassador Hotel</b>		
	Conference Room	30	
	Conference Room	50	
<b>2</b>	<b>Ak-Keme Hotel</b>		
	Grand Hall	60	
	Big Conference Room	280	
	Big Breakfast Room	150	
	Red Conference Room	20	
	Blue Conference Room	120	
	Yellow Conference Room	30	
	Small Meeting Room Ak-Keme Hall	30	
<b>3</b>	<b>City Hotel</b>		
	Ala-Too Conference Room	75-200	
	Baytik Conference Room	38-100	
	Board Room	10	
<b>4</b>	<b>Damas Hotel</b>		
	Damas Conference Room	50	
	Damas Meeting Room	12	
	Damas Big Conference Room	300	
<b>5</b>	<b>Dostuk Hotel</b>		

	Congress Hall Imperial	180	
	Small Conference Hall	35	
	Medium Conference Hall	50	
	Large Conference Hall	100	
<b>6</b>	<b>Evropa Hotel</b>		
	Congress Conference Hall	60-200	
	Prime Conference Hall	34-60	
	Diplomat Conference Hall	10-12	
<b>7</b>	<b>Golden Dragon Hotel</b>		
	Conference Hall	70-100	
	Conference Hall	36-50	
	Board Room	12	
<b>8</b>	<b>Golden Tulip Hotel</b>		
	Sultan-2 Conference Hall	160	
	Sultan Conference Hall	70	
	Sapphire Conference Hall	100	
<b>9</b>	<b>Grand Hotel</b>		
	Conference Hall	35-40	
<b>10</b>	<b>Hyatt Regency Bishkek Hotel</b>		
	Shayr Ballroom	180-280	
	Kurultai Room	35-140	
	Akyn Room	56-70	
	Boardroom	15	
<b>11</b>	<b>Jannat Regency Bishkek Hotel</b>		
	Hall Jannat	150	
	Congress Hall	20	
	Hall of Eurasia	20	
<b>12</b>	<b>Orion Hotel</b>		
	Karkyra Ballroom	60-246	
	Aksai Meeting Room	31-130	
	Bosogo Board Room	18	
<b>13</b>	<b>Park Hotel</b>		
	Ballroom Hall	40-50	
	Signature Hall	35	
	Diplomat Hall	30-40	
	Meeting Room Hall	14-18	
<b>14</b>	<b>Plaza Hotel</b>		
	Large Conference Hall Plaza Hotel	100-120	
	Large Conference Hall	80	
	Small Conference Hall	40	
<b>15</b>	<b>Premier Hotel</b>		
	Conference Room	40	
<b>16</b>	<b>Rich Hotel</b>		
	Conference Room	60	
	Conference Room	30	
	Conference Room	10	
<b>17</b>	<b>Shah Palace Hotel</b>		
	Big Conference Hall	60	
	Small Conference Hall	20	
<b>18</b>	<b>Silk Road Hotel</b>		



	Conference Room	35	
<b>19</b>	<b>Smart (Holiday) Hotel</b>		
	Large Conference Hall	45-90	
	Small Conference Hall	25-50	
	Board Room	10	
<b>20</b>	<b>Supara-1</b>		
	Conference Hall/Yurt		
	Conference Hall/Yurt		
<b>21</b>	<b>TourAsia Hotel/Touristan-Koenkozova</b>		
	Conference Room		
<b>22</b>	<b>Proposer's conference room(s) if any</b>		
<b>Chui Region</b>			
<b>1</b>	<b>Jannat Resort</b>		
	Meeting Room	18	
	Small Conference Hall	30-60	
	A La Carte	50-60	
	Large Conference Hall	60-300	
<b>2</b>	<b>Kara Bulak Eco Resort</b>		
	Conference Hall		
<b>3</b>	<b>Koi Tash Resort</b>		
	Big Room/Yurt	120	
	Medium Room/Yurt	40-50	
<b>4</b>	<b>Supara-2 Chunkurchak</b>		
	Conference Hall/Yurt		
<b>5</b>	<b>Burana Hotel</b>		
	Conference Room 1		
	Conference Room 2		
<b>6</b>	<b>Ashu Guest House Chon-Kemin</b>		
	Conference/Meeting Room		
<b>7</b>	<b>Proposer's conference room(s) if any</b>		
<b>Issyk-Kul Region</b>			
<b>1</b>	<b>Ak Bermet Resort</b>		
	Big Conference Room	300	
	Small Conference Room	30-80	
<b>2</b>	<b>Ak Maral Recreation Centre</b>		
	Big Conference Room	140-200	
	Small Conference Room	20	
<b>3</b>	<b>Akun Resort Resort</b>		
	Big Conference Room		
	Small Conference Room	50	
	Meeting Room	15	
<b>4</b>	<b>Aurora Resort</b>		
	Conference Hall Aitmatov	50-60	
	Conference Hall Usubaliev	35-40	
	Conference Hall Brezhnev	25-30	
	Conference Hall Zal Sovetov	150-200	
	Conference Hall Cinema	200	
	Conference Hall Yurt	10-12	

5	<b>Aurora Plus Hotel Conference Room</b>	30	
6	<b>Kapriz Recreation Centre I-Kul</b>		
	Conference Hall		
7	<b>Kapriz Recreation Centre Karakol</b>		
	Conference Hall		
8	<b>Karven 4 Seasons Recreation Centre</b>		
	Conference Hall	350	
	Conference Hall	50-75	
9	<b>Karven Issyk-Kul</b> Conference Hall		
10	<b>Kyrgyzskoe Vzmorie Resort</b>		
	Conference Hall	150	
	Conference Hall	100	
	Conference Hall	40	
	Cinema Hall	450	
11	<b>Lazurnyi/Azure Resort</b> Conference Room		
12	<b>Marco Polo Resort</b>		
	Conference Hall Europe	100-150	
	Conference Hall Asia	50-60	
13	<b>Raduga Resort Sary-Oi</b>		
	Big Conference Hall	200	
	Small Conference Hall	40	
	Meeting Room	10-15	
	Class Room	15	
14	<b>Raduga-West</b> Kosh-Kol		
	Conference Hall	200	
15	<b>Royal Beach Resort</b>		
	Big Conference Hall	100	
	Small Conference Hall	70	
	Meeting Room	15	
16	<b>Sinegorie Resort</b>		
	Big Conference Room	100	
	Small Conference Room	50	
17	<b>Talisman Village</b>		
	Conference Room	80	
	Conference Room	20	
18	<b>Tri Korony Resort</b>		
	Big Conference Hall	120	
	Small Conference Hall	40	
19	<b>Vityaz Resort</b> Conference Room		
20	<b>Altamira Hotel Karakol</b> Conference Room		
21	<b>Green Yard Karakol</b> Conference Room		
22	<b>Karagat Hotel Karakol</b> Conference Room		
23	<b>Tagaytay Hotel</b> Conference Room		
24	<b>Intour Hotel Karakol</b> Conference Room		
25	<b>Proposer's conference room(s) if any</b>		
<b>Naryn Region</b>			
1	<b>Khan Tengri Hotel</b> Conference Hall		
2	<b>University of Central Asia</b> Conference Halls		
3	<b>Proposer's conference room(s) if any</b>		

<b>Talas Region</b>			
<b>1</b>	<b>Kerben Palace Guest House</b> Conference Room		
<b>2</b>	<b>Proposer's conference room(s) if any</b>		
<b>Osh Region</b>			
<b>1</b>	<b>Classic Hotel</b>		
	Conference Room	120	
	Conference Room	30	
<b>2</b>	<b>Osh-Nuru Hotel</b>		
	Big Conference Room	150-300	
	Conference Room 1	50-100	
	Conference Room 2	50	
	Conference Room 3	40	
<b>3</b>	<b>Orto-Asia Hotel</b> Conference Room	50	
<b>4</b>	<b>Southern State Residence</b>		
	Conference Room Corps 2		
	Conference Room Corps 3		
<b>5</b>	<b>Sunrise-1 Hotel</b>		
	Small Conference Room 1	40	
	Small Conference Room 2	30	
<b>6</b>	<b>Sunrise Osh-2 Hotel</b>		
	Big Conference Hall	60-100	
	Small Conference Room 1	30	
	Small Conference Room 2	25	
<b>7</b>	<b>EcoDom Guest House</b> Conference Hall	70	
<b>8</b>	<b>Tes Center Guest House</b> Conference Hall		
<b>9</b>	<b>Proposer's conference room(s) if any</b>		
<b>Jalalabat Region</b>			
<b>1</b>	<b>Mol-Mol Hotel</b> Conference Room		
<b>2</b>	<b>Tyan-Shan Hotel</b> Conference Room		
<b>3</b>	<b>Roza Park Hotel</b> Conference Room		
<b>4</b>	<b>Bishkek Restaurant</b> Conference Room		
<b>5</b>	<b>Proposer's conference room(s) if any</b>		
<b>Batken Region</b>			
<b>1</b>	<b>Ala Too Hotel</b> Conference Room		
<b>2</b>	<b>Altyn Beshik Guest House</b> Conference Room		
<b>3</b>	<b>Altyn Ordo Guest House</b> Conference Room		
<b>4</b>	<b>Ak Sarai Guest House</b> Conference Room		
<b>5</b>	<b>Bai Kut Guest House</b> Conference Room		
<b>6</b>	<b>Proposer's conference room(s) if any</b>		
<b>TOTAL FOR Item 1. (Bishkek and all regions)</b>			
<b>Category Average cost *</b>			

\* - average cost to be calculated as average arithmetical number (Sum of all prices / total number of sub-providers) only for evaluation purposes. Prices/Discount indicated for each Catering provider would be applied while contract performance.

## Item 2. Prices for standard accommodation services

No.	Provider Name	Prices for 1 Standard Single Room for 1-night stay in KGS	Comments
<b>Bishkek</b>			
1	Ambassador Hotel		
2	Ak-Keme Hotel		
3	City Hotel		
4	Damas Hotel		
5	Dostuk Hotel		
6	Evropa Hotel		
7	Golden Dragon Hotel		
8	Golden Tulip Hotel		
9	Grand Hotel		
10	Hyatt Regency Bishkek Hotel		
11	Jannat Regency Bishkek Hotel		
12	Orion Hotel		
13	Park Hotel		
14	Plaza Hotel		
15	Premier Hotel		
16	Rich Hotel		
17	Shah Palace Hotel		
18	Silk Road Hotel		
19	Smart (Holiday) Hotel		
20	Supara-1		
21	TourAsia Hotel/Touristan-Koenkozova		
22	Proposer's option if any		
<b>Chui Region</b>			
1	Jannat Resort		
2	Kara Bulak Eco Resort		
3	Koi Tash Resort		
4	Supara-2 Chunkurchak		
5	Burana Hotel		
6	Ashu Guest House Chon-Kemin		
7	Proposer's option if any		
<b>Issyk-Kul Region</b>			
1	Ak Bermet Resort		
2	Ak Maral Recreation Centre		
3	Akun Resort Resort		
4	Aurora Resort		
5	Aurora Plus Hotel		
6	Kapriz I-Kul		
7	Kapriz Karakol		
8	Karven 4 Seasons		
9	Karven Issyk-Kul		
10	Kyrgyzskoe Vzmorie Resort		
11	Lazurnyi/Azure Resort		
12	Marco Polo Resort		

13	Raduga Resort		
14	Raduga-West		
15	Royal Beach Resort		
16	Sinegorie Resort		
17	Talisman Village		
18	Tri Korony Resort		
19	Vityaz Resort		
20	Altamira Hotel Karakol		
21	Green Yard Karakol		
22	Karagat Hotel Karakol		
23	Tagaytay Hotel		
24	Intour Hotel Karakol		
25	Proposer's option if any		
<b>Naryn Region</b>			
1	Khan Tengri Hotel		
2	Proposer's option if any		
<b>Talas Region</b>			
1	Kerben Palace Guest House		
2	Proposer's option if any		
<b>Osh Region</b>			
1	Classic Hotel		
2	Osh-Nuru Hotel		
3	Orto-Asia Hotel		
4	Southern State Residence		
5	Sunrise-1 Hotel		
6	Sunrise Osh-2 Hotel		
7	EcoDom Guest House		
8	Tes Center Guest House		
9	Proposer's option if any		
<b>Jalalabat Region</b>			
1	Mol-Mol Hotel		
2	Tyan-Shan Hotel		
3	Roza Park Hotel		
4	Proposer's option if any		
<b>Batken Region</b>			
1	Ala Too Hotel		
2	Altyn Beshik Guest House		
3	Altyn Ordo Guest House		
4	Ak Sarai Guest House		
5	Bai Kut Guest House		
6	Proposer's option if any		
<b>TOTAL FOR Item 2.</b>			
<b>Category Average cost *</b>			

\* - average cost to be calculated as average arithmetical number (Sum of all prices / total number of sub-providers) only for evaluation purposes. Prices/Discount indicated for each Catering provider would be applied while contract performance.

### Item 3. Prices for catering services (1 lunch, 1 coffee-break, 1 furshet per 1 person)

No.	Provider Name	Prices for 1 standard Lunch, 1 coffee-break, 1 furshet in KGS	Comments
<b>Bishkek</b>			
1	Fly Catering		
2	Food&Beverages Catering		
3	Furshet.KG		
4	Kaynar Catering		
5	New York Catering		
6	Solomon Catering		
7	Proposer's option if any		
Subtotal:			
<b>TOTAL FOR Item 3.</b>			
<b>Category Average cost *</b>			

\* - average cost to be calculated as average arithmetical number (Sum of all prices / total number of sub-providers) only for evaluation purposes. Prices/Discount indicated for each Catering provider would be applied while contract performance.

### Item 4. Fee rates per 1 participant for organization of pick up from the airport

Description of services	Cost in KGS	Service Charges if any in KGS	Comments
A. Airport-Bishkek 30km, Sedan economy class			
B. Airport-Osh 30km, Sedan economy class			
<b>Total for Item 4.</b>	<b>A+B+charges (KGS)</b>		

### Item 5. Fee rates for transportation services

Description of services	A. Fee rate for 1 Economy Class 4 seat car / Sedan in KGS	B. Fee rate for 1 comfortable 15 seat mini-bus in KGS	C. Fee rate for 1 comfortable 50-60 seat bus in KGS	D. Service Charges if any in KGS	Comments
Arrangement of transportation in Bishkek for 8 hours, 60km					
Arrangement of transportation in Osh for 8 hours, 60km					

Arrangement of transportation Bishkek-Cholpon-Ata-Bishkek*					
Arrangement of transportation Bishkek-Karakol-Bishkek*					
Arrangement of transportation Bishkek-Talas-Bishkek*					
Arrangement of transportation Bishkek-Naryn-Bishkek*					
Subtotal:					
<b>Total for Item 5.</b>	<b>A+B+C+D (KGS)</b>				

\* Only for transportation. Do not calculate overnight stay and meals of driver

#### Item 6. Stationery cost per 1 participant

Item description	A. Price per 1 item in KGS	B. Service Charges if any in KGS	Comments
Notepad A5 (40 pages)			
Cardboard folder with elastic band or hooks, A4			
Flipchart paper (20 pages, 80gr.)			
Whiteboard markers (1 pack=4 colors)			
<b>Total for Item 6.</b>	<b>A+B (KGS)</b>		

#### Item 7. Equipment rent cost

Description of equipment/Number of days	A. Price for 1-day rent (8 hours) per 1 item in KGS	B. Service Charges if any in KGS	Comments
LCD projector			
Screen, 1.5 x1.5 m			
Printer A4, Black&White Canon LBP6000B with 1 cartridge			

Subtotal:			
<b>Total for Item 7.</b>	<b>A+B (KGS)</b>		

**Item 8. Translation equipment rent cost and translation services**

Description of equipment	A. Price for 1-day (8 hours) KGS	B. Price for 1-day (8 hours) KGS	C. Price for 1-day (8 hours) KGS	D. Service Charges if any in KGS	Comments
	50 participants	100 participants	200 participants		
Simultaneous translation equipment rent (microphone headset, monitoring unit, transmitter, receivers with headsets, booth for 2 interpreters)					
Simultaneous translation services English-Russian-English					
Simultaneous translation services English-Kyrgyz-English					
Consecutive translation services English-Russian-English					
Consecutive translation services English-Kyrgyz-English					
Subtotal:					
<b>Total for Item 8.</b>	<b>A+B+C+D (KGS)</b>				

**Item 9. Translation services cost**

Description of equipment	A. Price for 1000 words 1-day deadline in KGS	B. Service Charges if any in KGS	Comments
Written translation English-Kyrgyz-English			
Written translation English-Russian-English			
Subtotal:			



<b>Total for Item 9.</b>	<b>A+B (KGS)</b>
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**Item 10. Materials copying price per 1 copy**

Description/Partici-pants number	A. Price per 1 copy in KGS	B. Service Charges if any in KGS	Comments
A4 1+0 (black and white, one-sided)			
A4 1+1 (black and white, two-sided)			
A4 4+0 (colour, one-sided)			
A4 4+4 (colour, two-sided)			
Subtotal:			
<b>Total for Item 10.</b>	<b>A+B (KGS)</b>		

**Item 11. Company's administrative charge**

Description of services	A. Price per 1 day (8 hours) in KGS	B. Service Charges if any in KGS	Comments
Charge for a management support during an event (per 1 Event Manager)			
Charge for an administrative and logistics support during an event (per 1 Event Management Specialist)			
Charge for a technical support during an event (per 1 IT specialist)			
Other ( <i>Please specify</i> )			
Subtotal:			
<b>Total for Item 11.</b>	<b>A+B (KGS)</b>		

All above prices are given for 90 days starting from 18 November 2018.

**Signature of Financial Proposal**

Authorized Signature/Stamp/Date:

Name and Title of Signatory:

Name of Organization:

Contact Details:

Address

Telephone

Email

## PROPOSAL SUBMISSION FORM

[The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: UN Women  
144 Koenkozova Street,  
Bishkek, Kyrgyzstan.

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *Event Management Services* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of **[90]** days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: \_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing this form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of proposer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## VOLUNTARY AGREEMENT

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### 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 **(Name of the Contractor)** (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- 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;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- 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: \_\_\_\_\_

## ANNEX 8

# UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

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UN Women forms of contracts and General Conditions can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

## SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

<b>Outer envelope containing the following forms:</b>	
<ul style="list-style-type: none"> <li>• Proposal Submission Form signed and stamped</li> </ul>	
<b>First inner envelope containing:</b>	
<ul style="list-style-type: none"> <li>• Technical Proposal signed and stamped</li> <li><input type="checkbox"/> Copy of Registration of firm</li> <li><input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law</li> <li><input type="checkbox"/> Balance Sheet for 2016-2017</li> </ul>	
<b>Second inner envelope containing:</b>	
<ul style="list-style-type: none"> <li>• Financial Proposal signed and stamped</li> </ul>	

For email submissions:

<b>Technical Proposal PDF sent to the technical e-mail address, specified in the Invitation Letter includes:</b> Please send to <a href="mailto:bids.kyrgyzstan@unwomen.org">bids.kyrgyzstan@unwomen.org</a>	
<ul style="list-style-type: none"> <li>• Proposal Submission form signed and stamped</li> </ul>	
<ul style="list-style-type: none"> <li>• Technical Proposal signed and stamped</li> <li><input type="checkbox"/> Copy of Registration of firm</li> <li><input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law</li> <li><input type="checkbox"/> Balance Sheet for 2016-2017</li> </ul>	
<b>Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:</b> Please send to <a href="mailto:bidsfinance.kyrgyzstan@unwomen.org">bidsfinance.kyrgyzstan@unwomen.org</a>	
<ul style="list-style-type: none"> <li>• Financial Proposal signed and stamped</li> </ul>	

<b>Please check-off to confirm the below:</b>	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	