

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **TD-ANK-2024-0085**

Date: 22 March 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Accommodation, Meeting Packages and Catering Services in Izmir (5 Stars Hotel)

International Organization for Migration (IOM) kindly requests prospective service providers (Hotels) to submit the quotation for the Provision of Accommodation, Meeting Packages and Catering Services in Izmir (5 Stars Hotel) as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical Offer

Annex 4: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted separately as Technical Offer (using Annex 2: Quotation Submission Form, Annex 3 Technical Offer) and separately as Financial Offer Annex 4, by the method and by the date and time indicated. It is your responsibility to ensure that your offers are submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

IOM Ankara Procurement Unit

Date: 22 March 2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>05 April 2024, 15:00, GMT+3</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomturkiyetenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 8MB ▪ Mandatory subject of email as follows: For Technical Offer: TD-ANK-2024-0085 – TECHNICAL OFFER For Financial Offer: TD-ANK-2024-0085 – FINANCIAL OFFER ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt. <p>Quotations should be sent in separate emails as follows:</p> <ul style="list-style-type: none"> - Separate e-mail for the Technical Offer - Separate e-mail for the Financial Offer <p>Non-compliance with this instruction shall result in rejection of the bid received.</p>
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Euro
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall:

	<input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Whole RfQ Document duly completed, signed and stamped <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed, signed and stamped <input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed, signed and stamped and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Annex 4: Financial Offer duly completed, signed and stamped <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Price validity period	Prices are valid for 1 year contract duration.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Mr. Alper ARSLAN Mobile Number: +90 536 866 7720 E-mail address: procsupportank@iom.int The above e-mail procsupportank@iom.int should be used <u>only</u> for any potential questions/clarifications. Attention: Quotations shall not be submitted to this address. (Quotations received to procsupportank@iom.int , will not be considered for evaluation.)
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before (02 April 2024) the submission deadline. Responses to request for clarification will be communicated through email and Tender Bulletin at IOM web page by 02 April 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest priced, most technically acceptable <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Service Agreement
Expected date for contract award.	29 April 2024
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM

UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

1. Description of Services

1.1 IOM requests prospective Service Providers (Hotels) to submit their best priced proposals (corporate and United Nations rates) for providing different Meeting and Accommodation Facilities and Catering Services (the “Services”) in relation to IOM activities associated with conducting events, workshops, trainings, interviews, meetings, seminars, etc) with due consideration to the following requirements:

- 1.1.1 Meeting and conference related accessories like; podium, sound system, projector, screen, microphones, etc.
- 1.1.2 Meeting and conference related stationery like; flip chart, notebooks, pens, etc.
- 1.1.3 A good speed of free wireless internet.
- 1.1.4 Providing sufficient and experienced staffing to handle the required services smoothly and in timely manner.

1.2 The categories for the accommodation and meeting package are found in below table.

No.	Description	Qty.	Unit Measure
1	Accommodation for Single Room (Bed and Breakfast) (open buffet breakfast)	1	Per Room / Per Day
2	Accommodation for Single Room (Half Board) (open buffet breakfast and dinner)	1	Per Room / Per Day
3	Accommodation for Single Room (Full Board) (open buffet breakfast, lunch and dinner)	1	Per Room / Per Day
4	Accommodation for Double Room (Bed and Breakfast) (open buffet breakfast)	1	Per Room / Per Day
5	Accommodation for Double Room (Half Board) (open buffet breakfast and dinner)	1	Per Room / Per Day
6	Accommodation for Double Room (Full Board) (open buffet breakfast, lunch and dinner)	1	Per Room / Per Day
7	Meeting Package (Half Day) (half day meeting room, one coffee break, full international lunch buffet/set menu, mineral water and one soft drink during the lunch, all below accessories included at the meeting space, and stationery)	1	Per Person / Per Day
8	Meeting Package (Full Day) (full day meeting room, two coffee breaks, full international lunch buffet/set menu, mineral water and one soft drink during the lunch, all below accessories included at the meeting space, and stationery)	1	Per Person / Per Day
9	Meeting Room (Half Day) (floors – with or without windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day
10	Meeting Room (Full Day) (floors – with or without windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day
11	Meeting Room (Half Day) (floors – with windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day

No.	Description	Qty.	Unit Measure
12	Meeting Room (Full Day) (floors – with windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day
13	Extra Coffee Break (tea, coffee, fresh drinks, pastries, water, etc)	1	Per Person / Per Break
14	Extra Breakfast Meal (cheese, olives, tomato, butter, cucumber, jam or honey, boiled or scrambled eggs, tea, coffee, etc with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Breakfast
15	Extra Lunch Meal (meat, chicken, fish, rice, potato, etc, with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Room / Per Day
16	Extra Dinner Meal (Regular) (meat, chicken, fish, rice, potato, etc, with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Dinner
17	Extra Dinner Meal (Gala / Cocktail) (meat, chicken, fish, rice, potato, etc, with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Dinner
18	Food Box – Breakfast, Lunch or Dinner (meat, chicken, fish, rice, potato, etc, with water and soft drink)	1	Per Person / Per Box

General Notes:

- ✓ Reservations for the upcoming month will be sent 2-3 weeks before the check-in date due to tight and unpredictable schedules. Hotel management should be flexible with this arrangement.
- ✓ IOM cannot anticipate and give exact numbers well in advance.
- ✓ IOM pays what IOM occupies. Nothing less, nothing more.
- ✓ Meeting rooms must be fully furnished and electronically equipped. White board, pens, notebooks, flipcharts, potable water must be ready for IOM. (IOM requires minimum of 10 meeting rooms).
- ✓ WiFi and landline internet connection must be available in meeting rooms.
- ✓ Standard and barrier-free restrooms must be accessible on the same floor of meeting rooms.
- ✓ Meeting room space must be barrier-free.
- ✓ Cooling and heating at the entire hotel facility should be properly functioning.
- ✓ IOM Clients will use all areas and facilities of the hotel.
- ✓ No-show to be considered free of charge.
- ✓ There must be no fee for early check-in and late check-out.
- ✓ Hotel employees must help IOM clients to carry their luggage.
- ✓ Hotel employees will treat IOM clients in a very polite and respectful manner and there will be no discrimination whatsoever.
- ✓ Hotel shall make necessary partitions for the big meeting rooms as IOM needs so to reach the needed number of rooms.
- ✓ Each category may be ordered separately depending on IOM's request.
- ✓ Rates must include the provision of; accessories, stationery, servants, utensils, food distribution and cleaning services, etc.

- ✓ Meals must be properly cooked and hot. The food must be of the highest quality.
 - ✓ The services must be of the highest standards.
 - ✓ All food prepared must be through using highest standards and hygiene methods to ensure the freshness and highest quality of the food and cooking service.
 - ✓ Cooking utensils should be made from Aluminum or galvanized metal.
 - ✓ Cooking process should be made on adequate source of heat that will allow temperature of cooked food to be more than 120 Celsius.
 - ✓ Water used for the cooking and cleaning utensils should be clean water, purified and treated properly.
 - ✓ All prices to be quoted must be valid at least for one calendar year from the date of the proposal.
 - ✓ The caterer must have the necessary qualifications, licenses, experience and abilities to provide services to IOM.
 - ✓ Hotel must provide one dedicated contact person for the logistical arrangements related to IOM activities (preferably Arabic speaker).
 - ✓ The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this service.
- 1.3 Only eligible and accredited Service Providers (Hotels) may submit Proposals. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the successful Service Provider.
- 1.4 Service Providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.



ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their Technical Offer along with Annex 3: Technical Offer. The Bidder 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	TD-ANK-2024-0085	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

(Please fill it up, sign it and attach it to the Quotation package)



VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: Mr. _____

Other Names/Acronyms _____

Address* _____

House No _____

Street Name _____

ZIP/Postal Code* _____

City* _____

Region* _____

Country* _____

Contact Information

Company Tel/Mobile: _____ Contact Person: _____

Company Email: _____ Contact Person: _____

Company Website: _____

Industry Category*:

<input type="checkbox"/> 0100 - Commercial Vendors	<input type="checkbox"/> 0500 - International Organizations - Non-UN
<input type="checkbox"/> 0200 - National CSOs	<input type="checkbox"/> 0600 - UN entities
<input type="checkbox"/> 0300 - National Government Entities	<input type="checkbox"/> 0005 - Individual Consultant/Non-Staff
<input type="checkbox"/> 0400 - International CSOs	

Business Type*:

Direct Producer/Manufacturing

Reseller/Distributor/Service Provider

Provide Services/Goods Internationally* Yes No

Disability-inclusive* Yes Not applicable

Women-owned/controlled* At least 51% women-owned/controlled

Less than 51% women-owned/controlled

Not applicable

Environmental Statement* Yes No

Environmental or Energy Management System* Yes No

Notes

All fields marked with * are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).

Vendor Name - should match IDs or registration documents.

If there is insufficient space, please use the Other Information section

Product Categories (check all applicable)*

<input type="checkbox"/> Agriculture, Livestock and Fisheries	<input type="checkbox"/> Fuels and Derivatives	<input type="checkbox"/> Legal and Investigation	<input type="checkbox"/> Power Supply and Electric
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Furniture	<input type="checkbox"/> Logistics and Warehousing	<input type="checkbox"/> Quality Control and Environment
<input type="checkbox"/> Clothing and Luggage	<input type="checkbox"/> Hospitality, Events	<input type="checkbox"/> Media and Printing	<input type="checkbox"/> Security
<input type="checkbox"/> Construction	<input type="checkbox"/> Insurances	<input type="checkbox"/> Medical, Drugs and Pharma	<input type="checkbox"/> Social and Humanitarian Services
<input type="checkbox"/> Consultancy and Contracted Services	<input type="checkbox"/> IT and Communications	<input type="checkbox"/> NFIs - Household and Camps	<input type="checkbox"/> Tickets
<input type="checkbox"/> Finance and Administration	<input type="checkbox"/> Land and Buildings	<input type="checkbox"/> Office Equipment and Supply	<input type="checkbox"/> Tools and Machinery
<input type="checkbox"/> Food and Beverage	<input type="checkbox"/> Learning, Training and Recreation	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Vehicles and Accessories

UNGM No. _____ <https://www.ungm.org/UNUser/Home>

UN Partner Portal Reference _____ <https://www.unpartnerportal.org>

Registration Date* _____ Country of Operations (dd-mmm-yyyy)

VAT Number _____

Licensing Auth./Type _____ License No.: _____ Reg. Date: _____ Expiry Date: _____

For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)

Same entity registered in another office _____

Parent company _____

Subsidiaries/Branches _____

Other Information:



VENDOR INFORMATION SHEET

Section II: Payment and Banking Information

Payment Details

Payment Method* Bank Transfer Check** Cash** Others** _____

Justification for Non-Bank Payment Method** _____

Notes
 Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.
 Non-bank payment methods require justification.

Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name _____
 Bldg and Street _____
 City _____
 Postal Code _____
 Country _____
 Bank Account Name _____
 Bank Keys _____
 Account Currency _____
 Bank Account No. _____

*Depending on the country _____
 Swift Code/BIC (accounts outside U.S.A.) _____
 IBAN Number (mandatory for banks in Europe) _____
 Clearing No. (CHF accounts in Switzerland) _____
 ABA No. for ACH (USD accounts in U.S.A.) _____
 Bank Branch Code _____

Notes
 If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

 Printed Name

 Position/Title

 Signature

 Date

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their Technical Offer along with Annex 2 Quotation Submission Form. The Bidder 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	TD-ANK-2024-0085	Date:

Technical Offer

Provide the following:

The Technical Offer shall be in a separate document, provides the following information using the Service Provider’s preferred template:

Quotations should be sent in separate emails as follows:

- **Separate e-mail for the Technical Offer**
- **Separate e-mail for the Financial Offer**

Non-compliance with this instruction shall result in rejection of the bid received.

3.1 Administrative Documents

- i. Chamber of commerce
- ii. Official gazette
- iii. Taxation cards
- iv. Authorized signature list

3.2 A brief description of the Service Provider’s profile and past performance/experience of the same type of the requested activity. Experience and Reference Contact Information (project names, description, status, reason for relevance, roles and responsibilities):

- i. Relevant Contractual projects (UN Agencies)- if any.
- ii. Relevant Contractual projects (EU Agencies) - if any.
- iii. Relevant Contractual projects (Others) - if any.

ANNEX 4: FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation with separate email. The Bidder 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.

Name of Bidder:		
RFQ reference:	TD-ANK-2024-0085	Date:

Quotations should be sent in separate emails as follows:

- Separate e-mail for the Technical Offer
- Separate e-mail for the Financial Offer

Non-compliance with this instruction shall result in rejection of the bid received.

4.1 Financial Offer

Currency of Quotation: Euro

No.	Description	Qty.	Unit Measure	High Season (Jun – Sep)		Low Season (Oct – May)	
				Group Rate (more than 11 pax)	Single Rate (up to 10 pax)	Group Rate (more than 11 pax)	Single Rate (up to 10 pax)
1	Accommodation for Single Room (Bed and Breakfast) (open buffet breakfast)	1	Per Room / Per Day				
2	Accommodation for Single Room (Half Board) (open buffet breakfast and dinner)	1	Per Room / Per Day				
3	Accommodation for Single Room (Full Board) (open buffet breakfast, lunch and dinner)	1	Per Room / Per Day				
4	Accommodation for Double Room (Bed and Breakfast) (open buffet breakfast)	1	Per Room / Per Day				
5	Accommodation for Double Room (Half Board) (open buffet breakfast and dinner)	1	Per Room / Per Day				
6	Accommodation for Double Room (Full Board) (open buffet breakfast, lunch and dinner)	1	Per Room / Per Day				
7	Meeting Package (Half Day) (half day meeting room, one coffee break, full international lunch buffet/set menu, mineral water and one soft drink during the lunch, all below accessories included at the meeting space, and stationery)	1	Per Person / Per Day				
8	Meeting Package (Full Day) (full day meeting room, two coffee breaks, full international lunch buffet/set menu, mineral water and one soft drink during the lunch, all below accessories included at the meeting space, and stationery)	1	Per Person / Per Day				

No.	Description	Qty.	Unit Measure	High Season (Jun – Sep)		Low Season (Oct – May)	
				Group Rate (more than 11 pax)	Single Rate (up to 10 pax)	Group Rate (more than 11 pax)	Single Rate (up to 10 pax)
9	Meeting Room (Half Day) (floors – with or without windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day				
10	Meeting Room (Full Day) (floors – with or without windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day				
11	Meeting Room (Half Day) (floors – with windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day				
12	Meeting Room (Full Day) (floors – with windows) (capacity of 40 to 50 pax) (Without coffee breaks and lunch)	1	Per Room / Per Day				
13	Extra Coffee Break (tea, coffee, fresh drinks, pastries, water, etc)	1	Per Person / Per Break				
14	Extra Breakfast Meal (cheese, olives, tomato, butter, cucumber, jam or honey, boiled or scrambled eggs, tea, coffee, etc with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Breakfast				
15	Extra Lunch Meal (meat, chicken, fish, rice, potato, etc, with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Lunch				
16	Extra Dinner Meal (Regular) (meat, chicken, fish, rice, potato, etc, with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Dinner				
17	Extra Dinner Meal (Gala / Cocktail) (meat, chicken, fish, rice, potato, etc, with hot/fresh drinks, water and dessert) (Open Buffet or Set Menu)	1	Per Person / Per Dinner				
18	Food Box – Breakfast, Lunch or Dinner (meat, chicken, fish, rice, potato, etc, with water and soft drink)	1	Per Person / Per Box				

Room prices to be VAT excluded.

For extra guests under 18 years old, below charges shall be considered	Percentage (%)
Up to 6 years old	
7 to 12 years old	
13 year old and above	

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature(s): Date: Name: Title of Authorised Signatory: Email Address: