**Reference No. RFP#KYR 07/2016**

Date: 18 Oct 2016

**Corrigendum No. 1 to**

**REQUEST FOR PROPOSAL**

**PROVISION OF HOTEL AND CONFERENCE SERVICES FOR OSCE EVENTS AT a 4 STAR HOTEL IN BISHKEK CITY**

**Reference No. RFP#KYR 07/2016**

**ANNEX D Technical compliance form and ANNEX E: pricing format-** are replaced by the following:

**“ANNEX D Technical compliance form**

1. ***Rental conference facilities at 4 star hotel***

|  |  |
| --- | --- |
| ***Requirements*** | Compliance / non-compliance(to be filled by bidder) |
| *Rent a conference room for 15-25 people in theatre style seating arrangement or circular* |  |
| *Rent a conference room for 25-30 people in theatre style seating arrangement or circular* |  |
| *Rent a conference room for 30-50 people in theatre style seating arrangement or circular* |  |
| *Rent a conference room for 50-70 people in theatre style seating arrangement or circular* |  |
| *Rent a conference room for 70-100 people in theatre style seating arrangement or circular* |  |
| *Rent a conference room for 100-120 people in theatre style seating arrangement or circular* |  |
| *Rent a conference room for 120-150 people in theatre style seating arrangement or circular* |  |
| *Rent of meeting rooms for 6-8 people* |  |
| *Rental equipment in the conference room (1 projector, 1 screen)* |  |
| *Rent of 1 radio microphone* |  |
| *Rent of printer, fax, scanner* |  |
| *Rent of office for organizers* |  |
| *Rent of glasses* |  |
| *Mineral water on the tables (carbonated / non-carbonated, 0,5l)* |  |
| ***Mobilisation period: 5 working days before the event*** |  |
| ***Free cancellation of the conference facilities – 3 working days before the start of the event*** |  |

1. ***Accommodation and meals at 4-star hotel***

|  |  |
| --- | --- |
| ***Requirements*** | Compliance / non-compliance(to be filled by bidder) |
| *Single Room (including/excluding breakfast)* |  |
| *Double Room (with separate beds), including/excluding breakfast* |  |
| *De Lux room including/excluding breakfast* |  |
| *3 or 2 times meal* |  |
| ***Mobilisation period: 5 working days before the event*** |  |
| ***Free cancellation of accommodation – 24 hours before the intended time of arrival*** |  |

1. ***Catering (organization of buffet and served receptions, coffee breaks, meals) during the event at 4-star hotel***

|  |  |
| --- | --- |
| ***Technical parameters*** | Compliance / non-compliance(to be filled by bidder) |
| *Coffee breaks for 15-25 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 25-30 persons (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 30-50 persons (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 50-70 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 70-100 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 100-120 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 120-150 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Coffee breaks for 150-200 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* |  |
| *Organization of lunch for 25-30 persons ( serviced seating: minimum requirements:1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of lunch for 30-50 persons ( serviced seating: minimum requirements:1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of lunch for 50-70 persons ( serviced seating: minimum requirements:1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of lunch for 70-100 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of lunch for 100-120 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of lunch for 120-150 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of lunch for 150-200 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* |  |
| *Organization of dinner for 25-30 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 30-50 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 50-70 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course, 1 main course, 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 70-100 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course, 1 main course, 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 100-120 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 120-150 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 150-200 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* |  |
| *Organization of dinner for 200 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* |  |
| *Dinner for 25-30 people (buffet: minimum requirements: at least 3 types of snacks \ salads, pickles, vegetables, meats, cold cuts, at least 3 types of hot dishes, at least 3 types of desserts, drinks: beer, mineral water (carbonated / non-carbonated ), at least 3 types of juices, tea, coffee)* |  |
| *Dinner for 30-50 people (buffet: minimum requirements: at least 3 types of snacks \ salads, pickles, vegetables, meats, cold cuts, at least 3 types of hot dishes, at least 3 types of desserts, drinks: beer, mineral water (carbonated / non-carbonated ), at least 3 types of juices, tea, coffee)* |  |
| *Dinner for 50-70 people (buffet: minimum requirements: at least 3 types of snacks \ salads, pickles, vegetables, meats, cold cuts, at least 3 types of hot dishes, at least 3 types of desserts, drinks: beer, mineral water (carbonated / non-carbonated ), at least 3 types of juices, tea, coffee)* |  |
| *Organization of banquet for 70-100 people, seating at the table (minimum 3 kinds of snacks \ salads, vegetables, meats, cold cuts, 3 types of hot dishes, dessert)* |  |
| *Organization of banquet for 100-120 people, seating at the table (minimum 3 kinds of snacks \ salads, vegetables, meats, cold cuts, 3 types of hot dishes, dessert)* |  |
| *Organization of banquet for 120-150 people, seating at the table (minimum 3 kinds of snacks \ salads, vegetables, meats, cold cuts, 3 types of hot dishes, dessert)* |  |
| *Organization of banquet for 150-200 people, seating at the table (minimum 3 kinds of snacks \ salads, mixed vegetables, cold cuts, 3 types of hot dishes, dessert)* |  |
| ***Free cancellation of coffee-breaks – 24 hours before the start of the meal*** |  |
| ***Free cancellation of other catering – 48 hours before the start of the meal*** |  |

**Annex E: pricing format**

**Table 1: *Rental conference facilities at 4 star hotel***

|  |  |  |  |
| --- | --- | --- | --- |
| ***##*** | ***Description of services*** | ***Unit*** | ***Price per unit***  ***(Net of VAT)***  ***(Indicate currency)*** |
|  | *Rent a conference room for 15-25 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent a conference room for 25-30 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent a conference room for 30-50 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent a conference room for 50-70 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent a conference room for 70-100 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent a conference room for 100-120 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent a conference room for 120-150 people in theatre style seating arrangement or circular* | *Day/half day* |  |
|  | *Rent of meeting rooms for 6-8 people* | *Day/half day* |  |
|  | *Rental equipment in the conference room (1 projector, 1 screen)* | *Day/half day* |  |
|  | *Rent of 1 radio microphone* | *I item for Day/ 1 item for half day* |  |
|  | *Rent of printer, fax, scanner* | *Set per Day/set per half day* |  |
|  | *Rent of office for organizers* | *Day/half day* |  |
|  | *Rent of glasses* | *glass* |  |
|  | *Mineral water on the tables (carbonated / non-carbonated, 0,5l)* | *bottle* |  |
|  | **% of VAT if applied** |  |  |

\* half day is minimum 3 hours

***Table 2: Accommodation, meals of participants at 4-star hotel***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item ##*** | ***Description of services*** | ***Unit*** | ***Price per unit***  ***Net of VAT***  ***(Indicate currency)*** |
|  | *Single Room (including/excluding breakfast)* | *room/night* |  |
|  | *Double Room (with separate beds), including/excluding breakfast* | *room/night* |  |
|  | *De Lux room including/excluding breakfast* | *room/night* |  |
|  | *3 or 2 times meal* | *Person/day* |  |
|  | **% of VAT if applied** |  |  |

***TABLE 3. Catering (organization of buffet and served receptions, coffee breaks, meals during the event at 4-star hotel***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item ##*** | ***Description of services*** | ***Unit*** | ***Price per unit***  ***Net of VAT***  ***(Indicate currency)*** |
|  | *Coffee breaks for 15-25 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 25-30 persons (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 30-50 persons (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 50-70 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 70-100 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 100-120 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 120-150 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Coffee breaks for 150-200 people (coffee, tea, 2 kinds of juice, cream, cookies, samsy)* | person |  |
|  | *Organization of lunch for 25-30 persons ( serviced seating: minimum requirements:1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of lunch for 30-50 persons ( serviced seating: minimum requirements:1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of lunch for 50-70 persons ( serviced seating: minimum requirements:1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of lunch for 70-100 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of lunch for 100-120 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of lunch for 120-150 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of lunch for 150-200 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course, 1 soft drink)* | person |  |
|  | *Organization of dinner for 25-30 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 30-50 persons ( serviced seating: minimum requirements: 1 appetizer, 1 first course, 1 main course 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 50-70 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course, 1 main course, 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 70-100 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course, 1 main course, 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 100-120 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 120-150 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 150-200 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Organization of dinner for 200 persons (seating Serviced: minimum requirements: 1 appetizer, 1 first course course, 1 main course, 2 kinds of desserts, 1 soft drink)* | person |  |
|  | *Dinner for 25-30 people (buffet: minimum requirements: at least 3 types of snacks \ salads, pickles, vegetables, meats, cold cuts, at least 3 types of hot dishes, at least 3 types of desserts, drinks: beer, mineral water (carbonated / non-carbonated ), at least 3 types of juices, tea, coffee)* | person |  |
|  | *Dinner for 30-50 people (buffet: minimum requirements: at least 3 types of snacks \ salads, pickles, vegetables, meats, cold cuts, at least 3 types of hot dishes, at least 3 types of desserts, drinks: beer, mineral water (carbonated / non-carbonated ), at least 3 types of juices, tea, coffee)* | person |  |
|  | *Dinner for 50-70 people (buffet: minimum requirements: at least 3 types of snacks \ salads, pickles, vegetables, meats, cold cuts, at least 3 types of hot dishes, at least 3 types of desserts, drinks: beer, mineral water (carbonated / non-carbonated ), at least 3 types of juices, tea, coffee)* | person |  |
|  | *Organization of banquet for 70-100 people, seating at the table (minimum 3 kinds of snacks \ salads, vegetables, meats, cold cuts, 3 types of hot dishes, dessert)* | person |  |
|  | *Organization of banquet for 100-120 people, seating at the table (minimum 3 kinds of snacks \ salads, vegetables, meats, cold cuts, 3 types of hot dishes, dessert)* | person |  |
|  | *Organization of banquet for 120-150 people, seating at the table (minimum 3 kinds of snacks \ salads, vegetables, meats, cold cuts, 3 types of hot dishes, dessert)* | person |  |
|  | *Organization of banquet for 150-200 people, seating at the table (minimum 3 kinds of snacks \ salads, mixed vegetables, cold cuts, 3 types of hot dishes, dessert)* | person |  |
|  | **% of VAT if applied** |  |  |

**Please indicate a discount for the additional services/items not included in the request, but which you can provide.**