
Date: 18 May 2018

Clarification Note # 1

Request For Proposal (RFP) No. UKR/01/2018 - Provision of Hotel Accommodation and Event Management Services

In accordance with issued RFP No. UKR/01/2018 - Provision of Hotel Accommodation and Event Management Services, the OSCE would like to provide the following clarifications to the RFP Documents:

Question 1: As the contract will be for three years, does it mean that the prices will be fixed for three years?

Answer 1: For the first 2 (two) years of the contract the prices for Contractor's services (Table 2: "Other Services") shall be firm and fixed. The prices for hotel related services (Table 1: "Hotel Accommodation, Catering and Conference Rooms") shall be below common market prices. For the third year of the contract the prices may be amended within 2% (two percent) limit from the prices of the previous year.

Question 2: Is it possible to accommodate the same group in different hotels in some cases?

Answer 2: Accommodation shall be provided according to the Terms of Reference established for each particular event. If it is required that all the participants should stay in the same hotel accommodation shall be provided in one place. Accommodation in different hotels might be provided if it is allowed by the related Terms of Reference.

Question 3: Is there a plan or schedule for the events and accommodation? Or all of activity will be on 3 days' notice basis?

Answer 3: Unfortunately there is no plan or schedule for the events and accommodation to be provided to Contractor in advance. As issued Terms of Reference says any orders placed against the contract shall be on an "as and when required" basis, and the OSCE shall be under no obligation to procure any or all of the Services exclusively from the selected contractor(s). Normally the OSCE would make efforts to issue the requests reasonably in advance, but in some cases due to operational reasons the requests may be sent at short notice, i.e. one week but not less than 3 days prior to the commencement of the required services.

Question 4: In the Annex E there is a table for completion. How can we determine the small and the big Conference room? In case there few rooms in the hotel which are good for us?


Answer 4: Please, consider actual technical availability of the conference room(s) in each Hotel required and provide their rate(s). Theoretically you can adhere to: small for less than 50 people

and big - 50 people and more. There is a comment in the price schedule: «**If any of the Hotels has either big or small conference room only, the relevant comment should be provided and actual price for the Hotel conference premises shall be offered for both room types». Meaning when completing price schedule you should mention that Hotel has only small conference room/ or only big one and the same rate is provided in both columns (for small and for big room).

Question 5: Price per night in hotels varies depending on the season. Which one is good for the tender? For example, can we put the lowest one?

Answer 5: As it is stated in the issued Terms of Reference prices offered in the Table 1: “Hotel Accommodation, Catering and Conference Rooms”, i.e. hotel services, shall be realistic and correspond to the season/period of completing/submission of the Proposal that is May-June 2018.

Sincerely,


Emina Sibic,
Chief of Fund Administration,
OSCE Project Coordinator in Ukraine

