

Date: 08 February 2020

### Clarification Note

to

#### **RFP/SMM/58/2020 Provision of Hotel Accommodation Services for the OSCE Special Monitoring Mission to Ukraine (SMM)**

	<b>QUESTION</b>	<b>ANSWER</b>
1	<p>In the RFP mentioned that OSCE SMM is exempt from VAT and all prices should be made excluding VAT. Due to hotel financial regulations based on tax legislation of Ukraine in order to exclude VAT from the prices and issue invoice excluding VAT we should obtain 3 documents stamped by your organization:</p> <ul style="list-style-type: none"> <li>• registration card of the project</li> <li>• procurement plan</li> <li>• accreditation certificate</li> </ul> <p>Please kindly advise if you can provide this documents for us to be able to provide VAT exempt invoices.</p>	<p>OSCE SMM is exempt from VAT, however invoices can be submitted including VAT and will be paid in full (initial invoices from service providers and any other information required for confirmation of services provided can be requested). Payment will be done only upon submission of full set of payment documents in original authorized by the vendor for local contractors: invoice, tax bill (in case the Contractor is the VAT payer) and acts of acceptance, everything authorized by the Contractor. For international contractors submission of full set of documents via e-mail is possible, with further original set delivery via mail.</p>
2	<p>Відправка файлу має бути з конкретною назвою, але ворд або пдф не дає змогу зберігати в такому форматі назву (прохання уточнити, яким саме чином і в якому форматі мають бути збережені документи)/</p> <p>The message of the file should have the specific name, but Word or PDF do not allow to save in this name format (kindly specify how exactly and in what format the documents should be saved)</p>	<p>The ways how to submit the offer should be discussed with your IT department. For instance documentation can be sent as archived file, the one initial folder with different files in it. The name of the file can be named with the help of underscore symbol “_”: RFP_SMM_58_2020_TECHNICAL PROPOSAL_ Hotel name - in this case the file can be easily stored in all formats.</p>
3	<p>Ціни які пропонуються в фінансовій частині залишаються незмінні на мінімум 2 роки? чи може бути корекція згідно даного контракту і перегляд ціни?/</p> <p>The prices offered in the financial part remain unchanged for 2 years? Can there be a correction under this contract and a price revision?</p>	<p>The contract is going to be established for two years, the prices shall remain fixed for this period.</p>

4	<p>Вендор форма має бути окремим файлом від технічного файлу? (так як цей документ іде окремо) Що мається на увазі під: Three references with names/  Should the Vendor form be a separate file from the technical file? (since this document goes separately) What is meant by: Three references with names.</p>	<p>Vendor registration form should be a part of Technical offer. “Three references with names” means that the vendor should provide names of the three customers which can be contacted for references.</p>
5	<p>Ціни вказуємо без ПДВ, але рахунки оплачуються як зазвичай з ПДВ. Все так? Десь вказувати інформацію, що на сьогодні ПДВ 7 відсотків ?/  Prices are to be indicated without VAT, but invoices will be paid as usual with VAT. Is that correct? Should the information about 7% VAT be somewhere indicated?</p>	<p>OSCE SMM is exempt from VAT, however invoices can be submitted including VAT and will be paid in full (initial invoices from service providers and any other information required for confirmation of services provided can be requested). Payment will be done only upon submission of full set of payment documents in original authorized by the vendor for local contractors: invoice, tax bill (in case the Contractor is the VAT payer) and acts of acceptance, everything authorized by the Contractor. For international contractors submission of full set of documents via e-mail is possible, with further original set delivery via mail.  Information about 7% VAT can be indicated as the footnote in the Annex F.</p>
6	<p>Що мається на увазі під цим пунктом? Each participating Hotel should fill in LOT table corresponding to its location./  What is meant under the following paragraph? Each participating Hotel should fill in LOT table corresponding to its location.</p>	<p>Annex F consists of 12 LOTS, each LOT corresponds to specific city. Bidders should fill in LOT/LOTs with the city name where the hotel is located. If the Bidder represents the Hotel chain, multiple LOTS can be filled in.</p>
7	<p>Туристична такса також змінюється щороку- десь потрібно вказувати цю інформацію?/ Tourist fee changes each year, should we indicated this info somewhere?</p>	<p>In Annex F under each LOT there is a table for tourist tax information. All additional information may be provided as a footnote under the same table.</p>
8	<p>В фінансовій пропозиції мені просто видалити готелі, в тих містах де ми не пристуні? чи залишати пустими?/</p>	<p>Kindly fill in only corresponding to your city/cities LOTs, others should be left blanked.</p>

	In Financial proposal should I delete the cities where we do not operate? Or should I leave the fields blank?	
9	Що означає фраза: Validity of offer: 120 days/  What does it mean: Validity of offer: 120 days/	It means that all conditions submitted under the bid for this tender (Technical and Financial parts, all conditions stipulated there) should remain valid during 120 days.
10	Питання по технічній документації: в колонці я маю лише заповняти відповідає чи ні? А де тоді має бути опис всього (адрес готелю, кількість номерів і т.д.?)  Questions on technical documentation: in the column I only have to fill in comply or not comply? In this case where the description of everything (hotel address, number of rooms, etc) should be indicated?	You should fill in Comply/NOT Comply in the Compliance remark field. All additional information about the hotel can be provided either on the separate files, or you can comment in the same file after putting compliance comment, for example: COMPLY, the 3 stars hotel with 15 rooms in it, etc.
11	І вес таки у вкладенні має бути лише два файли: Технічна частина та Фінансова , в Технічній є і інші документи: ліцензія, сертифікати про зірковість готелів, вендор форма, сама технічна специфікація) як коректно це оформлювати аби було один документом?/  There have to be two files in the attachment: technical Part and Financial part, in Technical part there are other docs as well: licenses, hotel category certification, vendor registration form, technical offer itself – how to make it as one file.	The ways how to submit the offer should be discussed with your IT department. For instance documentation can be sent as archived file, the one initial folder with different files in it.
12	В объяснениях к тендеру говорится, что предложения по Харькову должны подавать только отели, расположенные в центре города (это основное условие). Мы находимся не в центре (около 8 км. от него). Это принципиально или всё равно можно подавать?/  In the tender it is said that only hotels located in the city center should submit proposals for Kharkiv (this is the main condition). We are not in the center (about 8 km.from it). Is it a matter of principle or can we still submit it?	The Bidder should comply with all Mandatory requirements stipulated in the Annex D, if at least one of the mandatory requirements is not met, the vendor will be disqualified from the tender.

13	<p>Форму С нужно заполнять на 2-х языках или можно на украинском/ Annex C should be filled in in 2 languages or it can be filled only in Ukrainian?</p>	<p>Annex C Vendor registration form should be filled in in two languages</p>
14	<p>Если у нас 8 категорий номеров, то указывать все? Такой же вопрос касается конференц. залов и вариантов по питанию./</p> <p>If we have 8 room categories, should we indicate all? The same question for conference room and meals.</p>	<p>According to the Annex F, the price for single standard is requested. The prices for other room categories can be indicated in the separate files.</p> <p>As for Conference rooms: it is expected that the proposed room will be suitable for up to 50 people, thus if multiple selection is given, kindly provide the price for the room where it is possible to house the maximum required number of participants.</p> <p>As for meals: kindly provide prices as per requested in Annex F composition of meals.</p>
15	<p>В форме D ставить только односложные ответы (например, в вопросах 6, 7, 8, 9 и т.п. да или нет)?/</p> <p>In Annex D only monosyllabic answers are expected 9for example in questions 6, 7, 8, 9 and etc .yes or no)?</p>	<p>The bidder shall state the compliance with the stipulated in Annex D requirements by putting COMPLY or NOT comply in each line, further comment can be provided in the same field if needed.</p>