
Date: 27 February 2013

Clarification Note # 1

**Request for Proposal No. UKR/03/2013 - PROVISION OF HOTEL ACCOMMODATION AND
EVENT MANAGEMENT SERVICES FOR THE OSCE PROJECT CO-ORDINATOR IN UKRAINE**

I. In accordance with paragraphs 8.2 and 8.3 of the Instructions to Bidders, the OSCE would like to provide the following clarifications to the Bidding Documents:

Question 1: The indicative amount of Hotel rooms and nights in the Terms of Reference apparently includes both those to be used for expert visits, and for events. Would it be possible to provide a separate amount for the events (which is non-obligatory and for our information only)?

Answer 1: It should be noted that indicative statistics on the estimated annual number of hotel rooms and nights/ per city provided in the Terms of Reference is related to the OSCE Events, the estimated annual number of which is mentioned per city as well. As it is specified in the ToR the figures are indicative and may vary significantly.

Question 2: As the event schedule is not specified, is it possible to offer a high-season and a low-season price for accommodation (if large-scale events are to be held in low season, it may significantly impact the budget)?

Answer 2: The prices offered by the Bidder in the Table 1: Hotel Accommodation, Catering and Conference Rooms should be realistic and correspond to the period of completing/ submission of the Proposal.

Question 3: In order to provide for the cost efficiency, may we offer 1-2 additional venues apart from those on the list?

Answer 3: You may provide description of additional venues which can be offered by your company in the form Section III - C item-by-item commentary on the Terms of Reference describing the proposed approach and methodology to demonstrate substantial responsiveness to the requirements (Technical Proposal). As for the Section IV – B Summary of Costs, please complete the Table 1 according to the lists of hotels provided in the issued Bidding Documents.

Question 4: Transfers: kindly specify the bus and minibus capacity (may vary from 8 to 18 and from 30 to 50 + 2 seats respectively)?

Answer 4: The capacity of minibus shall be up to 20 seats, the capacity of bus - up to 50 seats.

Question 5: Regarding the event management services: does the *price per day/ event* imply the following formula: 2 days of the event*price per day=total price, or can additional days of event preparation be counted?

Answer 5: It is expected that the prices offered by the Bidder regarding the cost component: «*Registration of participants; preparing, delivery and distribution of information materials; other event support services*» should specify the costs of above services provided by the Contractor during one day of the event with up to 50 participants and during one day of the event with over 50 participants accordingly. Those costs should include also preparation stage (if any).

Question 6: Period of validity of the financial proposal. In Section II of the Bidding Data Sheet, it is stated that proposals must remain valid 90 calendar days after the deadline for the receipt of Proposals. But in Procurement Notice on the RFP it is said that an aggregate duration of the contract signed as a result of this tender shall not exceed three (3) years. As you understand hotel tariffs within a 3 year period can change significantly.

Answer 6: The period of validity of Proposal is 90 calendar days from the deadline for the receipt of the Proposals. That is the period of time required for completion of evaluation process, obtaining all approvals, notification of contract award until the Contract is signed. The Contract resulting from this bidding exercise will provide possibility to adjust the prices for hotel services according to further possible fluctuation/ changes of the market situation.

Question 7: Conference rooms. In Table 1 of Financial Proposal Forms we should indicate costs of large and small conference rooms. Please, clarify the approximate capacity and seating arrangements of needed conference rooms, since in some hotels there are several options for each category.

Answer 7: Please, provide price of one small conference room (per day) as well as price of one big conference room (per day) actually available in those hotels included to the list of the Table 1: Hotel Accommodation, Catering and Conference Rooms /city.

Question 8: Rent of equipment. In different cities its cost can differ. Should we calculate the average costs of these expenses?

Answer 8: It is expected that indicated costs (as per list of equipment/ per day) are the prices to be further offered by Contractor for providing the listed event related equipment irrespectively of the city for the Event conducting.

Question 9: Hotel transfers. In the RFP numerous hotels are named and some of them are located quite far from the city, what distance should we foresee for estimation of cost of transfers. Can we take, for example, the distance from the city centre?

Answer 9: As for the «Hotel transfers» cost component, please, provide prices for transportation to/from city center in respect to each out of 4 cities (price per one way):
Transportation from/to airport by bus;
Transportation from/to airport by mini-bus;
Transportation from/to railway station by bus;
Transportation from/to railway station by mini-bus

Question 10: Can you please clarify if the last point of the second table of Financial Proposal Forms "Registration of participants; preparing, delivery and distribution of information materials; other event support services" includes production of information materials for participants? If yes, can you please clarify its volume and requirements for printing and binding?

Answer 10: The above cost component: «*Registration of participants; preparing, delivery and distribution of information materials; other event support services*» does not include production of information materials for participants.

Question 11: In which point should we include all our expenses (transportation, accommodation and per diem for our staff, etc.) and fees?

Answer 11: The rates offered as per cost components in the form Section IV – B Summary of Costs (Table 1 and Table 2) of the Financial Proposal shall already include/cover all possible costs for performing the Services including but not limited to transportation, accommodation, per diem for staff, fees, etc.

Sincerely,

Olga Jukova,
Chief of Fund Administration,
OSCE Project Coordinator in Ukraine