

Invitation to Bid (ITB) for Hotel Services for Accommodation and Conference facilities

ITB Ref No: ITB/2019/12017

Version: v2017.2

Invitation letter

Dear Sir/Madam,

Subject: Invitation to Bids for the Supply of Hotel Services for Accommodation and Conference facilities in Denmark – ITB Ref No.: ITB/2019/12017

Note: This ITB issued in parallel to the ITB issued through UNOPS eSourcing system (ref ITB/2019/12017 - <https://www.ungm.org/Public/Notice/99639>). Bidders can submit bids through UNOPS eSourcing system or by email to bids@unops.org by the submission deadline.

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a bid in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

The ITB consists of the following:

- This Invitation Letter
- Section A: ITB Particulars
- Section I: Instructions to Bidders
- Section B: Evaluation Criteria
- Section II: Schedule of Requirements
- Section III Returnable Bidding Forms
 - Form A: Bidder Details Form
 - Form B: Bid Submission Form
 - Form C: Price Schedule Form
 - Form D: Technical Bid Form
 - Form E: Performance Statement Form
- Section IV: Sample Long Term Agreement

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it to UNOPS by the deadline for bid submission set out in Section A: ITB Particulars.

We look forward to receiving your bid.

Pre-cleared by:

Approved by:

Name: Boureima Timbo
Title: Procurement Specialist
Date: 12/11/2019

Name: Kristof Choinski
Title: Procurement Advisor
Date: 12/11/2019

Section A : ITB Particulars

The following specific data shall complement, supplement or amend the provisions in Section I: Instruction to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section I: Instructions to Bidders.

Instructions to Bidders Article	Particulars
Scope of Bid (Article 1)	<p>This ITB refers to the Provision of Hotel Services for Accommodation and Conference facilities in Denmark/Sweden as further described in the document titled Section II: Schedule of Requirements, included in the Documents section.</p> <p>The ITB consists of 5 Lots, Bidders at their own discretion may bid for any Lot, combination of Lots or all the Lots. Additionally, bidders are allowed to submit partial bids for any Lot.</p> <p>Lot 1 : Provision of Hotel Accommodation within 5KM from UN City Lot 2 : Provision of Hotel Accommodation between 5KM~15KM from UN City Lot 3 : Provision of Conference Facilities within 5KM from UN City Lot 4: Provision of Conference Facilities between 5KM~15KM from UN City Lot 5: Provision of Conference Facilities between 15KM~150KM from UN City</p> <p>UN City is located in Marmorvej 51, 2100 Copenhagen. Distances specified above are air distance.</p> <p>Each Lot has several items (Example of an item: Lot 1/ 3 Star/ Standard Single Rooms/ Room Only). Bidders are allowed to submit partial bids. This means if the bidder doesn't have all the items requested in this ITB, the bidder can quote for available items.</p> <p>Kindly note that the difference between Lot1 & Lot 2 / Lot 3, Lot 4 & Lot 5 is only the distance from UN City. All other requirements are same.</p> <p>UNOPS will use the results of this solicitation process to establish non-exclusive Long Term Agreements with multiple vendors for a period of three years with a possible extension of a further two years. Maximum ceiling prices quoted against this ITB shall remain fixed for an initial 24 months period from the date of signature of the Long Term Agreement. The supplier may be allowed to request for a price adjustment after every 24 months period subject to the UNOPS approval process stipulated in the UNOPS Procurement Manual.</p>
Contact person for correspondence, notifications and requests for clarifications (Article 1)	<p>All correspondence, notifications and requests for clarifications in relation to this ITB shall be sent to:</p> <p>Buddhika Kodithuwakku Procurement Specialist United Nations Office for Project Services IPAS Procurement Buddhikak@unops.org +45 4533 7579</p> <p>Alternatively bidders can send clarifications through eSourcing system <u>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Article 22).</u></p>

Interpretation of the ITB (Article 2)	This ITB is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.
Bidder Eligibility (Article 4)	No nationalities are excluded from submitting a bid.
Clarifications (Article 7) and Amendments (Article 3)	Requests for clarification from bidders will not be accepted any later than 14:00hrs on 18 November 2019. Responses to requests for clarification and/or amendments shall be communicated to bidders by posting responses on UNGM website at https://www.ungm.org/Public/Notice/99639 (ITB Case No. ITB/2019/12017).
Clarification or Pre-bid Meeting (Article 8)	A clarification or pre-bid meeting shall be held as follows: Date: 13 November 2019 Time: 11:00 hrs Copenhagen time Location: UN City Copenhagen, Marmorvej 51, DK-2100 . The clarification meeting is not mandatory .
Site Inspection (Article 9)	Not Applicable
Bid validity period (Article 12)	Bids shall remain valid for acceptance by UNOPS for 120 days from the Deadline for Bid Submission.
Partial bids (Article 13)	Partial bids are accepted. Bidders shall be allowed to quote prices for one or more lots identified in Section IV: Schedule of Requirements. Additionally, bidders are allowed to submit partial bids for any Lot. Each Lot has several items. Bidders are allowed to submit partial bids for one item, combination of items or all the items. Evaluation and award will be done by the ite
Alternative bids (Article 14)	Alternative bids are accepted. Bidders are allowed to submit quotes for more than one hotel/conference facility (multiple offers for different hotels/conference facilities). However, bidders shall not submit more than one offer for the same hotel/Conference facility. Alternative offers are evaluated simultaneously with other original offers.
Bid Currenc(ies) (Article 16)	Prices shall be quoted in DKK (Danish Kroner).
Duties and Taxes (Article 17)	All bids shall be submitted net of any direct taxes (customs duties and indirect taxes, such as sales taxes, VAT, taxes on commodities such as fuel)
Bid Security (Article 18)	Bid security is not required.
Language of bids (Article 20)	All bids, information, documents and correspondence exchanged between UNOPS and the bidders in relation to this bid process shall be in English.

Deadline for Bid Submission (Article 21)	All bids must be submitted by 14:00 hrs Copenhagen, Denmark Time on 25 November 2019
Bid Submission (Article 22)	<p>Bids must be submitted as follows:</p> <p>By e-mail to secure bid e-mail address: bids@unops.org , by the Deadline for Bid Submission and shall not exceed 12 Megabytes. In order to facilitate UNOPS evaluation process, documents attached should be named according to the section/form number of this ITB and –where possible- PDF documents should be provided in a format which allows text searches within the document.</p>
Opening of Bids (Article 24)	Public bid opening will not be held.
Type of contract to be awarded (Article 33)	UNOPS will sign the following contract with the awarded bidder(s): Long Term Agreement (LTA)
Signing of contract (Article 33)	UNOPS plans to award the contract by 01 January 2020
Performance Security (Article 34)	Performance security is not required.
Payment terms (Article 35)	Within 30 days after receipt of the goods/services and on submission of payment documentation.
Advanced Payment (Article 35)	Advanced payment is not allowed.
Liquidated damages (Article 36)	Liquidated damages are not applicable.

Section I: Instruction to Bidders

Please find attached "[ITB Section I Instructions to Bidders.pdf](#)"

Section B : Evaluation Criteria

UNOPS's evaluation of a bid shall take into account, in addition to the Bid Price quoted, the following evaluation criteria.

Eligibility and Formal Criteria – evaluated on Pass/Fail basis and checked during Preliminary Examination

Criteria	Documents to establish compliance with the criteria
1. Bidder is eligible as defined in Instructions to Bidders, Article 4	<ul style="list-style-type: none"> Form A: Bidder Details Form Form B: Bid Submission Form Certification of incorporation of the Bidder
2. Completeness of the Bid. All documents and technical documentation requested in Instructions to Bidders Article 10 have been provided and are complete	<ul style="list-style-type: none"> All documentation as requested under Instructions to Bidders Article 10, Documents Comprising the Bids
3. Bidder accepts UNOPS General Conditions of Contract as specified in Section VI	<ul style="list-style-type: none"> Form B: Bid Submission Form <p>If the bidder believes that certain additional provisions/deviations to the contract are needed in order to perform the services for UNOPS, they should include it in their bid. UNOPS may evaluate the requested deviations during the evaluation stage. If the requested deviations are acceptable to UNOPS, UNOPS may consider negotiating requested deviation with the successful bidder before the contract award.</p>

Qualification criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Financial capability. Bidders should have annual sales turnover of minimum DKK 2,000,000 in any one of the last Two (2) years	<ul style="list-style-type: none"> Copy of financial statements for the last two years
2. Supplier's Commitment to sustainability - Bidder must provide at least one of the following: • Documentation confirming the presence of a valid Environmental Management System such as ISO 14001, Green Key certification or equivalent • A copy of the organization's sustainability policy • A copy of the organization's latest corporate social responsibility report • A copy of the organization's most recent UN Global Compact Communication on Progress report • A signed statement from the Managing Director (or other executive officer)	<ul style="list-style-type: none"> One of the documents stated
3. Confirmation that the bidder support UNOPS sustainability objectives to eliminate single use plastics from its events premises.	<ul style="list-style-type: none"> Commitment letter
4. Bidder's proposed Hotel/Conference Facility is located within the specified distance.	<ul style="list-style-type: none"> Form D: Technical Bid Form

Technical criteria

Criteria	Documents to establish compliance with the criteria
1. Services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section IV: Schedule of Requirements.	<ul style="list-style-type: none"> ● Form D: Technical Bid Form ● UNOPS reserve rights to visit the hotel/conference facility during the evaluation

Financial Evaluation and Award Criteria,

Lot 1 & Lot 2: The average rate per night [(Individual booking rate+ group booking rate 2-20+ group booking rate 20+)/ number of categories quoted] of each item will be used for financial evaluation and award.

Lot 3 , Lot 4 & Lot 5 : The average rate per head [(Per head rate of 1 ~10 +Per head rate of 11~50 +Per head rate of more than 50)/ Number of categories quoted] of each item will be used for financial evaluation & award.

Lot 1/Lot 2 : In order to be eligible for an award of LTA, the bidder should qualify for award of at least three items.

Section II: Schedule of Requirements

Please find attached "[ITB Section II Schedule of Requirements12017.docx](#)"

Section III: Returnable Bidding Forms

Please find attached "[ITB_Section_III_Returnable Bidding Forms 12017.docx](#)" and "[Annex1_Price form ITB201912017_Hotel&Conference Services.xlsx](#)"

Section IV: Sample Long Term Agreement

Please find attached "[Long term agreement.docx](#)!"