

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
INVITATION TO BID**

<b>Reference:</b> <b>RE-TENDER ITB No. N-UA-2024-000074</b>	<b>Date:</b> <b>October 15, 2024</b>
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **the Procurement of Hotel Accommodation and Conference Services for series of trainings planned between Mid-November and Mid-December 2024 in Kyiv, Ukraine**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, be virus-free and consist of no more than two email transmissions. They must be free from any corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Proposal in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

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For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarification ITB NO. N-UA-2024-000074** in the subject section of your email.

Deadline for Submission of Proposals:  
On or before **Date: October 25, 2024**  
**Time: 15:00** hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,  
International Development Law Organization | IDLO  
Ukraine Country Office

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	Bids shall be nominated exclusively in <b>UAH</b> .
4. Language of the Bid	<p>This bid is executed in both English and Ukrainian. In case of a discrepancy, the English version shall be treated as authoritative.</p> <p>While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondences, documents and Contract relating to the Bid shall be written in the English language.</p>
5. Deadline for Submissions of Bids	<p>The Bid shall be addressed to IDLO on or before.  <b>Date: <span style="background-color: yellow;">October 25, 2024</span></b>  <b>Time: 15:00 hours Rome, Italy local time.</b></p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>Services should be delivered within 30 working days after receipt of PO or contract from IDLO with instructions timeline.</p> <p>It is planned to start the training sessions Mid-November and end Mid-December 2024. The training sessions will be conducted during the period of 3 weeks. Please note, the training sessions are planned for maximum period of 3 weeks. The weeks have breaks between each other and the training sessions will be completed during the mentioned timeframe.</p>
7. Customs clearance , if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier</b>
8. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> <b>N/A</b>

9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1. Bid Submission Form (see Annex D);</li> <li>2. Bidder Information Form (see Annex E)</li> <li>3. Price Schedule (Annex F)</li> </ol>
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention <b>Clarification ITB NO. N-UA-2024-000074</b> in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>

<p>13. Format, signing sealing, marking and submission of Bids</p>	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> with the Subject: <b>"Submission for ITB No. ITB No. N-UA-2024-000074"</b></p>
<p>14. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> </ol>

	<p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</li> <li>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
16. Late Bids	<p>Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause Deadline for the submission of Bid, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.</p>

17. Validity Period of Bids	All Bids will be valid for <b>90 days</b> from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after to the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all</li> </ul>

	<p>existing commercial commitments,</p> <p>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> <p>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>



28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB.
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> <b>Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</b>
31. Contract Award	<p>Contract Award shall be granted according to the:</p> <ul style="list-style-type: none"> <li>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</li> <li>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</li> <li>c) Full submission of Bidder Information Form (Annex E);</li> <li>d) Full submission of Price Schedule (Annex F) signed and stamped;</li> <li>e) Lowest priced, most technically acceptable/compliant offer;</li> </ul>
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
36. Liquidated Damages	

	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
37. Partial Bid	<input checked="" type="checkbox"/> Not Permitted

**ANNEX B  
PRELIMINARY SCREENING CRITERIA**

**A. MINIMUM ELIGIBILITY CRITERIA**

Subject	Criteria	Document Submission Requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Valid Certificate of Incorporation/Registration
<b>Tax Revenue</b>	Vendor is registered with pertinent country's revenue authority.	Valid Internal Revenue Certificate / Tax Clearance
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21.	Internal Sanctions Check will be conducted  +  Self-Attestation Letter
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Internal Sanctions Check will be conducted  +  Self-Attestation Letter
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Internal Sanctions Check will be conducted  +  Self-Attestation Letter
<b>Certificates and Safety Measures</b>	<ul style="list-style-type: none"> <li>▪ Company profile</li> <li>▪ Menu for the catering services</li> <li>▪ Other</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Hotel catalogues or brochures attesting compliance with Technical Specifications (Annex C) ;</li> <li><input checked="" type="checkbox"/> Hotel Conformity certificate (Сертифікат відповідності готелю);</li> <li><input checked="" type="checkbox"/> Draft of menu as per the requirements indicated in the Annex C;</li> <li><input checked="" type="checkbox"/> Availability of a generator (any relevant confirmation on its availability);</li> <li><input checked="" type="checkbox"/> SHELTER - shelter on the -ground/1st floor with provisions for each</li> </ul>

		<p>visitor - chair, blanket, water, tea or coffee or as an alternative to provide the location guidance of the nearest Shelter;</p> <p><input checked="" type="checkbox"/> A security protocol during the martial law that ensures enhanced guest protection and 24/7 security measures</p>
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**B. QUALIFICATION CRITERIA**

QUALIFICATION		
<b>Previous Experience</b>	Minimum 2 years of relevant experience in providing the hotel accommodation and conference services.	Copy of Contract or Reference letter(s) confirming provision of Conference and Accommodation Services to an International Organization, UN Agency, Embassies or Government Entities (if applicable)
<b>Financial Standing</b>	<p>A minimum average annual turnover of <b>EUR 5,000.00</b> for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Audited Financial Statements or Bank Statements for the last 3 years

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## ANNEX C TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

### A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

### B. Condition of Contract and Expected Output

IDLO aims to provide technical support efficiently, effectively, with accountability and transparency, and as such, the IDLO office in Ukraine issues this ITB for the purpose of soliciting quotations from Service Providers for provision of Hotel Accommodation and Conference Facilities Services and to establish a Contract for Services as listed in the Annex C.

### C. Qualifications of the Successful Contractor

1. Be officially registered with the relevant authorities in Ukraine as a legal entity.
2. The Contractor is expected to have a minimum of 2 years of relevant experience in providing hotel accommodation and conference services.
3. The hotel where the training sessions are to take place should be located on the right bank of the river in Kyiv.

## D. Delivery And Terms

It is planned to start the training sessions Mid-November and end Mid-December 2024. The training sessions will be conducted during the period of 3 weeks. Please note, the training sessions are planned for maximum period of 3 weeks. The weeks have breaks between each other. The maximum number of participants per week – 30 pax. The maximum number of participants during the trainings sessions – 540 pax. IDLO asks you to provide the unit rates as requested in the Annex C and calculate the total amount considering the maximum number of participants during the whole period of training sessions. The payment will be made based on the physical presence of the participants which should not exceed 540 over the period of 3 weeks.

## E. Scope of Technical Specifications

In this respect, the specific requirement from IDLO covers:

1. Hotel Accommodation
2. Technical and logistical arrangements for organizing Training sessions that are planned in the period of Mid-November and Mid December 2024
3. Catering Services

### **Lot 1. Hotel Accommodation**

Accommodation (Bed & Breakfast) for 15 persons per a week training session (6 nights)

#### **Note:**

It is planned to start the training sessions Mid-November and end Mid-December 2024.

The training sessions will be conducted during the period of 3 weeks. Please note, the training sessions are planned for maximum of 3 weeks period. The weeks have breaks between the training sessions. In case of dates change, IDLO will inform on this in advance.

Per each week – 15 single rooms will be required for 6 nights. In total per 3 weeks – 15 single rooms will be required for 18 nights.

Week #1: 15 rooms from Nov 17 to **Nov 23, 2024 (6 nights)**

Week #2: 15 rooms from Dec 01 to **Dec 07, 2024 (6 nights)**

Week #3: 15 rooms from Dec 08 to **Dec 14, 2024 (6 nights)**

#### **Hotel Accommodation to include:**

- ✓ Single bedroom on a Bed and Breakfast basis with Internet access (internet cable or Wi-Fi) in the room (included in the per night price).

Note: Any additional expenses like telephone, minibar, or extra days including upgrade of accommodation will be considered as personal expenses and shall be covered directly by the

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guest.

## **Lot 2. Technical and logistical arrangements for organizing Training sessions that are planned in the period of Mid-November and Mid December 2024**

Meeting Room for 30 participants from 09:00 till 18:00 during **six (6)** working days (Monday – Saturday).

### **Note:**

It is planned to start the training sessions Mid-November and end Mid- December 2024. In total there will be a need rent of the conference room (classroom seating format - equipped with minimum 15 standard desks) for a maximum period of 18 working days (including Saturdays). In case of dates change, IDLO will inform on this in advance.

The training sessions will be conducted during 3 weeks. Please note, the training sessions are planned for maximum period of 3 weeks. The weeks have breaks between the training sessions.

**Week #1: conference room with catering services, Nov 18- Nov 23, 2024 (6 days)**

**Week #2: conference room with catering services, Dec 02 to Dec 07, 2024 (6 days)**

**Week #3: conference room with catering services, Dec 09 to Dec 14, 2024 (6 days)**

### **Conference Room Rent to include:**

- ✓ LCD projector per Conference Room per day including: Screen, Remote Control, Laser
- ✓ A minimum of 1 Flipchart per Conference Room per day with block of Recycled Paper and a set of Markers for the Flipchart
- ✓ A minimum of 1 White Board per Conference Room per day with set of markers and eraser
- ✓ Internet connectivity link with minimum speed of 32 MB
- ✓ Free Wi-Fi Internet Connection for
- ✓ all participants
- ✓ Tissue Papers placed on tables
- ✓ Still or Sparkling Water 2 bottles x 0.5 Liters per person per day placed on the tables in the Conference Room in glass containers (no single use plastics)

## **Lot 3. Catering Services**

During each of the training session the caterings services will be required.

Note: there will be 30 participants on each day of the training session.

The maximum number of participants during the trainings sessions – 540 pax. IDLO asks you to provide the unit rates as requested in the Annex C and calculate the total amount considering the

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maximum number of participants during the whole period of training sessions (18 days). The payment will be made based on the physical presence of the participants which should not exceed 540 participants over the period of 3 weeks.

Catering Services to include:

**Coffee Breaks**

**3 coffee breaks per person per day**

- ✓ Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, still water
- ✓ Two types of biscuits, two types of snacks (pastries, muffins, mini sandwiches) and two types of seasonal fruits
- ✓ No single use plastic allowed

**Lunch – Three Course Meal**

**One lunch per person per day**

- ✓ Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians
- ✓ Fresh bread rolls - Suitable for Vegetarians
- ✓ Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood
- ✓ Vegetables - Two varieties suitable for Vegetarians
- ✓ Starch - Two varieties suitable for Vegetarians
- ✓ Desserts and seasonal fruits
- ✓ Two types of juice/compotes, two types of soft drinks, Still or Sparkling Water
- ✓ Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener



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**ANNEX D  
BID SUBMISSION FORM**

**This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Services** for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: **Select date**

Signature: \_\_\_\_\_

*Duly authorized to sign this Bid*

**ANNEX E  
BIDDER INFORMATION FORM**

Name of Bidder:	[Complete]	Date:	Select date
ITB reference:	ITB No. N-UA-2024-000074		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]	<ul style="list-style-type: none"> <li>▪ Latest Business Registration Certificate, the company should be officially registered with the relevant authorities in Ukraine as a legal entity;</li> <li>▪ Latest Internal Revenue Certificate / Tax Clearance;</li> <li>▪ Hotel Conformity certificate (Сертифікат відповідності готелю);</li> <li>▪ Company profile / Link to the website attesting compliance with Technical Specifications as mentioned under Annex C. <b>Note: the hotel should be located on the right bank of the river in Kyiv.</b></li> <li>▪ Copy of Contract or Reference letter(s) confirming provision of Conference and Accommodation Services to an International Organization, UN Agency, Embassies or Government Entities (if any);</li> <li>▪ Draft of menu (coffee break and lunch) as per the requirements indicated in the Annex B</li> </ul>		

- Availability of a generator (any relevant confirmation on its availability);
- SHELTER - shelter on the -ground/1st floor with provisions for each visitor - chair, blanket, water, tea or coffee or as an alternative to provide the location guidance of the nearest Shelter;
- A security protocol during the martial law that ensures enhanced guest protection and 24/7 security measures;
- Self-Attestation Letter that Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21;
- Self-Attestation Letter that Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.
- Self-Attestation Letter that there are no consistent history of court/arbitral award decisions against the Bidder for the last 3 years;
- Financial Statements or Bank Statements for the past three (3) years

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## ANNEX F PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «No VAT».

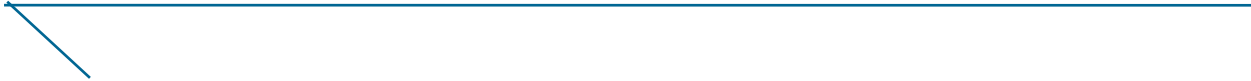
The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Note: Service fee for catering should be included into the unit price.

Note: It is planned to start the training sessions Mid-November and end Mid-December 2024. The training sessions will be conducted during the period of 3 weeks. Please note, the training sessions are planned for maximum period of 3 weeks. These weeks might have breaks between each other. The maximum number of participants per week – 30 pax. The maximum number of participants during the trainings sessions – 540 pax. IDLO asks you to provide the unit rates as requested in the Annex C and the total amount considering the maximum number of participants.

The payment will be made based on the physical presence of the participants which should not exceed 540 over the period of 3 weeks.

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex C	Unit rate in [UAH] without VAT	Total amount in [UAH] without VAT
1.	Hotel Accommodation	See Annex C	Room rate/Per Night /Per Person	270 Bookings	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Full Day Conference Package	See Annex C	Per Day	18 Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Catering Services (including 3 coffee breaks and 1 lunch)	See Annex C	Per Person / Per Day	30 Pax / Per Day  In total 18 Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Services</b>							
<b>Other charges (Touristic Fee for residents of Ukraine) if applicable</b>							
<b>Grand Total</b>							



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<b>Name, position and signature of the Bidder</b>  <hr/> <i>Duly authorised to sign this Bid</i>  <b>Date:</b>	<b>Bidder's Stamp</b>
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**ANNEX G**  
**IDLO SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **Services**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **Services**.

Place of delivery	<b>Kyiv, Ukraine.</b>
Delivery date	<b>Services should be delivered within 30 working days after receipt of PO or contract from IDLO with instructions on location and timeline.</b>  It is planned to start the training sessions Mid-November and end Mid-December 2024. The training sessions will be conducted during the period of 3 weeks. Please note, the training sessions are planned for maximum period of 3 weeks. The weeks have breaks between each other and the training sessions will be completed during the mentioned timeframe. IDLO will inform on time in case of change in the training session dates. IDLO вчасно повідомить про зміну дат тренінгів, у разі необхідності.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.
Warranty	N/A

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**ANNEX H**

**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES  
AND  
IDLO SUPPLIER CODE OF CONDUCT**

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf)



