

OFFER FORM ACTED UKRAINE

Date: _____ (date should be included by the bidder)

Tender N°: *T/64DTF/D25/NLW/KY/12082019/1*

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: _____

2. Company Authorized Representative Name: _____

3. Company Registration No: _____

No/Country/ Ministry

4. Company Specialization: _____

5. Mailing Address: _____

Country/Governorate./City/St name/Shop-Office No

a. Contact Numbers: _____ (Land Line: _____ / Mobile No: _____)

b. E-mail Address: _____

I undersigned _____, agree to provide ACTED, non-profit NGO, with services in line with the following specifications, according to the general conditions set out in the bidder's instruction which I commit to follow.

PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO A DIFFERENT TYPE OF SERVICE REQUIRED FOR EVENT ORGANIZATION:

NB: Bidders may bid for 1 or more of the lot(s) in a single offer.

LOT 1: Conference Venue

NB : Considering the topic of the event, if possible, the venue should be located in a renovated former industrial zone adapted to host conferences.

Date : Tentatively on/around October 16, 2019

Hour : 8:30-18:30

Item #	Item Specifications & product stage	Supplier's Specification (if different)	Location Name	Country of Origin	Measuring Unit	Quantity	Unit Price UAH or Eur <i>Inclusive applicable taxes</i>	Total Price UAH or Eur <i>Inclusive applicable taxes</i>
1	Conference venue in line with specifications herein for 1 day							
1.a	1 large plenary hall able to accommodate up to 100 people		Kyiv	Ukraine	Persons	100		
1.b	3 smaller rooms (or the ability to divide the plenary hall in 3 smaller rooms) for afternoon workshop/group sessions		Kyiv	Ukraine	Persons	100		
2	Lunch		Kyiv	Ukraine	Persons	100		
3	Coffee break		Kyiv	Ukraine	Person/break	2 breaks for 100 people		
							Grand TOTAL in UAH or EUR¹	
							<i>Inclusive applicable taxes</i>	

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

¹ Should the bidder select to quote in Euros with payment effected in UAH, ACTED will apply the average monthly exchange rate published by the European Commission at <http://ec.europa.eu/budget/graphs/inforeuro.html>.

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (as per tender instructions: 60 days or more)
2. Terms of booking/reservation: _____ (booking means/ timeline for booking)
3. Terms of payment: _____ (cash/wire transfer/cheque)

*****END OF LOT 1*****

BATCH 2: *Translation services*

NB : Considering the topic of the event, if possible, the venue should be located in a renovated former industrial zone adapted to host conferences.

Date : Tentatively on/around October 16, 2019

Hour : 8:30-18:30

Item #	Item Specifications & product stage	Supplier's detailed Specification	Location Name	Country of Origin	Measuring Unit	Quantity	Unit Price UAH or Eur <i>Inclusive applicable taxes</i>	Total Price UAH or Eur <i>Inclusive applicable taxes</i>
1	Translation services for up to 10 hours <ul style="list-style-type: none"> • Ukrainian-English • English-Ukrainian 		Kyiv	Ukraine	Day	1		
2	Translation services for up to 10 hours <ul style="list-style-type: none"> • Russian-English • English-Russian 		Kyiv	Ukraine	Day	1		
3	Equipment for translation – (translation booth and headsets for 100 persons)		Kyiv	Ukraine	Day	1		
Grand TOTAL in UAH or EUR²							<i>Inclusive applicable taxes</i>	

1. _____

² Should the bidder select to quote in Euros with payment effected in UAH, ACTED will apply the average monthly exchange rate published by the European Commission at <http://ec.europa.eu/budget/graphs/inforeuro.html>.

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (as per tender instructions: 60 days or more)
2. Terms of booking/reservation: _____ (booking means/ timeline for booking)
3. Terms of payment: _____ (cash/wire transfer/cheque)

*****END OF LOT 2*****

BATCH 3: *Accommodation services*

NB : *Date of booking :* Tentatively on/around Oct 15th-17th

Item #	Item Specifications & product stage	Supplier's detailed Specification	Location Name	Country of Origin	Measuring Unit	Quantity	Unit Price UAH or Eur <i>Inclusive applicable taxes</i>	Total Price UAH or Eur <i>Inclusive applicable taxes</i>
1	Hotel accommodation (30 people 2 nights) <i>Specific recommendations :</i> <ul style="list-style-type: none"> - Tentative check-in 15/10/2019 - Tentative check-out 17/10/2019 - Inclusive of breakfast - In a non-luxury hotel with services equivalent at most for a 3-star hotel standards as set out by European Hotel stars Union. 		Kyiv	Ukraine	Person/nights	60		
Grand TOTAL in UAH or EUR							<i>Inclusive applicable taxes</i>	

³

BIDDER'S COMMENTS/REMARKS:

1. _____

³ Should the bidder select to quote in Euros with payment effected in UAH, ACTED will apply the average monthly exchange rate published by the European Commission at <http://ec.europa.eu/budget/graphs/inforeuro.html>.

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (as per tender instructions: 60 days or more)
2. Terms of booking/reservation: _____ (booking means/ timeline for booking)
3. Terms of payment: _____ (cash/wire transfer/cheque)

*****END OF LOT 3*****

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

NB: in case of Request for Tender, please attach the service proposal to the present offer form