

**REQUEST FOR PROPOSAL – RFP
Services**

Ref: **IOC/MPR/IC/047/26**
(Please quote this UNESCO reference in all correspondence)

Date 3 April 2026

Dear Sir/Madam,

You are invited to submit an offer for the procurement of a conference venue and services to host the 11th GEF Biennial International Waters Conference (IWC11) in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(TOR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Form](#)
- Annex VI [Vendor Information Form](#)

Your electronic offer comprising of technical proposal and financial proposal, to be submitted in two (2) separate e-mails (please refer to the submission procedure detailed in **Annex I/Section D. Submission of proposals**), shall reach us **no later than Tuesday 28 April 2026 at 5:00 pm Paris CEST Time**, at the following email address ioc.procurement@unesco.org **without copying any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified.** **Maximum single email size 10MB.**

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Ms. Malek Ameri (m.ameri@unesco.org).

For and on behalf of UNESCO



Intergovernmental Oceanographic Commission (IOC)
Julian Barbière, Head of IOC/MPR

ANNEX I – Instructions to Offerors

These instructions contain general guidelines and instructions on the preparation, clarification, and submission of Proposals.

A. INTRODUCTION

1. General

The purpose of this Request for Proposal (RFP) is to invite Sealed Proposals for professional services to be provided to the United Nations Educational, Scientific and Cultural Organization - UNESCO.

2. Eligible bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNESCO to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services.

Bidders are ineligible if at the time of submission of the offer:

- (a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
- (c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment ;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party ;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including

destruction, falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.

- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the [United Nations Supplier Code of Conduct](#)

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

4. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

5. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror 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 Offeror's risk and may affect the evaluation of the Proposal.

6. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNESCO in writing at the organisation's mailing address or fax or email number indicated in the RFP. UNESCO will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective Offerors that have received the Solicitation Documents.

7. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNESCO may, at its discretion, extend the deadline for the submission of Proposals.

C. PREPARATION OF PROPOSALS

The offers received must include information in sufficient scope and detail to allow UNESCO to consider whether the company has the necessary capability, experience, expertise, financial strength and the required capacity to perform the services satisfactorily.

8. Language of the Proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNESCO shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by a translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the language as stated in the Solicitation Documents applies.

9. Documents Comprising the Proposal

The Proposal shall comprise the following components:

- a) Proposal submission form;
- b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- c) Price schedule, completed in accordance with clauses 10 & 11;

10. Proposal Form - Presentation of the technical proposal

The Offeror shall structure the technical part of its Proposal as follows:

10.1. Description of the firm/institution and its qualifications

(a) Management Structure

This Section should provide corporate orientation to include company's profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

The firm/institution should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should identify the person(s) representing the Offeror in any future dealing with UNESCO.

Offeror to provide supporting information as to firm's technical reliability, financial and managerial capacity to perform the services.

(b) Resource Plan

This Section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror's current capabilities/facilities and any plans for their expansion.

10.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate the Offeror's responsiveness to the TOR and include detailed description of the manner in which the firm/institution would respond to the TOR, addressing the requirements, as specified, point by point. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

10.3. Proposed Personnel

In this section, the offeror should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to specialization area of the project for each proposed staff. The complete CV's of proposed staff is to be submitted.

If applicable, this staffing proposal should be supported by an organigram illustrating the reporting lines, together with a description of such organization structure.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedule.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system as provided in the TOR. All references to descriptive material and brochures should be included in the respective paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

11. Price Proposal

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in the Price Schedule sheet, the prices of services it proposes to supply under the contract, if selected.

12. Proposal currencies

Your separate price envelop must contain an overall quotation in a single currency. All prices shall be quoted in US dollars or in IDR.

13. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by UNESCO, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UNESCO on the grounds that it is non-responsive.

14. Format and signing of proposals

The Proposal shall be typed and shall be signed by the Offeror or a person or persons duly authorised. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

15. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UNESCO shall effect payments to the Contractor within 30 days after receipt and acceptance of the invoices submitted by the contractor for services provided.

D. SUBMISSION OF PROPOSALS

16. Electronic Submission

The Offeror shall submit electronically the technical and financial proposal in two separate emails no later than **Tuesday 28 April 2026 at 5:00 pm Paris CEST Time**, as detailed below.

The proposal shall:

- (a) Be addressed to UNESCO at the email address given in the cover page of these Solicitation documents; and make reference to the "subject" indicated, and a statement in the body of the email :
"PROPOSAL FOR SERVICES – DO NOT OPEN", to be completed with the time and the date specified pursuant to clause 17 of Instructions to Bidders.
- (b) Both emails corresponding to the technical proposal and the financial proposal shall indicate the Reference of the RFP, Technical or Financial Proposal and name of the bidder in the subject line. In addition:
 1. The first email and corresponding Technical Proposal PDF file (to contain the information specified in Clause 10 above and in the TORs) shall be marked:
"TECHNICAL PROPOSAL_ IOC/MPR/IC/047/26_ [Bidder's Name]"
 2. The second email and corresponding **Financial Proposal PDF file** (to include the Price Proposal duly identified as such) shall be marked:
"FINANCIAL PROPOSAL_ IOC/MPR/IC/047/26_ [Bidder's Name]"

Financial Proposal MUST be password protected. The authorized UNESCO officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal.

Proposals addressed or copied to any other email accounts than ioc.procurement@unesco.org will be disqualified.

FILE FORMAT: PDF

SUBMISSION EMAIL: To be submitted only to: ioc.procurement@unesco.org

It should also be noted that all files together should not exceed **10MB per email** with the possibility of sending several emails.

If the proposal consists of large file, it is recommended that these files be sent in separate emails prior to submission deadline.

All files must be free of viruses and not corrupted.

File sharing web tools similar/ equivalent to Dropbox or WeTransfer will **NOT** be accepted.

Note: If the attachments are not marked as per the instructions in this clause, UNESCO will not assume responsibility for the Proposal's misplacement or premature opening.

17. Deadline for submission of proposals

Proposals must be received on or before the date and time specified on the cover page of these Solicitation Documents.

UNESCO may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*.

18. Late Proposals

Any Proposal received by UNESCO after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

19. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline specified in the RFP. Proposals may not be modified or withdrawn after that time.

E. OPENING AND EVALUATION OF PROPOSALS

20. Opening of proposals

UNESCO representatives will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.

21. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, UNESCO may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

22. Preliminary examination

UNESCO will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without material deviations. The determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UNESCO.

23. Evaluation and comparison of proposals

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for submissions that passed the minimum score of 70 % of the total points obtainable for the technical evaluation.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

HIGHEST TOTAL SCORE OF WEIGHTED TECHNICAL AND FINANCIAL CRITERIA

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. **The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified below.**

Technical Proposal Evaluation Form

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Expertise of Firm / Institution submitting Proposal	150			
1.1	Mandatory: Demonstrated experience with the management of multi-day international conferences. Minimum 2 years	80			
1.2	Mandatory: Demonstrated experience with the management of at least 3 medium-large multi-day events Minimum: 3 multi-day events of similar volume (300-400 participants)	40			
1.3	Desired: Demonstrated experience in integrating environmental, social, and economic sustainability considerations into the planning and delivery of international conferences	30			
2.	Proposed Work Plan and Approach	400			
2.1	Understanding of tasks and completeness of service offered in relation to the objectives and requirements set out in the TOR	100			
2.2	Clarity, coherence, and logical sequencing of the proposed approach, ensuring realistic and efficient delivery	140			
2.3	Strategic location in Bali, considering conference needs and security (transfers from the airport, proximity to site visits, etc.)	80			
2.4	Modern, well maintained, or recently renovated facilities and infrastructure	80			
3.	Personnel	50			
3.1	Professional experience of the event manager and adequate staff for the service needs	50			
Sub-total for Technical Evaluation		600			

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	400			
Sub-total for Financial Evaluation		400			

Combined Technical and Financial Evaluation Form

Sample: Summary of Financial	Points	Name of Firm / Institution
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Proposal Evaluation Forms		Obtainable	A	B	C	D
	Sub-total Technical Proposal	600				
	Sub-total Financial Proposal	400				
	Total 1000					

F. AWARD OF CONTRACT

24. Award criteria, award of contract

UNESCO reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for such action.

Prior to expiration of the period of proposal validity, UNESCO will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

25. Purchaser's right to vary requirements at time of award and to negotiate

UNESCO reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of services and goods specified in the RFP without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

ANNEX II – General Terms and Conditions for Professional Services

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation

of any vehicles, The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days

written notice from the insurers prior to any cancellation or

change of coverage. 8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may

not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract. UNESCO may disclose Information to the extent required pursuant to resolutions or regulations of the General Conference or rules promulgated thereunder and to the UNESCO Access to Information policy. The Contractor acknowledges that UNESCO's Information, including any information relating to an identified or identifiable individual ("Personal Data"), is subject to privileges and immunities accorded to UNESCO and that as a result any such Information is inviolable and cannot be disclosed, provided or otherwise made available to, or searched, confiscated or otherwise be interfered with by any person, unless such immunity is expressly waived in writing by UNESCO. To ensure compliance with the privileges and immunities of UNESCO, the Contractor shall segregate Information provided by UNESCO or generated by the Contractor under this Contract to the fullest extent possible.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to

minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

- (a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.
- (b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.
- (c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

28. PERSONAL DATA PROTECTION AND PRIVACY

Both UNESCO and the Contractor shall ensure an appropriate protection of Personal Data in accordance with UNESCO's Principles on Personal Data Protection and Privacy (<https://www.unesco.org/en/privacy-policy>) and their applicable regulations and rules. Personal Data shall be processed solely for the purpose of undertaking this Contract.

The Contractor warrants and represents that it shall establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to Personal Data in compliance with best industry standards.

The Contractor shall promptly notify UNESCO of any actual [or suspected or threatened] incident of accidental

or unlawful destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of this article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation.

The Contractor shall notify UNESCO within five working days of any complaint by an individual in respect of his/her Personal Data. The Parties shall consult with each other before taking any action as a result of or in reaction to such complaint.

The obligations and restrictions in this Article shall be effective during the term of this Contract, including any extension thereof, and shall remain effective following any termination of this Contract, unless otherwise agreed between the Parties in writing.

Unless otherwise agreed between the Parties in writing, after termination of this Contract the Contractor shall return all Personal Data collected for the performance of this Contract to UNESCO in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of that Personal Data. The Contractor shall provide written certification to UNESCO that it has fully complied with this paragraph after termination of this Contract.

ANNEX III – Terms of Reference (TOR)

1. Background

The Global Environment Facility (GEF) is a global partnership among 183 countries, international institutions, non-governmental organizations (NGOs), and the private sector to address global environmental issues while supporting national sustainable development initiatives. The GEF International Waters (IW) focal area targets transboundary water systems, such as shared river basins, lakes, groundwater and large marine ecosystems. The United Nations Development Program (UNDP) implements the GEF IW project IW:LEARN, which will organize the 10th GEF Biennial International Waters Conference (IWC).

Since the inception of the GEF in 1991, the IW portfolio (more than 500 projects with about US\$3 billion of GEF grants and US\$18.6 billion in co-finance invested in more than 170 GEF recipient countries) has delivered substantive results and replicable experiences to be scaled up and mainstreamed globally.

GEF IW:LEARN is one of these projects, and its mandate is to promote experience sharing and learning among the GEF International Waters (IW) projects and the country officials, agencies, and partners working on them. IW:LEARN operates as a central hub of information and knowledge sharing and delivers a host of programmatic initiatives for the benefit of the GEF IW portfolio of projects. In pursuit of its global and regional objectives, IW:LEARN seeks to strengthen global portfolio experience sharing and learning, dialogue facilitation, targeted knowledge sharing and replication in order to enhance the efficiency and effectiveness of GEF IW projects to deliver tangible results in partnership with other IW initiatives. More information about GEF IW:LEARN is available at www.iwlearn.net/abt_iwlearn.

GEF Biennial International Waters Conference (IWC11)

The IWC is a signature event for the GEF IW focal area. IWCs convene on average 300-350 participants from about 70 projects and 80 countries to share practical experience, apply evolving policies and procedures, address emerging priorities and improve overall project performance. The IWC11 will focus on extensive opportunities for focused learning on scientific and technical innovations will have an exhibit area and will provide opportunities for participants for interaction with the GEF Secretariat and agencies on policies, procedures and project management, as well as ample time for the participant-directed workshops.

The IWC11, as proposed, will take place in **Bali, Indonesia, from 19 to 22 October 2026**. It will involve the participation of approximately 350 people (government representatives, project managers, staff of international organizations and NGO's and the private sector). The main Conference itself would take place over four days, with one day devoted to technical site visits outside the venue.

2. Objectives

This Terms of Reference (ToR) is aimed at the procurement of a conference venue to host the 11th GEF Biennial International Waters Conference (IWC11), including the provision of meeting facilities and catering services (food and beverage) for participants.

More information about GEF [IW:LEARN](http://www.iwlearn.net) and the international waters conference is available at <https://iwlearn.net/international-water-conferences-iwcs>

3. Outputs/deliverables:

As noted above, the Service Provider will be responsible for providing various services, mainly arranging meeting rooms and catering in a conference center during and for the 11th GEF Biennial International Waters Conference. UNESCO requires that the overall financial proposal includes a line-item cost of each of the services mentioned in these terms of reference.

Please note that the number of items (including participants) mentioned here are indicative (and set more than projected needs), and the eventual amounts will depend on eventual requirements. The basis for the overall agreement will be a reimbursable contract which should be adjustable until seven days prior to the IWC11 start.

Please note that in the event the proposed supplier is a hotel, it can be assumed that a preferential rate will be offered for at least 100 rooms (and pricing of services in these terms of reference should be made accordingly). However, it should be noted that the cost of any rooms will be borne directly by participants and no deposit on these rooms will be part of any eventual contract. It should be noted that the IWC11 will feature up to 300-350 participants, but it is not compulsory for everyone to stay in the same place.

In providing the services and activities described below, it is required that the service provider aligns with UNESCO's commitments to the UN Sustainability Management Strategy (2020-2030)¹.

Besides the above-mentioned environmental considerations, UNESCO will take due consideration if Bidders:

- Have management of an environmental system and/or corporate social responsibility
- Can provide proof of concrete commitment in favor of environment preservation, saving of natural resources, reduction of energy consumption, use of eco designed products, reduction of plastics uses, ecological treatment of electric & electronic waste.
- Apply fair conditions of work and remuneration (mandatory respect of collective labor agreements per country) and implement a health and safety management system (e.g., ISO 18001 or equivalent)
- Reserve a minimum portion of contracted labor opportunities for local communities

UNESCO encourages Bidders to join the United Nations "Global Compact" program (<https://www.unglobalcompact.org>) and requires that those who have already joined the program inform the UNESCO accordingly.

Schedule:

Conference Day	Date	Activity
Day 0	18 October 2026	Set-up
Day 1	19 October 2026	Full conference day, 09:00–18:00 Film Festival: 18:30-20:00
Day 2	20 October 2026	Site visits (venue to be used for morning briefing)
Day 3	21 October 2026	Full conference day, 09:00–18:00
Day 4	22 October 2026	Full conference day, 09:00–18:00

4. Activities:

¹ <https://unsceb.org/strategy-sustainability-management-united-nations-system-2020-2030>

Task One: Conference Room Meeting Facilities

The IWC11 requires a medium-large conference facility, which may be either a stand-alone conference venue or attached to a hotel.

The Service Provider should thus provide a quotation for providing the following items:

A. Conference Rooms	Units	Capacity	Seating	Room Facilities
Plenary Room	1	400 pax	Theater or Banquet	<ul style="list-style-type: none"> • Lectern with microphone • PA system • Projector • Stage, approx. 10m x 3,5m, elevated or raked at least 0,6m • Furniture: 8 chairs and 2-3 side tables • Space for 1 translation booth • Space for technicians set up • Space for Press and cameras • At least 20 electrical outlets for participants laptops
Large breakout rooms	2	100-150 pax	One in theater and one in Banquet (2 in theater is also possible)	<ul style="list-style-type: none"> • Lectern with microphone • PA system • Projector • Stage approximately 7m x 3.5m, elevated 0.5-0.6 m • Furniture: 5-6 chairs and 2 side tables • Space for technicians set up • At least 10 electrical outlets for participants laptops
Small breakout rooms	2	60-80 pax	Theater	<ul style="list-style-type: none"> • Lectern with microphone • Screen (approx. 3m x 1.5m) • PA system • Projector • At least 5 electrical outlets for participants laptops
Secretariat Rooms	2	8-10 pax	Board room or School	<ul style="list-style-type: none"> • 1 Printing/Scanner/photocopy machine (in one of the two rooms) • At least 8 electrical outlets in each room
B. Exhibition & function areas				
Exhibition area	1	Enough space for (i) 15 booths of 2x2m ³ , (ii) 10 booths of 2x2m ³ , (iii) 15 posters	Ample space for exhibition and the conference participants to roam	<ul style="list-style-type: none"> • 8-10 high/cocktail tables for networking • Seating areas for bilateral meetings and networking

Registration Area	1		Ample space for a registration desk of at least 4m and participants registering	Central, highly visible location, preferably adjacent to the exhibition area, plenary room, or along the main access route to the conference rooms.
Networking area				
C. Service				
WiFi				High bandwidth (at least 20 Mbps) for 400 pax
Medical service				Doctor available or on call during the whole duration of the conference.
Service staff				Adequate staff for coordination, management and delivery of catering services.

Note: Audiovisual (A/V) services will be contracted separately and should not be included in the financial proposal. However, bidders are encouraged to indicate any existing in-house A/V equipment that can be made available as part of the venue hire, as this will be considered an added value.

Description:

- Plenary room: theater or banquet style for plenary sessions capable of accommodating 400 people. This plenary room should have an elevated or raked stage, which can accommodate a traditional lectern and sufficient space for up to eight presenters at a time (in addition to the moderator at the lectern). The stage should have furniture, such as sofas or large chairs to enable relaxed presentations or panel discussions.
- Four breakout spaces in the main conference venue, at least two of which should be capable of accommodating up to 100-150 people during simultaneous sessions in theatre or round table set up. And two more rooms can be smaller (minimum of 60-80 people in theatre set up) for concurrent sessions. All spaces must be equipped with projection and audio capabilities (to be provided by an external vendor if required; A/V provision is not included in this TOR).
- At least two additional rooms for office space for the conference organizers, each of which must be capable of accommodating up to six people at any given time. One of the rooms would be used as an interview space for media representatives. Each of these rooms should have a printer and at least one of them a photocopy machine.
- Provision of a large space or room to host an exhibition (sufficient for –15-20 booths of approximately 2 m² each, to be temporarily constructed). This exhibition area should be in a central, high participant-traffic area.
- Provision of a registration desk in a central, highly visible location, preferably adjacent to the exhibition area, plenary room, or along the main access route to the conference rooms.
- Provision of informal meeting areas in various locations (e.g. café or lounge spaces), equipped with tables, chairs, and sufficient electrical outlets to allow participants to recharge their devices.
- Provision of internet Wi-Fi services throughout the offices and meeting rooms and public spaces. The internet should have sufficient bandwidth for at least 350 people to be simultaneously accessing it (at a level consistent with being able to watch streaming video of at least YouTube quality, at minimum at 20 Mbps). Electrical plugs should also be made generally available in meeting rooms such that most people can power laptops.

Terms and conditions:

- Full and exclusive use of the primary conference center, including all meeting rooms and exhibition space for 4 consecutive days, with setup of the facility on the day prior to the conference. In case the venue offers multiple convention areas, the area including all conference rooms dedicated to IWC11 should be isolated and monitored for security reasons.
- The venue should have a continuous power supply 24/7. In case of power cuts, a generator should be available to ensure continuous power supply.
- Conference facilities must include first aid services/doctors on call.
- Conference facilities must also include security services.
- The Service should cooperate harmoniously with all other providers (Event management, audio visual provider, etc.) to deliver a seamless event.

Task Two: Food and Beverage Services

Key services for the Service Provider include (with final participant numbers to be established 7 days prior to the IWC11). Please provide separate quotations for different meal options (buffet, sit-down, different menus). Special diet requirements must be available (including vegetarian, vegan, gluten-free and kosher/halal diets):

Conference Day	Food and Beverage	Items/day	Nr of pax	Total items
Day 1	Coffee/Tea Break	2	400	800
	Lunch	1	400	400
	Soft drinks and popcorn	1	200	200
Day 2	Lunch pack for site visits (starter, main, piece of fruit, 1 bottle of water)	1	350	
Day 3	Coffee/Tea Break	2	350	700
	Lunch	1	350	350
Day 4	Coffee/Tea Break	2	350	700
	Lunch	1	350	350
All days	Water (in water dispensers/fountains available in the 3 main conference rooms and 2 in the exhibition area)			

Deliverables, deadlines and reporting

1. The venue shall be fully furnished and set up at least by the afternoon of the day prior to the conference. The registration desk shall be operational from that afternoon.
2. Food and beverage menus agreed at least one month before the conference.
3. Lunch, dinner and coffee breaks must be delivered to conference participants at agreed schedule.
4. The venue shall be able to scale services to accommodate a variation of approximately ± 70 participants from the estimated number specified in the Contract.
5. The Service Provider shall hold weekly coordination meetings with the Organization to review progress, address requirements, and plan upcoming actions.
6. Upon completion of the conference the Service Provider will provide a brief report (status of activities) and a brief financial expense report to UNESCO (along with the final invoice).

All payments will be made against invoices submitted to UNESCO. The schedule of Service Provider deliverables and associated payment schedule is as follows:

Payments	Delivery Date	Deliverables Due	Payment
Payment 1	Three weeks after signature	Advance payment	25% of total value
Payment 2	Last day of conference, i.e 5 months from contract signature date	Completion of Conference services and submission of final invoice	75% up to the final invoice amount

This schedule of deliverables and payments could be revised with the approval of the IW:LEARN PCU or Project Coordinator at UNESCO.

5. Inputs

UNESCO will provide the final conference agenda, one week before the conference.

6. Timing:

The total duration of the contract is expected to be for 5 months from contract signature date

7. Reporting

UNESCO will assume the overall supervision and coordination role through a designated focal point who is the IW:LEARN Project Coordinator at IOC of UNESCO.

8.Fees/Contract

The winning Offeror is expected to enter into an agreement with UNESCO based on a contract where a maximum total amount of actual costs is specified, based on final invoice and should not exceed those set per the price schedule. The Offeror will provide a detailed cost breakdown associated to the services. The proposal will include total costs for each item, including unit prices per cost item. The Provider is requested to make this breakdown in the form a generalized matrix, with a line for each requested service, the unit cost, the unit amount and then total cost as specified in Annex V. The information provided in that table, known as a Price Schedule, will be considered the financial offer. All amounts should be in US dollars

9. Minimum content of technical proposals:

A. Proposal submission form (See also Annex IV)

B. Technical Proposal

Section 1: Description of the Venue / Institution and Qualifications

- Years of experience in hosting conferences and events of similar scale
- Overview of the venue (facilities, capacity, key features)
- Number of staff available on-site to support events
- Number of English-speaking staff available during the event
 - List of medium and large scale conferences/events (300-400 participants) hosted at the venue. Examples should include links, photos, or brief descriptions of at least three comparable events:
 - List of events hosted for UN agencies and/or international organizations (if applicable)

- Description of the venue's operational and coordination structure for event delivery
- Description of sustainability practices (e.g. waste management, energy use, certifications)

Required documents:

- Venue/company profile
- Copy of business registration / license
- Organizational chart (venue management and event support team)
- Floor plans of the venue

Section 2: Proposed Approach, Facilities and Service Delivery

A detailed description of how the venue will meet the requirements outlined in Annex III – Description of Requirements, including a narrative explanation of how the proposed spaces and services will be delivered and managed.

The proposal should include:

- Floor plans and layouts indicating room distribution, sizes, capacities, configurations, and locations within the venue
- Description of space allocation and setup, including plenary, breakout rooms, meeting rooms, exhibition area, catering/dining areas, registration, and informal networking spaces
- Description of participant flow and circulation, particularly between plenary, breakout rooms, exhibition area, and coffee break areas
- Proposed layout of the exhibition area, including indicative booth distribution within the space
- Description of the venue's coordination structure, including roles and responsibilities of key venue staff (organigram)
- Confirmation of capacity to accommodate all participants, including provision of a dining area suitable for 350 participants simultaneously

Section 3: Please provide the following information:

Venue Focal Point / Event Manager

- Years of experience in coordinating conferences or events at the venue
- Demonstrated proficiency in English
- Experience supporting events of similar size and complexity
- CV or professional profile

Other Key Venue Staff (e.g. operations, catering, technical liaison)

- Relevant qualifications and experience
- Assigned roles and responsibilities during the event
- Language capabilities (in particular English)
- CVs or brief professional profiles

Financial Proposal

Prepare a financial proposal in a separate document, with costs indicated for the provision of all services outlined in the Expected Outputs, filling out the table provided in Annex V – Price Schedule. Ensure that all costs are in USD.

Please note again, that the technical offer and the financial offer must be emailed separately with subject titles indicating what they are exclusively to ioc.procurement@unesco.org. **Please note that the financial offer must be Password protected.**

You are requested to acknowledge the receipt of this offer and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Ms. Malek Ameri (m.ameri@unesco.org).

10. Eligibility/qualification/experience requirements:

Offerors meeting the mandatory criteria will advance to the technical evaluation. An evaluation committee will carry out the evaluation applying the following evaluation criteria. Offerors should provide information regarding the qualifications in their proposal.

Kindly note that the evaluation panel may visit the venue during evaluation of the technical offer.

9.1. Expertise of Venue

Only Offerors meeting mandatory qualifications criteria are eligible to submit a proposal. Any Offeror not meeting these requirements will be disqualified from further technical evaluation:

	Criteria	Issues to Consider
1.1	Demonstrated experience with the management of multi-day international conferences. Minimum 2 years and 3 events of similar volume	<i>It is mandatory for Firm/Entity to have minimum 2 years of experience in hosting multi-day international conferences or corporate events</i> <i>[Service providers with less than 2 years of relevant experience will be disqualified]</i>
1.2	Demonstrated experience with the management of medium-to-large multi-day conferences.	<i>It is mandatory for Firm/Entity to have successfully hosted minimum 3 events of up to 400 participants.</i>
1.3	Sustainability Considerations	<i>It is desirable that a Firm/Entity:</i> <ul style="list-style-type: none"> • <i>Has management of an environmental system and/or corporate social responsibility</i> • <i>Can provide proof of concrete commitment in favor of environment preservation, saving of natural resources, reduction of energy consumption, use of eco designed products, reduction of plastics uses, ecological treatment of electric & electronic waste.</i> • <i>Allows employees to participate in decision making and include women in top management</i> • <i>Applies fair conditions of work and remuneration (mandatory respect of collective labor agreements per country) and implement a health and safety management system (e.g., ISO 18001 or equivalent)</i> • <i>Offers green and sustainable options for the hosting the event including recycling, reusable material (no single use plastics), recycled material, etc. Kindly</i>

		check UNESCO's Guidelines for green meetings with a practical planning checklist: https://unesdoc.unesco.org/ark:/48223/pf000039035 <u>4</u>
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9.2. Proposed Work Plan and Approach

	Criteria	Issues to Consider
2.1	Understanding of tasks and completeness of service offered in relation to the objectives and requirements set out in the TOR.	<i>The proposal should describe how each of tasks/requirements in the terms of reference will be addressed.</i>
2.2	Presentation is clear and the sequence of activities and planning are logical, realistic and ensure realistic and efficient delivery	<i>The proposal should include realistic workplan with specific treatment of tasks and the composition of the proposed team</i>
2.3	Strategic location in Bali, considering conference needs and security (transfers from the airport, proximity to site visits, etc.)	<i>The proposal should indicate the venue location, connectivity to the airport and other major travel hubs, distance from sights of environmental interest for the site visits.</i>
2.4	Modern, well maintained, or recently renovated facilities and infrastructure	<i>The proposal should indicate the quality of the facilities and infrastructure, including year of establishment and/or last renovation, and special features.</i>

9.3. Personnel / General Qualifications

The Service Provider should assign:

- A Venue Event Manager-focal point for the organisation of the event, who will be responsible for all services under this assignment and the main contact point for UNESCO for all logistical arrangements and for all other service providers.
- Adequate English-speaking staff to deliver services as needed.

The event manager shall meet the following mandatory requirements. Offerors should provide information regarding the qualifications of the proposed event manager against the eligibility criteria:

	Criteria	Issues to Consider
	It is <u>mandatory</u> for the Venue Event Manager to be based in Bali, Indonesia and be fluent in English	
3	Professional experience of the event manager and adequate staff for the service needs	<i>It is mandatory for the venue event manager to have minimum 5 years of event management experience. It is mandatory to indicate the number of staff that will be assigned for the delivery</i>

		<i>of services.</i> <i>It is desirable for firm to propose a team leader with at least 2 references in the field of event management</i>
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ANNEX IV – Proposal Submission Form

Ref: IOC/MPR/IC/047/26

TO: UNESCO

To form an integral part of your technical proposal

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal 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 Proposal for a period of 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Name of Bidder:

Address of Bidder:

Authorised Signature:

Name & title of Authorised

Signature:

Date:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors.
2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.
4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

	Description of Activity/Item	Quantity	Unit price	Total [currency/amount]
1. Conference Room Meeting Facilities				
1.1	Provision of a large main room or theatre for plenary sessions, capable of accommodating 400 people, with the following facilities: <ul style="list-style-type: none"> • Lectern with microphone • PA system • Projector • Stage, approx. 10m x 3,5m, elevated or raked at least 0,6m • Furniture: 8 chairs and 2-3 side tables • Space for 1 translation booth • Space for technicians set up • Space for Press and cameras • At least 20 electrical outlets for participants laptops 	1		
1.2	Large breakout rooms Capacity 100-150 pax. with the following facilities: <ul style="list-style-type: none"> • Lectern with microphone • PA system • Projector • Stage approximately 7m x 3.5m, elevated 0.5-0.6 m • Furniture: 5-6 chairs and 2 side tables • Space for technicians set up • At least 10 electrical outlets for participants laptops 	2		
1.3	Small breakout rooms. Capacity 60-80 pax with the following facilities:	2		

	<ul style="list-style-type: none"> Lectern with microphone Screen (approx. 3m x 1.5m) PA system Projector At least 5 electrical outlets for participants laptops 			
1.4	Secretariat Rooms Capacity 8-10 pax with the following facilities: <ul style="list-style-type: none"> Board room or School seating 1 Printing/ Scanner/ photocopy machine (in one of the two rooms) At least 8 electrical outlets in each room 	2		
Subtotal 1				
Description of Activity/Item		Quantity	Unit Price	Total [currency/amount]
2. Exhibition & function areas				
2.1	Exhibition area: <ul style="list-style-type: none"> Enough space for (i) 15 booths of 2x2m³, (ii) 10 booths of 2x2m³, (iii) 15 posters Ample space for exhibition and the conference participants to roam 8-10 high/cocktail tables for networking Seating areas for bilateral meetings and networking 	1		
2.2	Registration Area and desk: Ample space for a registration desk of at least 4m	1		
2.3	Networking area : Area with seating options for areas for bilateral meetings and networking	1		
Subtotal 2				
Description of Activity/Item		Quantity	Unit Price	Total [currency/amount]
3. Services				
3.1	WiFi: High bandwidth (at least 20 Mbps) for 400 pax			
3.2	Medical service			
3.3	Service staff			
Subtotal 3				
Description of Activity/Item		Quantity	Unit Price	Total [currency/amount]
Food and Beverage Services				
4.1	Day One, 2 coffee/tea breaks for 400 pax	800		
4.2	Day One, 1 sit-down lunch 400 pax	400		
4.3	Day One (evening), cocktail and soft drinks and popcorn; to be served at the venue for up to 200 people for 1.5 hours (film festival).	200		
4.4	Day Two, Lunch pack for site visits (starter,	300		

	main, piece of fruit, 1 bottle of water)			
4.5	Day Three, 2 coffee/tea breaks	600		
4.6	Day Three, 1 sit-down lunch	300		
4.7	Day Four, 2 coffee/tea breaks	600		
4.8	Day Four, 1 sit-down lunch	300		
4.9	All days: Water (in water dispensers/fountains available in the 5 main conference rooms and in the exhibition area			
Subtotal 4				
Grand Total				

ANNEX VI – Vendor Information Form

General Information

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Expertise of the Bidder

Line of Business, area of expertise:	
Type of business (manufacturer, distributor, etc):	
Years of company experience:	
Main export countries/area:	
Past Contracts with other UN organizations:	

References: Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy.

Client/Organization Name/Country:	Description of contract's scope	Contact person:	Telephone:	Email:
1.				
2.				
3.				