TECHNICAL COMPLIANCE MATRIX

**RFP 2025-0054/ Polonskaya Provision of Venue and Catering for the Expert Meeting in Vienna, Austria, from 20 to 24**

**October 2025**

Bidders are requested to demonstrate compliance with the requirements and add any further information in support of their Proposal. Please refer to the relevant section of the Terms of Reference for further explanation of the requirements. The information provided will form an integral part of the technical evaluation process.

Compliance Matrix of this document must be completed and returned as part of the Technical Proposal.

Compliance Matrix

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref No. of ToR | Requirements  *A section-by-section response to each section of the Terms of Reference is included in the Proposal* | | Compliance AND/OR Confirmation of acceptance | | | | Comments | |
|  |  | | Yes | | No | |  | |
| 1 | Location and standard of hotel | |  | |  | |  | |
| II | Vienna, preferably in the area close to the Vienna International Centre, within a radius of 6km, and close access to subway/public transport | |  | |  | |  | |
| II | Minimum 4 start | |  | |  | |  | |
| 2 | Venue/ Meeting facilities from 20 to 24 October 2025 | |  | |  | |  | |
| II | | Main conference room as described in the ToR | |  | |  | |  | |
| II | Second conference room as described in the ToR | |  | |  | |  | |
| II | Breakout Session Spaces as described in the ToR | |  | |  | |  | |
| II | Poster area as described in the ToR | |  | |  | |  | |
|  | Free wifi internet available in rooms and wifi and LAN internet in meeting facilities. | |  | |  | |  | |
|  | Technical support in all meeting facilities as described in the ToR | |  | |  | |  | |
| 3 | Catering services | |  | |  | |  | |
| II | Coffee-breaks for 80 persons as described in the ToR | |  | |  | |  | |
| II | Buffet-Lunches for 80 persons as described in the ToR | |  | |  | |  | |
| II | Dinner or reception for 80 persons as described in the ToR | |  | |  | |  | |
| 4. | (OPTIONAL) Accommodation | |  | |  | |  | |
| II | 30 rooms, single occupancy, breakfast, as described in the ToR | |  | |  | |  | |
| 5. | Contractor’s personnel | |  | |  | |  | |
|  | The Contractor shall appoint an Account Manager/Point of Contact for enquiries and technical support | |  | |  | |  | |
|  | Staff shall be able to support participants in their requests in English | |  | |  | |  | |
| 6. | Required Dates of Service | |  | |  | |  | |
| II | 20 to 24 October 2025 – for Venue and catering | |  | |  | |  | |
| II | 19 to 25 October 2025 - for accommodation (optional) | |  | |  | |  | |