



**International Foundation
for Electoral Systems**

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

**Request for Quotation (RFQ)
for the provision of lodging and accommodation services in Bangladesh**

Solicitation # RFQ-22-079

November 1, 2022

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of lodging and accommodation services in Dhaka, Bangladesh. The solicitation provides Bidders with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or on that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|--|
| • Issuance of RFQ | November 1, 2022 |
| • Technical Questions/Inquiries Due | November 6, 2022] |
| • Answers/Addenda from IFES | November 10, 2022] |
| • RFQ Closes | November 24, 2022, by 4:00 PM_ Washington DC. EST time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidders' Understanding of the Solicitation

Bidders are responsible for understanding the solicitation in its entirety and each of its elements and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any Bidder that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Sayed Ali Asghar
sasghar@ifes.org

and

Maryam Raufi
mraufi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.4 Submission

It is mandatory for Bidders to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time is shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible Bidders that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

- 1. Price/Payments 40%**
Competitive pricing for the services requested Rates fall within the [U.S. DSSR rates](#)
Payments can be received through international wire transfer
- 2. Quality of Rooms and Services 30%**
The rooms and services in vendor proposals’ match IFES’ needs as outlined in the scope of work
- 3. Location and Security 30%**
Lodging is reasonably close to IFES office, allowing for efficient commutes The building is in a safe neighborhood with options for dining and groceries Vendor has 24/7 robust security in line with IFES’ needs as outlined in the scope of work

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

IFES Bangladesh is seeking to issue one or more blanket ordering agreements (BOAs) to vendors who can provide lodging and accommodations to IFES consultants and staff who travel to Dhaka to support programming on short and longer-term bases. The scope of work for this procurement is provided in the table below.

Location and security	<ul style="list-style-type: none"> • Located within Dhaka’s Gulshan 2 Area, highly preferred • Located within a safe neighborhood with dining and grocery options • Robust security (perimeter and access control, vehicles checked, metal detectors, 24-hour security) required
Access	<ul style="list-style-type: none"> • Accessible for people with disabilities highly preferred
Accommodation	<ul style="list-style-type: none"> • All rooms must have hot/cold water, attached bathroom, uninterrupted power supply, television and air conditioning. • In-room phones are required • High-speed internet access in accommodation rooms is required; free Wi-Fi is a plus • In-room tea/coffee making facilities are preferred.

	<ul style="list-style-type: none"> • Availability of rooms with kitchenettes with a minimum of basic equipment and materials (e.g. stove, microwave, refrigerator, sink, pots and pans, plates, utensils) is preferred
Dining	<ul style="list-style-type: none"> • Dining facilities for lunch and dinner located within the lodging’s building preferred • Complimentary breakfast for guests preferred
Other	<ul style="list-style-type: none"> • Ability to accept payments for rooms and services via international wire transfer • Ability to provide transportation to/from airport for guests is a plus • Availability of exercise/fitness facilities is a plus • Backup generators with adequate supply of power (electricity, hot water, ACs) required • Over night parking

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES’ project in Bangladesh is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the “Timeline” in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

5.3 License, Clearance, and Approvals

The Bidders will have any registration or licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

5.4 Samples

Bidders must submit a copy of the hotel flyer with the proposal.

6 QUALIFICATIONS & REFERENCES

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% of more of the company
2. Evidence of successful completion of a project of a similar size and complexity.

3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Bidders must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work. Scope of Work.
5. A certification signed by an officer or authorized representative that the Bidder has sufficient financial, technical, and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing may be in either US Dollars (USD), Bangladesh Taka (BDT), or both, according to the currency in which bidders can accept payments. Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications and inclusions must be shown for each item.

Any taxes and service charges must be clearly identified in the pricing. If any rates are seasonal, please include a breakdown.

No	Services	Specification & Inclusions	Unit Price BDT	Unit Price USD
1	Single room with no kitchenette			
2	Double room with no kitchenette			
3	Single room with kitchenette			
4	Double room with kitchenette			
5	High-speed internet (additional to WIFI)			
6	Breakfast (if not included)			
7	Airport transportation (Per trip)			
8	Other			

The vendor could attach a copy of their prices proposal according to the above table as well.

Notes:

- Lodging prices quoted, including applicable taxes and charges, must be within the U.S. government maximum approved rate in the DSSR ([USAID and U.S. Embassy rate](#)).
- Please indicate the number of accessible rooms for persons with disabilities and confirm if the price quoted above is applicable.
- Bidders need to state check-in and check-out times and the availability of late check-out and early check-in. Bidders also need to specify associated costs, if any.
- If lodging rates are seasonal, please include a breakdown of the rates for rooms during high and low seasons or dry and rainy seasons.
- Bidders need to indicate which currency they accept payments in and will thus invoice IFES in. The contract of the selected vendor(s) will have to be in the currency in which invoices and payments will be made.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Companies Owned or Controlled by Government

The Bidder must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the Bidder's offer being removed from consideration.

8.4 Subcontracting

No subcontracting is allowed under this solicitation.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Bidder or third parties, in connection with the Response.

8.6 Intellectual Property

Bidders may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]