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Date: **January 12, 2018**

Ref.: **RFQ/18/014**

Subject: Request for Quotations for Lodging and Banquet Services

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES Libya office operating out of Tunis, Tunisia. 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.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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.

DESCRIPTION OF GOODS/SERVICES

IFES Libya will be hosting several trainings in Tunis during the next year, and requires quotations for lodging and banquet services. To ensure flexibility and responsiveness to the needs of stakeholders in IFES' dynamic program, IFES Libya hopes to secure Basic Ordering Agreements (BOAs) with one or multiple venues in Tunis to provide these services on a recurring basis tentatively from **February 2018 – January 2019** in Tunis. The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES Libya office for each of these training events, workshops and meetings as the need arises. Each Task Order will be numbered and constitute an order for services.

The bidder should be able to provide all services at one location, in the period mentioned above. Bidders are requested to provide maximum capacity of their conference facilities.

The number of guests requiring rooms and guests requiring meals and refreshments are different from one event to another.

Please provide unit pricing for lodging and banquet as described in the below table. **Any applicable charges such as taxes, VAT or service charges must be identified separately.**

I. Price for Lodging:

No.	Description	Unit	Unit Price (TND)
1.	Single room (including breakfast and internet)	Per room, per night	
2.	Double room, two beds (including breakfast and internet)	Per room, per night	

Notes:

- 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.
- Please note that Lodging prices for single room in Tunisia, including applicable taxes and charges, must not exceed the [approved US government ceiling](#).

II. Price for Conference Package:

3. Package for up to 25 People:		
a.	Conference Room	Per room per day
b.	Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event (list unit price)
c.	A/V Equipment (projector, screen, microphones, speakers, etc.)	Per item per day (list unit price)
d.	High speed internet service	Per user per day
e.	Coffee Breaks (includes supply of bottled mineral water throughout the day)	Per person per break
f.	Lunch	Per person per day
g.	Dinner	Per person per day
h.	Other (please specify)	(list unit price)

Notes:

- The majority of IFES Libya events are expected to host up to 25 participants, and sufficient conference room space for 5 breakout groups, for up to 25 people, is needed. Therefore, the availability of large conference rooms will be preferred.
- Bidders must include reservation and cancellation policy.
- Any other information you feel provides good information about your facility.
- See Meals and Refreshments section below for more information on requirements.

Facilities Required for Training Venue:

Access	Access for people with disabilities is highly preferred
Accommodation	<ul style="list-style-type: none"> • All rooms MUST have hot/cold water, uninterrupted power supply, television and air condition.

	<ul style="list-style-type: none"> • In-room tea/coffee making facilities are PREFERRED.
Communication	<ul style="list-style-type: none"> • In-room phones are required • Internet access from either a common area or in accommodation rooms is required
Restaurant	Dining facilities for up to 25 people required
Training Room Space Requirements	<ul style="list-style-type: none"> • Sufficient space in U-shape, theater style, or roundtables for up to 25 participants; • Sufficient space for 3-5 breakout groups of up to 25 people each for large conferences. • for small workshops, space is needed for 5 breakout groups of 5 people (need NOT have separate rooms, but sufficient space for separate working groups)
Other Training Room Requirements	<ul style="list-style-type: none"> • Full uninterrupted power supply • Heating and Cooling air-conditioning • Screen • Flipcharts and markers • Strong signal for high speed wireless internet • One large white board • One projector screen • Possibility of sticking paper to walls

Meals and Refreshments Minimum Requirements:

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the training workshop
Water	Sufficient bottled mineral water to be available for all meals + in the training room + in accommodation rooms for all attendees
Breakfast	For example: Cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water
Morning break	Tea, coffee, cookies or seasonal snacks
Lunch	For example: Rice, vegetables, meat/fish, salad and dessert, water
Afternoon break	Tea, coffee, cookies or seasonal snacks
Dinner	For example: Rice, bread, vegetables, meat/fish, pickle, salad and dessert, water

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
4. A brief outline of the company, including:

- a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% of more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. No subcontracting is allowed under this solicitation.
 6. IFES requests quotations on a per unit basis as indicated in the pricing tables.
 7. Contain detailed cost in **Tunisian Dinars**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
 8. Detailed description of past experiences providing similar services to international NGOs.
 9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
 10. Prospective contractor 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.

All Responses shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|---|------------|
| 1. Price | 40% |
| Total cost, assessment of overall price and price reasonableness, including descriptions of no show policies. Prices should represent fair and reasonable current market rates for event venues. Value will be assessed on the daily rates provided and competitiveness of all prices provided. | |
| 2. Facilities Offered | 40% |
| Venue’s space for lodging and conferences, location, and venue’s compatibility with the specifications. Venues must be able to accommodate at least 25 people. | |
| 3. Experience/Past Performance | 20% |
| IFES will consider the venue’s experience hosting similar types of events in the past. | |

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	January 12, 2018
Questions Due	January 17, 2018, 5 PM Tunis Time
Answers from IFES	January 19, 2018
RFQ Closes – Responses Due	January 28, 2018, 5 PM Tunis Time

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of **Ms. Sajia Tokhi** at stokhi@ifes.org and **Mr. Ragheed Al Ameen** at ralameen@ifes.org.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for entire length of contract.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ 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 reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

IFES has zero tolerance for fraud. Fraud is any act or omission 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.