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Sustainable Democracy.

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**Date: February 06, 2019**

**Ref.: RFQ/19/035**

**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 office in 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 SERVICES**

IFES Tunisia will be hosting several trainings in the upcoming months and requires quotations for lodging and banquet services. To ensure flexibility and responsiveness to the needs of stakeholders in IFES' dynamic program, IFES Tunisia hopes to secure Basic Ordering Agreements (BOAs) with one or multiple venues in Gammarth to provide these services on a recurring basis tentatively from January 1, 2019 to December 31, 2019, depending on room availability, **in Gammarth area**. The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES Tunisia 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.

The number of guests requiring rooms and participants requiring meals & refreshments varies from one event to another. Bidders are also requested to provide maximum capacity of their conference facilities. Please provide pricing for lodging and banquet as described in the below tables. **Taxes, VAT and services charges must be identified separately.**

**I. Pricing for Lodging:**

Bidders need to state check-in and checkout times and the availability of late checkout and early check-in. Bidders also need to specify associated costs, if any.

No.	Services	Pricing	Unit Price (DNT)
1.	Single Room (Bed & Breakfast)	Per room per night	
2.	Double Room (Bed & Breakfast)	Per room per night	
3.	Single Room (Full Board)	Per room per night	
4.	Double Room (Full Board)	Per room per night	
5.	High speed internet service	Per room per day	

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 Gammarth, including applicable taxes and charges, must not exceed the [approved US government ceiling](#).

**II. Pricing for Meals and Coffee Breaks:**

See Meals and Refreshments section below for more information on guidelines

No.	Services	Pricing	Unit Price (DNT)
8.	Coffee Break (includes supply of bottled mineral water)	Per person per break	
9.	½ Bottle of water	Per person	
10.	Lunch (open buffet)	Per person	
11.	Dinner (open buffet)	Per person	

**III. Pricing for Meeting Rooms:**

If available, Bidders may submit a floorplan and/or detailed table for meeting rooms' maximum capacity in different seating format (round tables, U-shape, theater style, etc.)

No.	Services	Pricing	Unit Price (DNT)
<b>12.</b>	<b>Package for up to 25 People:</b>		
a.	Meeting Room	Per room per day (8 hours)	
b.	Meeting Room	Per room half day (4 hours)	
<b>13.</b>	<b>Package for 26- 50 People:</b>		
c.	Meeting Room	Per room per day	
d.	Meeting Room	Per room half day (4 hours)	
<b>14.</b>	<b>Package for 51-100 People:</b>		
e.	Meeting Room	Per room per day	
f.	Meeting Room	Per room half day (4 hours)	

**IV. Pricing for Supplies and Equipment:**

Include any complimentary service that your hotel offers.

No.	Services	Pricing	Unit Price (DNT)
<b>15.</b>	Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event (list unit price)	
<b>16.</b>	A/V Equipment (projector, screen, microphones, speakers, etc.)	Per item per day (list unit price)	
<b>17.</b>	High speed internet service	Per user per day	
<b>18.</b>	Other (please specify)	(list unit price)	

**V. Facility Requirements:**

**FACILITIES THAT DO NOT MEET THE BELOW REQUIREMENTS WILL NOT BE CONSIDERED IN THE EVALUATION PROCESS AND WILL BE AUTOMATICALLY DISREGARDED.**

Hotel Rating	Must be at least 4-star hotel
Hotel Location	Hotel must be in <b>Gammarth, Tunis</b>
Accommodation	All rooms must have hot/cold water, suite bathroom, uninterrupted power supply and High-speed internet service
Communication	In-room phones
Parking	Availability of parking
Restaurant	Dining facilities for 300 people
Security	The hotel must have security precautions and scanning (for individuals and vehicles)

## VI. Meals and Refreshments (Guidelines)

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the event
Water	Sufficient bottled mineral water to be available for all meals and in accommodation rooms for all attendees
Breakfast	For example: Cereals, milk, egg, fruit, juice, breads, butter, jam, tea, coffee, water
Coffee break	Tea, coffee, Juice, cookies or seasonal snacks
Lunch	For example: <ul style="list-style-type: none"> <li>• various salads, appetizers, cheeses, condiments, etc.</li> <li>• soups, creamed vegetables, etc.</li> <li>• Rice, pasta, steamed vegetables.</li> <li>• poultry, meat and fish.</li> <li>• Tunisian meal.</li> <li>• seasonal fruit, Tunisian pastries, Parisian pastries, ice.</li> </ul> – Open Buffet – Water.
Cocktail reception	Tea, coffee, Juice, cookies or seasonal snacks, finger food.
Dinner	For example: <ul style="list-style-type: none"> <li>• various salads, appetizers, cheeses, condiments, etc.</li> <li>• soups, creamed vegetables, etc.</li> <li>• Rice, pasta, steamed vegetables.</li> <li>• poultry, meat and fish.</li> <li>• Tunisian meal.</li> <li>• seasonal fruit, Tunisian pastries, Parisian pastries, ice.</li> </ul> – Open Buffet – Water.

### SCHEDULE OF EVENTS

Release of RFQ	February 06, 2019
Questions Due	February 09, 2019 (by 6:00 PM Gammarth Local Time)
Answers from IFES	February 12, 2019
RFQ Closes – Responses Due	February 21, 2019 (by 6:00 PM Gammarth Local 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 Mr. Ian Swank ([iswank@ifes.org](mailto:iswank@ifes.org)) and Ms. Sajia Tokhi ([stokhi@ifes.org](mailto:stokhi@ifes.org)).

## 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% or more of the company;
  - e. Proof of hotel ranking;
  - f. Year business was started or established; and
5. IFES requests quotations for the above listed services on unit price basis.
6. Contain detailed cost in **Tunisian Dinar (DNT)**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
7. 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.
8. All Responses shall be in English.

## EVALUATION

IFES will evaluate bids based on the following criteria:

### 1. Facilities (30%)

- Space available for a training team either within the room or adjacent: 3 trainers, 3-5 staff members, and office equipment (computer, printer, training materials storage)
- Space available for interpreter booths
- Availability and suitability of extra rooms for breakout groups of 20 people
- Ability to accommodate conference branding materials, such as backdrop banners
- Capacity of Hall: based on different seating arrangements (U shape, theatre, etc.)
- Stage visibility by all participants in the hall
- Proximity of restrooms to training rooms
- Parking capacity
- Cleanliness and quality of conference hall, restaurants, and overall hotel
- Availability of medical clinic and first aid kits
- Quality of hotel emergency infrastructure, such as emergency staircases, emergency door signs, etc.

- Accessibility of persons with disabilities regarding: 1) accommodation rooms, 2) restaurants, 3) conference halls, 4) bathrooms, 5) parking
- Cleanliness and size of rooms; in-room tea/coffee making facilities; quality of television and air condition; total number of rooms

**2. Food and Beverage (20%)**

Meal options, variety and availability of vegan and vegetarian options

**3. Price (50%)**

- Cost effectiveness of the financial quotations compared against the services being offered
- Reservation cancellation and no-show policies
- Complimentary services

**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

<b>GENERAL TERMS AND CONDITIONS</b>
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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. No subcontracting is allowed under this solicitation.
4. Prices quoted must be valid for 12 months minimum.
5. 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.
6. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
7. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
8. IFES reserves the right to accept all or part of the quotation when awarding the contract.
9. 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.
10. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
11. 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](mailto:compliance@ifes.org) or at +1 202-350-6791.**