



Date: September 9, 2016

Ref.: **RFQ/16/133**

Subject: Request for Quotations for Event Venue, Refreshments, and Lodging in location, from 21 to 24 September 2016.

The Zimbabwe Electoral Commission and the International Foundation for Electoral Systems Zimbabwe Trust (“IFES”) invite your firm to participate in this competitive solicitation for pricing and performance on the following services in Zimbabwe. 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

The Zimbabwe Electoral Commission (ZEC) is an independent, constitutionally-mandated body responsible for all aspects of election administration in Zimbabwe. IFES is an independent, non-governmental organisation registered in Zimbabwe that provides technical assistance worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

This Request for Quotations (RFQ) seeks a vendor to provide a venue, lunches, refreshments and accommodations for a training event per the following requirements.

DESCRIPTION OF Services

The ZEC and IFES seek a vendor to provide a venue, refreshments and lodging for an event in Harare, as detailed below.

Lodging (21-24 September 2016)

No.	Item/Service	Qty.	Units	Duration	Time
1.	Standard, single rooms with private bathroom, including breakfast, with check-in on 21 September 2016 and check-out on 24 September 2016	36	Rooms	3	Nights

Venue & Refreshments (22-23 September 2016)

No.	Item/Service	Qty.	Units	Duration	Time
1.	Provision of one (1) conference venue with a capacity of 35 - 40 people.	1	Hall	2	Days
2	Three (3) break-out rooms each with a capacity of at least 15 people	3	Rooms	2	Days
2.	Provision of: <ul style="list-style-type: none"> • 1 Public Address (PA) System; • 1 Uninterruptible Power Supply (UPS); • 4 flip chart stands with paper and markers; • 1 multimedia projector (2,000-2,900 lumens); and • 1 projector screen • One pen & paper pad for each participant 	1	Package	2	Days
3.	Provision of buffet lunch with fixed menu options, including non-alcoholic beverages, for up to 40 people (menu options must be specified in the offer)	40	People	2	Days
4.	Provision of one (1) mid-morning and one (1) mid-afternoon tea / coffee break each day	40	People	2	Days
5.	Provision of bottled water with glasses during morning tea and lunch	80	Bottles	2	Days

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:
 - Full legal name and address of the company or individual;
 - Corporate and tax registration documents
 - Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - Name of any individuals or entities that own 50% or more of the company;
 - Year business was started or established; and
5. Contain detailed cost with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
6. 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.
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 the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|---|-----|
| 1. Price | 50% |
| 2. Facilities & service offerings in relation to RFQ requirements | 40% |
| 3. Past performance | 10% |

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

APPLICATION

Your submission must be received through email no later than 5PM Harare local time on 16/09/16, sent to the attention of the following:

Salima Wiggins	swiggins@ifes.org
Chris Bassett	cbassett@ifes.org

All quotes must be on a company's letterhead with the company's contact name and address. **Email submission should have "RFQ-16-133" and the service provider name in the subject line.** IFES will confirm receipt of any submissions sent via e-mail.

SCHEDULE OF EVENTS

Release of RFQ	09/09/16
Questions Due	13/09/16, by 5PM Harare local time
Answers from IFES	14/09/16
RFQ Closes – Responses Due	16/09/16, by 5PM Harare local time

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.

The Price Schedule is included on the following page.

Table 1: Price Schedule

No.	Item/Service	Qty.	Units	Duration	Time	Unit Cost	Subtotal
1.	Standard, single rooms with private bathroom, including breakfast, with check-in on 21 September 2016 and check-out on 24 September 2016	36	Rooms	3	Nights		
	Provision of one (1) conference venue with a capacity of 35 - 40 people	1	Hall	2	Days		
	Three break-out rooms with a capacity of at least 15 people each	3	Rooms	2	Days		
	Provision of: <ul style="list-style-type: none"> • 1 Public Address (PA) System; • 1 Uninterruptible Power Supply (UPS); • 4 flip chart stands with paper and markers; • 1 multimedia projector (2,000-2,900 lumens); • 1 projector screen; and, • One pen & paper pad for each participant 	1	Package	2	Days		
	Provision of buffet lunch with fixed menu options, including non-alcoholic beverages, for up to 40 persons (menu options must be specified in the offer)	40	People	2	Days		
	Provision of one (1) mid-morning and one (1) mid-afternoon tea / coffee break each day	40	People	2	Days		
	Provision of bottled water with glasses during morning tea and lunch	80	Bottles	2	Days		
Subtotal							
Service Charge (if applicable)							
Grand Total							