



International Foundation for Electoral Systems

Date: November 09, 2018

Ref.: RFQ/19/011

Subject: Request for Quotations for Lodging Services in Buka, Bougainville

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 **Buka, Bougainville**. 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 and 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 seeks to establish a Basic Ordering Agreement (BOA) with one or multiple venues in Buka, Bougainville to provide lodging services on a recurring basis over the year with possibility of extension. The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES office for each of these events, workshops and meetings as the need arises. Each Task Order will be numbered and constitute an order for services.

The number of guests requiring rooms are different from time to time, so contractor/s must be able to respond accordingly. Preferably, contractors' facilities should be disability friendly.

In your quotes, please provide pricing for lodging services as described in the below tables. Taxes and service charges must be identified separately. If any rates are seasonal, please include a break down.

Pricing for Lodging

No.	Services	Pricing	Unit Price (PGK)
1.	Single room (Bed & Breakfast)	Per room per night	
2.	Double room (Bed & Breakfast)	Per room per night	
3	High speed internet service	Per room per day	

Notes:

- Please indicate the number of accessible rooms for persons with disabilities and confirm if the price quoted above is applicable.
- Contractors need to state check-in and check-out times and the availability of late check-out and early check-in. Contractors 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.
- Please indicate the check in and check out time.

The successful contractor(s) will be subject to an IFES Assessment by IFES procurement and Security teams prior to contracting.

Detailed information on the following site specifications:

- a. An operable generator or secondary power supply;
- b. Adequate mosquito protection in rooms including window screens and/or netting over beds;
- c. Secure gate which is manned by a guard at all times
- d. Consistency of running water;
- e. Consistency of electricity (please include Information on generator, if your facility has one and if/when it is used);
- f. Functionality of AirCon units in each room;
- g. Precautions taken to prevent bugs from entering rooms (window screens, regular fumigation, etc.); and
- h. Security measures (fencing, guards, door/facility locks, etc.).

Services to be Furnished by the Contractor(s):

1. The Contractor(s) shall provide secure lodging services for staff and consultants for the duration of their stay, without their needing to switch rooms during their stay.
2. The Contractor(s) shall allow IFES to make reservations for staff and consultants and honor those reservations.
3. The Contractor(s) shall provide invoices to IFES for each service request in accordance with the contract.
4. The Contractor(s) shall not bill IFES for cancelled reservations.
5. The Contractor(s) shall provide polite, responsive and efficient service at all times.

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. Year business was started or established; and
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed services on a daily basis.
7. Contain detailed cost in Papua New Guinea Kina (PGK), 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.
11. All Responses shall be in the English language and submitted via email.

EVALUATION

IFES will evaluate bids based on the following criteria:

1. Facilities Offered 30%
 - Cleanliness and quality of rooms
 - Security of rooms and location
 - Reliability of power
 - Reliability of running water
2. Experience/Past Performance 10%
 - Example of provided services for international organizations
3. Price 30%
 - Cost effectiveness of the financial quotations compared against services being offered
4. Reliability of availability 30%
 - Ability to accommodate long stays
 - Ability to accommodate changes to length of stay
 - Ability to accommodate last minute requests

- Accessibility of persons with disabilities

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	November 09, 2018
Questions Due	November 15, 2018
Answers from IFES	November 19, 2018
RFQ Closes – Responses Due	November 28, 2018

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 Abdullah Abdullah at email: abdullah@ifes.org. **All communication and quotes must reference “RFQ/19/011”.**

Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice and <https://www.devex.com/funding>

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 period of contract (12 months).
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 contractors 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 contractors 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.