



## International Foundation for Electoral Systems

Date: March 19, 2019

Ref.: **RFQ-19-037**

### **Subject: Request for Quotations for Hotel Services in Tripoli, Libya**

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 hotel services for the IFES office in Tripoli, Libya. 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 Libya will be hosting several trainings in the next year, and requires quotations for conference venue, lodging, and food/beverage 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 Tripoli to provide these services on a recurring basis tentatively from April 1, 2019 – March 31, 2020. The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES Libya office each time training or accommodations are required. 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 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 or service charges must be identified separately.

**I. Price for Lodging:**

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

Lodging prices including applicable taxes and charges must be within the US government maximum approved rate in the DSSR (USAID and US Embassy rate).

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.

**II. Price for Conference Package:**

|    |   |                                      |
|----|---|--------------------------------------|
| a. | Conference Room   | Per room capacity 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:**

1. Bidders must include reservation and cancellation policy.
2. Any other information you feel provides good information about your facility.
3. See Meals and Refreshments section below for more information on requirements.

**Facilities Required for Training Venue:**

|                                     |   |
|-------------------------------------|---|
| Access                              | <b>Access for people with disabilities is highly preferred</b>  |
| Accommodation                       | <ul style="list-style-type: none"> <li>All rooms MUST have hot/cold water, uninterrupted power supply, television and air condition.</li> <li>In-room tea/coffee making facilities are PREFERRED.</li> </ul>  |
| Communication                       | <ul style="list-style-type: none"> <li>In-room phones are required</li> <li>Internet access from either a common area or in accommodation rooms is required</li> </ul>  |
| Restaurant                          | <ul style="list-style-type: none"> <li>Dining facilities for at least 25 people required</li> </ul>   |
| Training Room<br>Space Requirements | <ul style="list-style-type: none"> <li>Sufficient space in U-shape, theater style, or roundtables for at least 25 participants;</li> <li>Sufficient space for 3-5 breakout groups of at least 25 people each for large conferences.</li> <li>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)</li> </ul> |
| Other Training<br>Room Requirements | <ul style="list-style-type: none"> <li>Full uninterrupted power supply</li> <li>Heating and Cooling air-conditioning</li> <li>Screen</li> <li>Flipcharts and markers</li> <li>Strong signal for high speed wireless internet</li> <li>One large white board</li> <li>One projector screen</li> <li>Possibility of sticking paper to walls</li> </ul>  |

**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 |

|                     |
|---------------------|
| <b>REQUIREMENTS</b> |
|---------------------|

Prospective contractors must submit the following information in the Response:

- A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
- General information about the contractor’s history and experience.
- 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.
- 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
  - U.S. companies must indicate if they are a registered small business (woman-owned, veteran-owned, minority-owned, disabled, service disabled veteran-owned)
- The prospective contractor must disclose in writing with its response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor’s offer being removed from consideration.
- No subcontracting is allowed under this solicitation.
- IFES requests quotations for the above listed goods/services on an hourly/daily/monthly basis.
- Contain detailed cost in [select local currency or USD], with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
- Detailed description of past experiences providing similar services to international NGOs.
- 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.
- 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 and submitted via email.

## 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. Facility 30%**

This includes 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. Capacity 30%**

**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 -           | March 19, 2019 |
| Questions Due -            | March 25, 2019 |
| Answers from IFES -        | March 29, 2019 |
| RFQ Closes – Responses Due | April 2, 2019  |

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 Ian Swank [iswank@ifes.org](mailto:iswank@ifes.org) and Sajaia Tokhi [stokhi@ifes.org](mailto:stokhi@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 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 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](mailto:compliance@ifes.org) or at +1 202-350-6791.**