



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Quotation (RFQ) for Hotel Services in Prague, Czech Republic

Solicitation # RFQ-19-061

July 2, 2019

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of hotel services in Prague, Czech Republic. The solicitation provides prospective vendors with the relevant operational and performance requirements.

1.2 Coverage & Participation

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.

1.3 Zero Tolerance for Fraud

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.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|---------------|
| • Issuance of RFQ | July 2, 2019 |
| • Technical Questions/Inquiries Due | July 15, 2019 |
| • Answers/Addenda from IFES | July 22, 2019 |
| • RFQ Closes | July 28, 2019 |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

and

Sajia Tokhi
Contracts and Grants Administrator
stokhi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

- 1. Conference and Hotel Facilities Offered** 40%
This includes venues space for lodging and conferences, including number of conference facilities, and venues compatibility with the specifications, including equipment and available room facilities (room size, WiFi, etc.)
- 2. Menu** 10%
IFES will consider the venues suggested Food Options/Variety/Flexibility
- 3. Past Experience/Performance** 25%
IFES will consider the venues experience hosting similar types of events in the past.
- 4. Price** 40%
Total cost, assessment of overall price and price reasonableness, including descriptions of cancelation and 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.

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

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

USAID assigned the mandate to International Foundation for Electoral Systems (IFES) for implementation of their project REAPPS in Prague, Czech Republic.

The project will require multiple events to be organized and implemented by the IFES Regional Europe Office, located in Prague. Therefore, IFES is seeking to place multiple vendors on Basic Ordering Agreements (BOA) to provide:

- A) Accommodation; or
- B) Accommodation and Conference facilities,

in Prague, on a recurring basis, during period October 1, 2019 – September 30, 2020.

A) Accommodation:

Pricing for Accommodation

Item	Services	Unit	Price		
			Excl. VAT	VAT	Incl. VAT
1.	Double room – with breakfast	Per Room			
2.	Single room – with breakfast	Per Room			
3.	Lunch – please provide options if any	Per Person			
4.	Dinner – please provide options if any	Per Person			
5.	Any other costs: add details in separate line items and be specific with the unit costs.	Per Unit			

Notes:

- Accommodation prices quoted, including applicable taxes and charges, shall be within the U.S. government maximum approved rate in the DSSR (USAID and U.S. Embassy rate: https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1359).
- Please indicate the total number of rooms available;
- Please indicate if the location is accessible for people with disabilities, the number of rooms for persons with disabilities, if any, and confirm whether the price quoted above is applicable.
- Please indicate the check-in and check-out policy and availability of late check-out and early check-in, including associated costs, if any.
- Please indicate the no-show and cancellation policy.
- If accommodation rates are seasonal, or the cost varies in regards of rooms requested, please include the high/low season pricing and/or thresholds for different capacity pricing.
- Please indicate if the inter room phone and internet access is available.
- Please indicate if parking is available.

B) Accommodation and Conference Facilities:

- **For Accommodation, the pricing should be listed as indicated in point A;**
- **For Conference facilities:**

Item	Services	Unit	Price		
			Excl. VAT	VAT	Incl. VAT
1.	Large Conference Hall (up to 150 persons) – please provide details *	Per Day			
2.	Medium Conference Hall (up to 75 persons) – please provide details*	Per Day			
3.	Small Conference Hall (up to 30 persons) – please provide details*	Per Day			
4.	Bottled mineral water (0,5l)	Per Item			
5.	Coffee Break (Tea/Coffee, non-alcoholic beverages) – please provide details	Per Person			
6.	Superior Coffee Break (Tea/Coffee, non-alcoholic beverages, light snack) – please provide details	Per Person			
7.	Printing/Photocopying/Scanning Services	Per Unit			
8.	Any other costs: add details in separate line items and be specific with the unit costs.	Per Unit			

* The Conference Hall should include, large white board, projector and screen. Please be specific as to what is included in the Conference Hall including whether the Conference facility has space for Coffee Break, break out rooms and for simultaneous translation equipment.

Notes:

- Access for people with disabilities highly preferred, please describe access availability.
- The meeting room shall be equipped with the appropriate number of chairs and tables according to the seating request.
- Separate restrooms for men and women close to the Conference hall is required.
- Please indicate if the Audio/Visual equipment is provided by in-house provider or if it can be delivered by other local provider.
- While evaluating the different bids, IFES may conduct site visit as part of the solicitation.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES’ project in Czech Republic is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the “Timeline” in the Evaluation Criteria. IFES encourages all prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. Availability for option A or B.
2. The offer shall include no-show and cancellation policy for accommodation and conference facilities.
3. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
4. Description of past experiences with similar services to international NGOs.
5. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
6. Prospective vendors 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. Scope of Work.
7. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must agree to keep prices valid for a minimum of 90 calendar days.

Pricing must be in Czech Koruna(CZK). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

8.2 No Collusion

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.

8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government

ownership of managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

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. (if permitted by the solicitation)

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]