



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

Request for Quotation (RFQ) for Hotel Services in Tunis, Tunisia

Solicitation # RFQ-19-064

July 23, 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 Tunis, Tunisia. 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.

- | | |
|------------------------------|------------------------------------|
| • Release of RFQ | July 23, 2019 |
| • Questions Due | July 25, 2019, 5:00 PM Tunis Time |
| • Answers from IFES | July 29, 2019 |
| • RFQ Closes – Responses Due | August 5, 2019, 5:00 PM Tunis Time |

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 bids based on the following criteria:

1. Price (50%)

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

2. Facilities (25%)

- 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 meeting space: 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 accommodation rooms, restaurants, conference halls, bathrooms, parking
- Cleanliness and size of rooms; in-room tea/coffee making facilities; quality of television and air condition; total number of rooms

3. Food and Beverage (15%)

- Meal options, variety and availability of vegan and vegetarian options

4. Experience and Past Performance (10%)

- Experience working with other similar international NGOs.

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

IFES Libya 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 Libya hopes to secure Basic Ordering Agreements (BOAs) with one or multiple venues in Tunis to provide these services on a recurring basis tentatively from October 1, 2019 to September 30, 2020, depending on room availability, in Tunis area. The BOA will provide the contractual terms and conditions for call orders issued by the IFES Libya office for each of these training events, workshops and meetings as the need arises. Each call 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.**

Lodging Services:

1. Pricing for Lodging:

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

Notes:

- Bidders need to provide the number of single and double rooms in their facility.
- Bidders need to define the number of accessible rooms in their facility (for persons with disabilities)
- 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.
- Bidders need to provide room cancellation policy.
- Please note that lodging prices for single room in Tunisia, including applicable taxes and charges, must not exceed the approved [US government ceiling](#).

Conference and Venue Services:

1. Pricing for Meals and Coffee Breaks:

No.	Services	Unit	Unit Price (TND)
3.	Coffee Break (includes supply of bottled mineral water)	Per person per break	
4.	½ Bottle of water	Per person	
5.	Breakfast (open buffet)	Per person	
6.	Lunch (open buffet)	Per person	
7.	Cocktail Reception (includes beverages and light snacks)	Per person	
8.	Dinner (open buffet)	Per person	

2. 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 (TND)
9.	Meeting Room for up to 25 People:	Per room per day	
10.	Meeting Room for 26- 50 People:	Per room per day	
11.	Meeting Room for 51-100 People:	Per room per day	

- Bidders need to provide the number of meeting rooms in their facility with capacity for each.

3. Pricing for Supplies and Equipment:

Include any complimentary service that your hotel offers.

No.	Services	Pricing	Unit Price (TND)
12.	Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event (list unit price)	
13.	A/V Equipment (projector, screen, microphones, speakers,	Per item per day (list unit price)	
14.	High speed internet service	Per user per day	
15.	Other (please specify)	(list unit price)	

4. 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 Tunis (preferably Gammarth)
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 200 people
Security	The hotel must have security precautions (to include a security team, evacuation plan, secured parking, and metal detectors at the entrance) and a scanners (for individuals entering the hotel and their luggage)

Notes:

- Bidders must provide reservation and cancellation policy, as well as any other relevant information regarding hotel facilities and policies.

5. 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,
Coffee break	Tea, coffee, Juice, cookies or seasonal snacks
Lunch	For example: <ul style="list-style-type: none"> • Various salads, appetizers, cheeses, condiments, etc. • Soups, creamed vegetables, etc. • Rice, pasta, steamed vegetables. • Poultry, meat and fish. • Tunisian meal. • Seasonal fruit, Tunisian pastries, Parisian pastries, ice. • Open Buffet – Water.
Cocktail reception	Tea, coffee, Juice, cookies or seasonal snacks, finger food.
Dinner	For example: <ul style="list-style-type: none"> • Various salads, appetizers, cheeses, condiments, etc. • Soups, creamed vegetables, etc. • Rice, pasta, steamed vegetables. • Poultry, meat and fish. • Tunisian meal. • Seasonal fruit, Tunisian pastries, Parisian pastries, ice. • Open Buffet – Water.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline – Not applicable

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 Tunisia 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.

5.3 License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

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

1. 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
2. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
3. General information about the contractor's history and experience.
4. 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.
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed goods/services on an hourly/daily/monthly basis.
7. Contain detailed cost in TND, 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.

7 ADDITIONAL TERMS & CONDITIONS

7.1 Non-Disclosure Agreement

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

7.2 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.

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

7.4 Subcontracting

No subcontracting is allowed under this solicitation.

7.5 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.

7.6 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.

7.7 Prospective Contractors' Responses

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

7.8 Partial Awarding

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

7.9 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.

7.10 Entire Solicitation

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

[End of Solicitation]