**Attachment A**

**Pricing Tables, Facilities & Meal Requirements, and Company Information**

Participating vendors must fill out all Sections required in this form, including pricing for lodging, venue and banquet services, hotel policies and company information. In addition, vendor must provide sample menus based on IFES meal and refreshment requirements.

**Section I. Pricing Table for Lodging & Banquet Services -** *Please note the following:*

* Any applicable services charges must be identified separately.
* Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.
* Pricing must be in Kenya Shilling (KES). Unit prices are required and in case of discrepancies between unit prices and the total price, the unit price will be taken as basis in the evaluation.
* Lodging prices for standard/single room in Kenya, including applicable taxes and charges, must not exceed the approved US government ceiling.
* The majority of IFES events are expected to host up to 50 participants.
* Vendors are welcome to provide more details if their facility has more than 3 meeting/conference rooms.

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| **Pricing for Lodging** |
| **No.** | **Services** | **Pricing** | **Unit Cost (KES)** |
|  | Single standard room  | Per room per night |  |
|  | Breakfast | Per person per night |  |
|  | High speed internet service | Per room per night |  |

*Notes:*

* Bidders need to provide the number of 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 with associated costs (if any)
* Bidders need to provide room cancellation policy
* Please note that lodging prices for single room in Nairobi, Kenya, including applicable taxes and charges, must not exceed the approved [US Department of State Standardized Regulations in Kenya](https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1195).

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| **Pricing for Banquet Services** |
| **1.** | **Package for up to 20-50 People:** | **Unit** | **Unit Price (KES)** |
| a. | Full Day Meeting Room Hall Rental Only | Per room per day |  |
| b. | Half Day Meeting Room Hall Rental Only | Per room per day |  |
| c. | Stationery Supplies (Flipchart stand/papers & Markers, etc.) | Per day / Per event |  |
| d. | A/V Equipment (projector, screen, Public Address System, UPS etc.) | Per item per day (list unit price) |  |
| e. | High speed internet service | Per user per day |  |
| f. | Buffet breakfast for nonlodging participants (includes supply of bottled water) | Per person per day |  |
| g. | Coffee Breaks (includes supply of bottled water) | Per person per day |  |
| h. | Buffet lunch (includes supply of bottled water) | Per person per day |  |
| i. | Buffet dinner (includes supply of bottled water) | Per person per day |  |
| j. | Bottled water (during the event/conference)  | (list unit price) |  |
| I | Other (please specify) | (list unit price) |  |

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| **Pricing for Banquet Services** |
| **2.** | **Package for up to 50-100 People:** | **Unit** | **Unit Price (KES)** |
| a. | Full Day Meeting Room Hall Rental Only | Per room per day |  |
| b. | Half Day Meeting Room Hall Rental Only | Per room per day |  |
| c. | Stationery Supplies (Flipchart stand/papers& Markers, etc.) | Per day / Per event |  |
| d. | A/V Equipment (projector, screen, PublicAddress System, UPS etc.) | Per item per day (list unit price) |  |
| e. | High speed internet service | Per user per day |  |
| f. | Buffet breakfast for nonlodging participants (includes supply of bottled water) | Per person per day |  |
| g. | Coffee Breaks (includes supply of bottled water) | Per person per day |  |
| h. | Buffet lunch (includes supply of bottled water) | Per person per day |  |
| i. | Buffet dinner (includes supply of bottled water) | Per person per day |  |
| j. | Bottled water (during the event/conference) | (list unit price) |  |
| I | Other (please specify) | (list unit price) |  |

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| **Pricing for Banquet Services** |
| **3.** | **Package for up to 100-250 People:** | **Unit** | **Unit Price (KES)** |
| a. | Full Day Meeting Room Hall Rental Only | Per room per day |  |
| b. | Half Day Meeting Room Hall Rental Only | Per room per day |  |
| c. | Stationery Supplies (Flipchart stand/papers & Markers, etc.) | Per day / Per event |  |
| d. | A/V Equipment (projector, screen, Public Address System, UPS etc.) | Per item per day (list unit price) |  |
| e. | High speed internet service | Per user per day |  |
| f. | Buffet breakfast for nonlodging participants (includes supply of bottled water) | Per person per day |  |
| g. | Coffee Breaks (includes supply of bottled water) | Per person per day |  |
| h. | Buffet lunch (includes supply of bottled water) | Per person per day |  |
| i. | Buffet dinner (includes supply of bottled water) | Per person per day |  |
| j. | Bottled water (during the event/conference) | (list unit price) |  |
| I | Other (please specify) | (list unit price) |  |

**Section II. Facilities Required for IFES Events (training, meeting, conferences, etc.) -** *Facilities and services are expected to correspond with the criteria detailed below.*

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| **Facilities Availability** |
| ***Please check the box (Yes/No) if the following facilities are available at hotel:*** | **Yes** | **No** |
| **Accommodation** | Maximum number of total lodging rooms available. | Qty. \_\_\_\_ |
| All rooms MUST have hot/cold water, attached bathroom, uninterrupted power supply, television and air conditioning. |  |  |
| In-room tea/coffee making facilities are (preferred) |  |  |
| **Access** | Accessibility for people with disabilities is highly preferred. Please indicate if your hotel has accessibility to venue. |  |  |
| Please indicate if your hotel has accessibility to lodging. |  |  |
| If YES, please indicate how many lodging rooms are accessible to Persons with disabilities (PWD). | Qty. \_\_\_\_ |
| **Communication** | In-room phones are required |  |  |
| Internet access from either a common area or in accommodation rooms is required |  |  |
| **Parking** | Free parking |  |  |
| **Dining facilities** | Dining facilities for a maximum of 100 people (preferred) |  |  |
| **Training Room**  | Maximum capacity for Conference Rooms. | Qty. \_\_\_\_ |
|  | * Sufficient space in U-shape, theater style, or roundtables for:
	+ 20-50 participants;
	+ 50-100 participants;
 |  |  |
| **Space Requirement** | * For large conferences, need sufficient space for 3-4 breakout groups of 20 people each.
* For small workshops, need space for 3-4 breakout groups of 5 people (need NOT have separate rooms, but sufficient space for separate working groups)
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| Sufficient space for interpreter booths  |  |  |
| Separate rest rooms for men and women close to the training room |  |  |
| **Other Training Room Requirements** | Full uninterrupted power supply with availability of extension cords and extenders to reach each table (required) |  |  |
| Screen |  |  |
| Flipcharts and markers (preferred) |  |  |
| Strong signal for high speed wireless internet |  |  |
| One large white board |  |  |
| One projector screen |  |  |
| Possibility of sticking paper to walls |  |  |

 **Section III. Meals and Refreshment (minimum requirement) –** *must provide sample menu for breakfast, tea/coffee break, lunch and dinner (Required).*

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| Timing | Exact timing of meals and refreshment breaks will be advised in advance of event. |
| Water | Sufficient bottled water to be available for all meals + in the training room + in accommodation rooms for all attendees (when lodging required). |
| Breakfast | Example: Cereals, milk, eggs, fruits, pastries, breads, butter, jam, tea, coffee, juice, water, etc. |
| Tea/Coffee break | Tea, coffee, cookies or seasonal snacks and one protein |
| Lunch | Buffet - 3 course meals (must include supply of water) |
| Dinner | Buffet - 3 course meals (must include supply of water) |

**Section IV. Hotel Policies -***Please answer the following questions:*

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| 1) What is the check in and check out time of rooms? |
| Check in: | Check out: |
| 2) Are there any fees associated with early check in/late check out? |
| Early Check In: | Late Check Out: |
| 3) What is the reservation policy for rooms? |
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| 4) What is the cancellation policy for rooms? |
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| 5) What is the reservation policy for conference facilities? |
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| 6) What is the cancellation policy for conference facilities? |
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| 7) What is the refund policy for conference facilities, if any? |
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| 8) Is there any other information on hotel policy that you think our organization needs to know that have not been outlined yet? |
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**Section V. Vendor Information -** *Please provide the following organizational information, including the supporting documentation outlined in the RFQ.*

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| 1) What is the full legal name of the company?  |
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| 2) What is the official street address of the company?  |
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| 3) What is the full name and title of the legal representative (i.e., president or managing director) of the company?  |
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| 4) What is the email address of the legal representative of the company?  |
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| 5) What year was business started or established? |
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| 1. Name of any individuals or entities that own 50% of more of the company (if applicable)?
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**Additional Required Documents/Information:**

* Brief outline of the company and services offered;
* Corporate registration and tax registration documents;
* Evidence of successful completion of a project of a similar size and complexity such as Letters of recommendation or copies of previous contracts; OR
* List of no less than three (3) references with contact information (i.e. contact name, company/ organization, phone number and email addresses. IFES reserves the right to request and check additional references.