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**Date:** December 2, 2016  
**Ref.:** RFQ/17/035  
**Subject:** Request for Quotations for Basic Ordering Agreement for Hotel Lodging, Venue and Refreshment Services in Nairobi, Kenya

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 goods and services, for the IFES office in Nairobi, Kenya. 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. IFES promotes democratic stability by providing technical assistance to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

Under its USAID-funded project, IFES will conduct a variety of trainings and workshops for a range of stakeholders, including but not limited to electoral officials, academics, journalists and civil society organizations. To ensure flexibility and responsiveness to the needs of stakeholders in IFES' dynamic program, IFES/Kenya seeks to establish a Basic Ordering Agreement (BOAs) with one or multiple venues in Nairobi, Kenya, to provide these services on a recurring basis over the year.

The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES/Kenya 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.

#### DESCRIPTION OF GOODS/SERVICES

The number of guests requiring rooms and training participants requiring meals & refreshments will vary from one event to another. Bidders should indicate the maximum capacity of their conference facilities. Please provide pricing for lodging and banquet as described in the below table. Services charges must be identified separately where applicable.

##### I. Pricing for Lodging:

No.	Services	Pricing
1.	Single room (including <u>Bed &amp; Breakfast with water</u> )	Per room per night
2.	High speed internet service	Per room per day

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

**II. Pricing for Venue & Refreshments**

<b>3.</b>	<b>Package for 20-50 People:</b>	<b>Pricing</b>
a.	Meeting room	Per room per day
b.	Stationery supplies (flipchart stand, papers & markers, etc.)	Per day (package) <b>or</b> per person per day — <b>please specify</b>
c.	A/V Equipment: Projector (2,000-2,900 lumens), Screen (8' x 10' or 6' x 6'), Public Address System, Uninterruptible Power Supply, etc.	Per item per day (list unit price)
d.	High speed internet service	Per user per day
e.	Breakfast ( <u>for non-lodgers</u> )	Per person per day
f.	Coffee breaks	Per person per day
g.	Lunch	Per person per day
h.	Dinner	Per person per day
i.	Water bottles	Per unit
j.	Other (please specify)	(list unit price)
<b>4.</b>	<b>Package for up to 50-99 People:</b>	<b>Pricing</b>
a.	Meeting room	Per room per day
b.	Stationery supplies (flipchart stand, papers & markers, etc.)	Per day (package) <b>or</b> per person per day — <b>please specify</b>
c.	A/V Equipment: Projector (2,000-2,900 lumens), Screen (8' x 10' or 6' x 6'), Public Address System, Uninterruptible Power Supply, etc.	Per item per day (list unit price)
d.	High speed internet service	Per user per day
e.	Breakfast ( <u>for non-lodgers</u> )	Per person per day
f.	Coffee breaks	Per person per day
g.	Lunch	Per person per day
h.	Dinner	Per person per day
i.	Water bottles	Per unit
j.	Other (please specify)	(list unit price)
<b>5.</b>	<b>Package for up to 100-250 People: (Preferred but not required under the BOA)</b>	<b>Pricing</b>
a.	Meeting room	Per room per day
b.	Stationery supplies (flipchart stand, papers & markers, etc.)	Per day (package) <b>or</b> per person per day — <b>please specify</b>
c.	A/V Equipment: Projector (2,000-2,900 lumens), Screen (8' x 10' or 6' x 6'), Public Address System, Uninterruptible Power Supply, etc.	Per item per day (list unit price)
d.	High speed internet service	Per user per day

e.	Coffee breaks	Per person per day
f.	Breakfast ( <u>for non-lodgers</u> )	Per person per day
g.	Lunch	Per person per day
h.	Dinner	Per person per day
i.	Water bottles	Per unit
j.	Other (please specify)	(list unit price)

**Notes:**

- The majority of IFES events are expected to host up to 50 participants. Therefore, the availability of large conference rooms (up to 250 people) will be preferred but will not impact the scoring and evaluation.
- Please include the vendor’s reservation and cancellation policy, as well as any other relevant information regarding hotel facilities and policies.
- Facilities and services are expected to correspond with the criteria detailed below:

**Facilities Required for Training Venue**

Access	<b><u>Accessibility for people with disabilities is highly preferred.</u></b> Please indicate if your hotel has accessibility accommodations for lodging and / or venues.
Accommodation	<ul style="list-style-type: none"> <li>• All rooms MUST have hot/cold water, attached bathroom, uninterrupted power supply, television and air conditioning.</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>
Parking	Free parking
Restaurant	Dining facilities for a maximum of 250 people
Security	<b><u>Please provide details of hotel security and fire safety arrangements.</u></b>
Training Rooms	<b><u>Please confirm the number of training rooms available for the participant levels noted below.</u></b>
Training Room Space Requirements	<ul style="list-style-type: none"> <li>• Sufficient space in U-shape, theater style, or roundtables for: <ul style="list-style-type: none"> <li>○ 20-50 participants;</li> <li>○ 50-100 participants;</li> <li>○ 100-250 participants;</li> </ul> </li> <li>• For small workshops (20-50 participants), the venue should have sufficient space within the event hall for separate breakout groups of 5 people/group.</li> <li>• For large conference (50+ participants), the venue should have sufficient space within the event hall for separate breakout groups of 20 people/group.</li> <li>• Sufficient space for interpreter booths</li> <li>• Separate rest rooms for men and women close to the training room</li> </ul>
Other Training Room Requirements	<ul style="list-style-type: none"> <li>• Full uninterruptible power supply (UPS)</li> <li>• Air-conditioning</li> <li>• Flipchart stands, paper and markers</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong signal for high speed wireless internet</li> <li>• One large white board</li> <li>• One projector (2,000-2,900 lumens)</li> <li>• One projector screen (8' x 10' or 6' x 6')</li> <li>• Possibility of sticking paper to walls</li> </ul>
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**Meals and Refreshments (minimum requirements)**

**Vendors are strongly encouraged to include sample menus** representative of the options proposed in their quotation.

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the event
Water	Sufficient bottled 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, etc.
Coffee break	Tea, coffee, cookies or seasonal snacks and one protein
Lunch	Buffet - 3 course meals
Dinner	Buffet - 3 course meals

<b>REQUIREMENTS</b>
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Prospective contractors must submit the following information in the Response:

**1. Both of the following cost proposal elements:**

- a. **A complete pricing table** corresponding to the tables included in this RFQ under “Description of Services,”

**AND**

- b. An example task order for evaluation, as detailed in **Attachment A.**

These must include the requested detailed costs, **in Kenyan Shillings (KES)**, provided against each of the categories of services described in the Price Schedule, with applicable charges clearly identified. **Please note that IFES will request for refund of all VAT Paid upon approval by USAID/KEA.**

**2. Details regarding the hotel’s cancellation and refund policy.**

**3. 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.

4. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.

5. 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.

6. 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;
  - d. Name of any individuals or entities that own 50% or more of the company; and
  - e. Year business was started or established
7. There will be no subcontracting allowed under this RFQ and bids must be submitted by the Contractor who intends to provide the services described in this RFQ.
  8. 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.
  9. All Responses shall be in the English language.

## EVALUATION

IFES will evaluate bids based on the following criteria:

- |   |     |
|---|-----|
| 1. Price  | 50% |
| 2. Facilities & service offerings in relation to RFQ requirements | 40% |
| 3. Past performance   | 10% |

### 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

## APPLICATION

Your submission must be received through email no later than **17:00 Nairobi local time on December 16, 2016**, sent to the attention of the following:

Salima Wiggins	<a href="mailto:swiggins@ifes.org">swiggins@ifes.org</a>
Chris Bassett	<a href="mailto:cbassett@ifes.org">cbassett@ifes.org</a>

All quotes must be on a company's letterhead with the company's contact name and address. **Email submission should have "RFQ-17-035" and the service provider's name in the subject line.**

## SCHEDULE OF EVENTS

Release of RFQ	December 2, 2016
Questions Due	December 8, 2016, by no later than 17:00 Nairobi local time
Answers from IFES	December 12, 2016
<b>RFQ Closes – Responses Due</b>	<b>December 16, 2016, received by no later than 17:00 Nairobi local time</b>

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 Ms. Salima Wiggins at [swiggins@ifes.org](mailto:swiggins@ifes.org) and Mr. Chris Bassett at [cbassett@ifes.org](mailto:cbassett@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 at least one calendar year.
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.**

**Attachment A: Example Task Order for Evaluation**

**Participating vendors must complete the following sample task order using the applicable unit prices from their completed pricing table (as per the categories detailed in Description of Goods/Services).**

Please note that this example task order is for illustrative purposes only and does not represent an actual, upcoming event.

No.	Item/Service	Qty.	Units	Duration	Time	Unit Cost (KES)	Subtotal (KES)
<b>I. Lodging</b>							
1.	Provision of ten (10) standard, single rooms for three (3) nights Check-in: January 2, 2017 Check-out: January 5, 2017	10	Rooms	3	Nights		
<b>II. Venue &amp; Refreshments (January 3-4, 2017)</b>							
	One (1) square-shaped hall with capacity for 50 people, including breakout sessions, from 7 am to 7 pm	1	Hall	2	Days		
2.	Stationery Supplies (Flipchart stand/papers & Markers, etc.) for <u>50 participants</u>	<u>1</u>	<u>Package</u>	2	Days		
3.	Provision of 1 PA, 1 UPS, 1 flip chart stand, 1 multimedia projector (2,000-2,900 lumens) and 1 projector screen (8' x 10' or 6' x 6')	1	Package	2	Days		
4.	One coffee/tea break (2 snack items and 1 protein item)	50	People	2	Days		
5.	Buffet lunch	50	People	2	Days		
6.	Buffet dinner	10	People	3	Days		
7.	Bottled water	150	Bottles	2	Days		
						<b>Subtotal (KES):</b>	
						Service Charge (if applicable):	
						<b>Grand Total (KES):</b>	

**End of RFQ**