



Date: November 21, 2016
Ref.: RFQ-17-024
Subject: Request for Quotations for Event Venue Services in Abuja, Nigeria

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 Nigeria. 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.

DESCRIPTION OF GOODS/SERVICES

IFES is conducting a 3-day validation conference (December 18-20, 2016) on the strategic plan for the Independent National Electoral Commission (INEC). The workshop is aimed at bringing relevant election stakeholders to validate and get their collaboration in the successful implementation of the INEC strategic plan. A total of 470 participants are expected to attend the workshop.

Event requirements are detailed below.

INEC Strategic Plan Validation Conference (December 18-20, 2016)					
No.	Item/Service	Qty.	Units	Duration	Time
1.	Large, square-shaped hall with capacity for 450-470 people (7 am – 7 pm)	1	Room	3	Days
2.	Meeting rooms with capacity for 100 people (7 am – 7 pm) — must be located on the same property as the large hall	2	Rooms	3	Days
3.	Multimedia projector (2000-3000 lumens) Projector screen (8' x 10' or 6' x 6')	4	Sets	3	Days
4.	Other Equipment: <ul style="list-style-type: none"> • Public Address System (PAS) • Generator back-up • Uninterrupted Power Supply (UPS) 	1	Set	3	Days

	<ul style="list-style-type: none"> • Flip chart stand • 2 electric socket extensions 				
5.	Morning tea/coffee break (2 snacks, 1 protein item, tea, coffee & mineral water)	470	People	3	Days
6.	Lunch (3 course buffet, including mineral water)	470	People	3	Days

Venue Set-up/Furnishings

- Square/round tables large size with 5-7 chairs at each table
- Small tables for projector/laptop
- A table for workshop stationery/materials
- Desk for facilitators/trainers in hall

Facilities Requirements

- Complimentary Internet wi-fi connectivity during the event
- The facility should be accessible to persons with disabilities.
- Contractors should detail their standard venue security arrangements.
- The venue must include good lighting, access to daylight, and clear visibility for all participants.
- Soft flooring is preferable.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. Contain **Table 1: Price Schedule** (included below), including the requested detailed costs, in Nigerian Naira, provided against each of the categories of services described in the Price Schedule. **Please note that IFES is exempt from Value Added Tax (VAT) in Nigeria, and will deduct withholding tax from the Grand Total as required by Nigerian law.**
2. Details regarding the hotel's cancellation and refund policy.
3. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
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. 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% of more of the company; and
 - e. Year business was started or established;
6. 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.
7. **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.

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:

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| 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

Please note that IFES may take site assessments and events previously conducted at venues into consideration when evaluating the facilities and past performance of a vendor. Vendors with venues where IFES has not conducted a recent site assessment, or who believe site assessment information may be out of date, are especially encouraged to submit current documentation in this regard.

APPLICATION

Your submission must be received through email by no later than 17:00 Abuja local time on **December 5, 2016**, sent to the attention of the following:

Salima Wiggins swiggins@ifes.org

Chris Bassett cbassett@ifes.org

All quotes must be on a company's letterhead with the company's contact name and address. **Email submission should have "RFQ-17-024" and the service provider's name in the subject line.**

SCHEDULE OF EVENTS

Release of RFQ	November 21, 2016
Questions Due	November 28, 2016, by no later than 17:00 Abuja local time
Answers from IFES	November 30, 2016
RFQ Closes – Responses Due	December 5, 2016, by no later than 17:00 Abuja local time

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 and Mr. Chris Bassett at 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 or at +1 202-350-6791.

Table 1: Price Schedule

INEC Strategic Plan Validation Conference (December 18-20, 2016)							
No.	Item/Service	Qty.	Units	Duration	Time	Unit Cost (NGN)	Subtotal (NGN)
1.	Large, square-shaped hall with capacity for 450-470 people (7 am – 7 pm)	1	Room	3	Days		
2.	Meeting rooms with capacity for 100 people (7 am – 7 pm) — must be located on the same property as the large hall	2	Rooms	3	Days		
3.	<ul style="list-style-type: none"> • Multimedia projector (2000-3000 lumens) • Projector screen (8' x 10' or 6' x 6') 	4	Sets	3	Days		
4.	Other Equipment: <ul style="list-style-type: none"> • Public Address System (PAS) • Generator back-up • Uninterrupted Power Supply (UPS) • Flip chart stand • 2 electric socket extensions 	1	Set	3	Days		
5.	Morning tea/coffee break (2 snacks, 1 protein item, tea, coffee & mineral water)	470	People	3	Days		
6.	Lunch (3 course buffet, including mineral water)	470	People	3	Days		
Subtotal (NGN):							
Service Charge (if applicable):							
Grand Total (NGN):							

End of RFQ