



International Foundation for Electoral Systems

Date: January 03, 2019

Ref.: **RFQ/19/023**

Subject: Request for Quotations for Conference Space, Lodging and Dining for IFES in Haiti

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 services for the IFES office in Port-au-Prince, Haiti. 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 of America. 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 and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies to mature democracies.

DESCRIPTION OF SERVICES

IFES seeks to establish a Basic Ordering Agreement (BOA) with one or multiple venues in Haiti to provide lodging, dining and event services on a recurring basis over the year.

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

IFES will conduct trainings and workshops with election stakeholders, including government officials, in Haiti over the next 1 year. The number of guests requiring rooms and training participants requiring meals and refreshments are different from one event to another, so vendors must be able to accommodate events of different sizes. Preferably, vendors' facilities should be disability friendly and reachable by public transportation.

In your quotes, please provide pricing for lodging and event services as described in the below tables. Taxes and service charges must be identified separately. If any rates are seasonal, please include a break down.

Facilities Required for Rooms and Training Venue

Access	Accessibility for people with disabilities is highly preferred. Please indicate if your hotel has accessibility to lodging and/or venue.
Accommodation	<ul style="list-style-type: none"> • All rooms MUST have hot/cold water, attached bathroom, uninterrupted power supply, television and air conditioning. • In-room tea/coffee making facilities are PREFERRED. • Bottled mineral water
Communication	<ul style="list-style-type: none"> • In-room phones are required • Internet access from either a common area or in accommodation rooms is required
Parking	Parking for at least 15-20 spots
Restaurant	Dining facilities for a maximum of 200 people
Training Room Space Requirements	<ul style="list-style-type: none"> • Sufficient space in U-shape, theater style, or roundtables for: <ul style="list-style-type: none"> ○ 1-30 participants ○ 30-70 participants ○ 70-100 participants ○ 100-150 participants ○ 150-200 participants • Sufficient space for 3-4 breakout groups of 20 people for large conferences. <ul style="list-style-type: none"> ○ For small workshop need space for 3-4 breakout groups of 5 people (need NOT have separate rooms, but sufficient space for separate working groups) • Sufficient space for interpreter booths • Separate rest rooms for men and women close to the training room
Other Training Room Requirements	<ul style="list-style-type: none"> • Full uninterrupted power supply • Cooling air-conditioning • Screen and Tripod • One Projector Screen • One large TV Screen • Flipcharts and markers • One large white board • Strong signal for high speed wireless internet • Possibility of sticking paper to walls

Meals and Refreshments (minimum requirements)

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the event. Staff must be capable of delivering food at the exact time requested.
Water	At least one bottle of Mineral Water per person to be available for all meals + in the training room + in accommodation rooms for all attendees
Breakfast	For example: Cereals, Milk, Egg, Fruits, Breads, Butter, Jam, Tea, Coffee, Juice, Water
Morning break	For example: Tea, Coffee, Fruits, Juice, hors d'œuvre
Lunch/Buffer	For example: Rice, Vegetables, Meat, Seafood, Salad and Dessert, Juice, Water
Afternoon break	For example: Tea, Coffee, Cookies, Fruits, Juice, Water
Dinner/Buffer	For example: Rice, Vegetables, Meat, Seafood, Salad and Dessert, Water

I. Pricing for Lodging:

No.	Services	Pricing	Unit Price (USD)
1.	Single room (Bed & Breakfast)	Per room per night	
2.	Double room (Bed & Breakfast)	Per room per night	
3	High speed internet service	Per room per day	

Notes:

- Please indicate the number of accessible rooms for persons with disabilities and confirm if the price quoted above is applicable.
- 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.
- If lodging rates are seasonal, please include a breakdown of the rates for rooms during high and low seasons or dry and rainy seasons.

II. Pricing for Meeting Rooms, Supplies and Equipment:

No.	For 1 to 30 People	Pricing	Unit Price (USD)
1.	Meeting Room	Per room per day	
2.	Audiovisual Equipment (projector, screen, Public Address System, UPS etc.)	Per room per day	
3.	High speed internet service	Per room per day	

No.	For 30 to 70 People	Pricing	Unit Price (USD)
1.	Meeting Room	Per room per day	
2.	Audiovisual Equipment (projector, screen, Public Address System, UPS etc.)	Per room per day	
3.	High speed internet service	Per room per day	

No.	For 70 to 100 People	Pricing	Unit Price (USD)
1.	Meeting Room	Per room per day	
2.	Audiovisual Equipment (projector, screen, Public Address System, UPS etc.)	Per room per day	
3.	High speed internet service	Per room per day	

No.	For 100 to 150 People	Pricing	Unit Price (USD)
1.	Meeting Room	Per room per day	
2.	Audiovisual Equipment (projector, screen, Public Address System, UPS etc.)	Per room per day	
3.	High speed internet service	Per room per day	

No.	For 150 to 200 People	Pricing	Unit Price (USD)
1.	Meeting Room	Per room per day	
2.	Audiovisual Equipment (projector, screen, Public Address System, UPS etc.)	Per room per day	
3.	High speed internet service	Per room per day	

III. Pricing for Event Meals

No.	Description	Pricing	Unit Price (USD)
1.	Bottled water 0.5 L (if not included in the menu)	Per bottle	
2.	Morning Break Pause AM simple: Please add the menu <u>Selections:</u> <ul style="list-style-type: none"> • <u>Please add the menu</u> 	Per person	
3.	Morning Break Pause AM elaborate: Please add the menu <u>Selections: Please add the menu below</u> <ul style="list-style-type: none"> • • • 	Per person	
4.	Afternoon Break Please add the menu below <ul style="list-style-type: none"> • • • 	Per person	
5.	Lunch Buffet Please add the menu below <ul style="list-style-type: none"> • • • 	Per person	
6.	Dinner Buffet Please add the menu below <ul style="list-style-type: none"> • • • 	Per person	

Cancellation

If any service is canceled (partially or totally) is there any charge?

Payment:

IFES will negotiate the payment terms with selected service provider/s.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor’s history and experience.
3. 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.
4. 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 (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% of more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. No subcontracting is allowed under this solicitation.
 6. IFES requests quotations for the above listed services on a daily basis.
 7. Contain detailed cost in USD, 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.

EVALUATION

IFES will evaluate bids based on the following criteria:

1. Facilities Offered 25%
 - Availability of a variety of conference halls with different capacities and seating arrangements (Round tables, U shape, theatre, etc.) that can accommodate different types of events and conferences.
 - Cleanliness and quality of conference hall, rooms and premises.
2. Experience/Past Performance 20%
 - Hosting events for three or more days, including guests requiring accessible accommodations
 - Responsive, effective, and efficient past coordination with IFES staff
3. Price 30%
 - Cost effectiveness of the financial quotations compared against the services being offered
4. Location/Security 25%
 - Hotel is easily accessible from IFES office and other important locations
 - The location is safe and the hotel provides adequate parking and security

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

SCHEDULE OF EVENTS

Release of RFQ	January 03, 2018
Questions Due	January 11, 2019 by 17:00 Washington DC (EST)
Answers from IFES	January 15, 2019
RFQ Closes – Responses Due	January 25, 2019 by 17:00 Washington DC (EST)

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 Abdullah Abdullah at aabdullah@ifes.org.

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

All communication and quotes must reference “RFQ/19/023”.

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 entire period of contract (12 months).
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.