

## International Foundation for Electoral Systems

Date: January 08, 2019

Ref.: **RFQ/19/028**

### **Subject: Request for Quotations (RFQ) for Lodging and Banquet Services at 5-Star Hotels**

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 Cairo, Egypt. 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 conducts its works in Egypt per its registration with the Ministry of Social Solidarity as a foreign nongovernmental organization conducting its activities pursuant to local laws in Egypt. IFES organizes several events on a recurring basis. The first anticipated event that IFES will organize during 2019 is a 2 to 3-day international conference with a tentative date during March/April 2019. IFES/Egypt hopes to contract a 5-star hotel in Zamalek, downtown Cairo, or Corniche el Nil area, Cairo to provide lodging and banquet services for the subject conference and other events (if needed). The number of expected guests who will participate in the conference is expected to be up to 400 guests. Exact lodging and banquet needs will be communicated with the winning bidder. Bidders are requested to provide maximum capacity of their conference facilities. Please provide pricing for lodging and banquet as described in the below tables.

**Any applicable taxes and services charges must be identified separately. IFES in Egypt is exempt from Value Added Tax (VAT), so the quoted prices must not be inclusive of VAT. Prices quoted must be fixed**

and valid for the entire length of contract (i.e. up until September 2019). If your hotel anticipates any increases during certain periods, please provide prices for these periods.

**I. Pricing for Lodging:**

No.	Services	Pricing	Unit Price (EGP) for EGYPTIANS	Unit Price (EGP) for NON-EGYPTIANS	Cancelation and no-show policy
1.	Single room (Bed & Breakfast)	Per room per night			
2.	Single room (Half board)	Per room per night			
3.	Single room (Full board)	Per room per night			
4.	Double Room (Bed & Breakfast)	Per room per night			
5.	Double room (Half board)	Per room per night			
6.	Double Room (Full board)	Per room per night			

**II. Parking and Internet services**

No.	Services	Pricing	Unit Price (EGP)
1.	High speed internet service	Per room per day	
2.	Parking fees	Per car per day (8hrs)	
3.	Parking fees	Per car per half day (4hrs)	
4.	Parking fees	Per car per hour	

**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.
- Please note that Lodging prices for Cairo, including applicable taxes and charges, must not exceed the [approved US government ceiling](#). Breakdown of meals can be viewed through this [link](#).

**III. Pricing for Meals and Coffee Breaks:**

<b>Meal</b>	<b>Pricing</b>	<b>Unit Price (EGP)</b>
Lunch	Per person per day	
Dinner	Per person per day	
Coffee Break	Per person per day	
Cocktail/welcome reception	Per Person per day	

Menus for the quoted prices must be included in the offer. Bidders may provide more than one option for each meal or coffee break.

**IV. Pricing for Meeting Rooms:**

**IFES may need break out rooms, so please provide the below prices for Conference Hall/Meeting Rooms Rent (without meals or meeting packages):**

<b>Conference Hall/Meeting Room Name</b>	<b>Unit Price EGP</b>
[Insert conference hall/meeting room number 1]	
[Insert conference hall/meeting room number 2]	
[Insert conference hall/meeting room number 3]	
[Insert conference hall/meeting room number 4]	
[Insert conference hall/meeting room number 5]	
Please add more rows if necessary	

**Please attach floor plans, seating arrangements and capacity for each meeting room**



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V. Pricing for Banquet: [Meeting Package Prices for meals served **OUTSIDE** the event's hall]

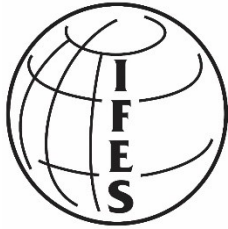
		Meeting Package Prices for meals served <b>OUTSIDE</b> the event's hall: For all meeting packages served Outside Conference halls, lunch and coffee breaks must be served outside the event's conference hall/meeting room, either in a restaurant or in a separate convenient meeting room at no extra cost.					Please indicate reservation and cancelation policy for banquet services & attach menus of the quoted packages.
Meeting Package Prices		Unit Price					
		Up to 50 people	51-100 people	101-200 people	201-300 People	301-400 people	
a.	Meeting Package <b>(one coffee break and lunch)</b> Bidders may include more than one option for coffee breaks and lunch, while clearly detailing the cost and menus of each package	Per person per package					
b.	Meeting Package <b>(two coffee breaks and lunch)</b> Bidders may include more than one option for coffee breaks and lunch, while clearly detailing the cost of and menus of each package	Per person per package					
c.	Conference Hall/Meeting Room Rent (insert zero if included in the package)	Per room per day					
d.	Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event					
e.	High speed internet service	Per user per day					
f.	AV Equipment - Projector - Projector's screen - Sound system - Microphones (standing, clip and wireless)	Per item per day					



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VI. Pricing for Banquet: [Meeting Package Prices for meals served **INSIDE** the event's hall]

		Meeting Package Prices for meals served <b>INSIDE</b> the event's hall: For all meeting packages served Inside the event's Conference halls, lunch and coffee breaks can be served inside the event's conference hall/meeting room, at no extra cost.					Please indicate reservation and cancelation policy for banquet services & attach menus of the quoted packages.
Meeting Package Prices		Unit Price					
		Up to 50 people	51-100 people	101-200 people	201-300 People	301-400 people	
a.	Meeting Package <b>(one coffee break and lunch)</b> Bidders may include more than one option for coffee breaks and lunch, while clearly detailing the cost and menus of each package	Per person per package					
b.	Meeting Package <b>(two coffee breaks and lunch)</b> Bidders may include more than one option for coffee breaks and lunch, while clearly detailing the cost of and menus of each package	Per person per package					
c.	Conference Hall/Meeting Room Rent (insert zero if included in the package)	Per room per day					
d.	Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event					
e.	High speed internet service	Per user per day					
f.	AV Equipment - Projector - Projector's screen - Sound system - Microphones (standing, clip and wireless)	Per item per day					



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## Notes and general conditions on Banquet and meals:

- See Meals and Refreshments section below for more information on guidelines.

### **FACILITY REQUIREMENTS: FACILITIES THAT DO NOT MEET THE BELOW REQUIREMENTS WILL NOT BE CONSIDERED IN THE EVALUATION PROCESS.**

Hotel Rating	Must be a 5-star hotel
Hotel Location	Hotel must be located in Zamalek, downtown Cairo, or Corniche el Nil area, Cairo.
Accommodation	All rooms MUST have hot/cold water, en suite bathroom, and uninterrupted power supply
Communication	In-room phones
Parking	Availability and sufficient capacity of parking facilities
Restaurant	Dining facilities or additional meeting rooms that can accommodate up to 400 people
Access	The hotel must be accessible with availability of accessible rooms for persons with disabilities
Security	The hotel must have security precautions and scanning (for individuals and vehicles)
Business Center	Business center must be available to IFES staff

### **Meals and Refreshments (Guidelines)**

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the conference
Water	Sufficient bottled mineral water to be available for all meals + in the training room + in accommodation rooms for all attendees
Breakfast	For example: Cereals, milk, egg, fruit, juice, breads, butter, jam, tea, coffee, water
Coffee Break	Tea, coffee, Juice, cookies, fruits or seasonal snacks
Lunch	For example: Set Menu – Open Buffet – Water – Fruits.
Cocktail Reception	Tea, coffee, Juice, cookies or seasonal snacks, finger food.
Dinner	For example: Set Menu – Open Buffet – Water.

**While evaluating the different bids, IFES may conduct site visits to the hotels that are being considered as part of this solicitation.**

<b>REQUIREMENTS</b>
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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% or 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 per the mentioned units above.
7. Contain detailed cost in Egyptian Pounds [EGP], 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. 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.
10. Include reservation, no-show and cancellation policy as well as payment schedule for lodging and banquet.
11. All Responses shall be in the English language and submitted via email.

<b>EVALUATION</b>
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IFES will evaluate bids based on the following criteria:

**1. Facilities (40%)**

- Availability of at least 60 rooms for lodging.
- Availability of a variety of meeting rooms, including a conference hall that can accommodate up to 400 people in a round-table setup/6 seats per table, as well as dining facilities suitable for the same number of guests. Enough space should be available around tables to ensure that passages can accommodate persons with disabilities who are users of wheel chairs., etc.). There should be enough space for banners, stage, up to 4 translation booths, sound system and other conference related equipment. Availability of nearby breakout rooms/ lounges around the conference hall is a plus.
- Cleanliness and quality of conference hall, restaurants, rooms, and overall hotel.
- Parking capacity.
- Venue's compatibility with the Facility Requirements listed above on page 6.

**2. Food and Beverage (10%)**

- Meal options, including variety and availability of vegan and vegetarian options to guarantee the accommodation of as many diets as possible.

**3. Price (50%)**

- Cost effectiveness of the financial quotations compared against the services being offered. The total cost must be reasonable, and the costs must be clearly identified. Offers will be compared amongst responsive bidders meeting the RFQ requirements
- Reservation cancellation and no-show policies.
- Validity of prices for at least 9 months.

**While evaluating the different bids, IFES may conduct site visits to all hotels being considered as part of this solicitation.**

**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

<b>SCHEDULE OF EVENTS</b>
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Release of RFQ	January 7, 2019
Questions Due	January 9, 2019
Answers from IFES	January 11, 2019
RFQ Closes – Responses Due	January 21, 2019 (4:00 PM Cairo 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 **Mary Kelly** at [mkelly@ifes.org](mailto:mkelly@ifes.org) and **Sajja Tokhi** at [stokhi@ifes.org](mailto:stokhi@ifes.org).

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

<b>GENERAL TERMS AND CONDITIONS</b>
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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 (9 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](mailto:compliance@ifes.org) or at +1 202-350-6791.**