



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Quotation (RFQ) for Hotel Services in Erbil, Iraq

Solicitation # RFQ-21-023

February 24, 2021

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of Hotel Services in Erbil, IRAQ. The solicitation provides Bidders with the relevant operational and performance requirements.

1.2 Coverage & Participation

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.

1.3 Zero Tolerance for Fraud

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.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|--|
| • Issuance of RFQ | February 24, 2021 |
| • Technical Questions/Inquiries Due | February 28, 2021, 5 pm Erbil time |
| • Answers/Addenda from IFES | March 3, 2021, 5pm Washington, DC time |
| • RFQ Closes | March 11, 5 pm Erbil time |

Note: Dates of activities will be notified to the vendor by IFES and will be held periodically until December 31st, 2021.

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidders' Understanding of the Solicitation

Bidders are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any Bidder that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Name: Ian Swank

Email address: iswank@ifes.org

and

Name: Sajia Tokhi

Email address: stokhi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.4 Submission

It is mandatory for Bidders to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible Bidders that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

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1. **Security (30%)**
 - Secure facilities with 24/7 static guard security
 - Security procedures imposed on people trying to access the hotel.
 - Capacity to ensure COVID-19 precautions, including regular cleaning of common spaces such as elevators and lobby area.

2. **Facilities (20%)**
 - Capacity to ensure COVID-19 precautions, including regular cleaning of common spaces such as elevators and lobby area
 - Quality of hotel emergency infrastructure, such as emergency staircases, emergency door signs, etc.
 - Capacity to provide PPE materials such as masks and hand sanitizer to each guest
 - Cleanliness and quality of conference hall, restaurants, and overall hotel
 - Cleanliness and size of rooms; in-room tea/coffee making facilities
 - Availability of medical clinic and first aid kits
 - Wireless internet access
 - Capacity of meeting space – must accommodate space for approximately 40 people to enable social distancing measures
 - Space available for a training team either within the room or adjacent: 8 trainers/staff members and office equipment (computer, printer, training materials storage)
 - Availability and suitability of extra rooms for breakout groups of 5-10 people
 - Safe and accessible lodging for 20-30 people per night
 - Ability to accommodate conference branding materials, such as backdrop banners
 - Stage visibility by all participants in the hall
 - Proximity of restrooms to training rooms
 - Accessibility of persons with disabilities regarding accommodation rooms, restaurants, conference halls, bathrooms, parking

3. **FOOD AND BEVERAGE (15%)**
 - Meal options, variety and availability of vegan and vegetarian options
 - Availability of bottled water, coffee and tea

4. **PRICE (15%)**
 - Capacity to accept wire transfer from IFES' US based bank account

- Cost effectiveness of the financial quotations compared against the services being offered
 - Reservation cancellation and no-show policy
 - Complimentary services
5. **Experience and Past Performance (20%)**
- Experience working with other similar international NGOs

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

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

IFES, under its two projects in Iraq, expects to hold a series of workshops in Erbil for different participants including government officials, civil society organizations and activists. The workshops will be hosted periodically from March 1 through December 31st 2021.

Therefore, IFES Iraq requires quotations for conference, venue, lodging and food/beverage services. Bidders are requested to provide maximum capacity of their conference facilities.

Health and safety precautions require bidders to provide all necessary services with consideration to COVID-19 health precautions and the safety of security of event participants for the duration of the stay.

Please provide unit pricing for lodging and banquet as described in the below table. **Any application charges such as taxes or service charges must be identified separately.**

BIDDER MUST INDICATE ABILITY TO ACCEPT PAYMENT IN THE FORM OF A WIRE TRANSFER FROM IFES' U.S. BANK ACCOUNT

The Contractor must provide the following services.:

I. Lodging Services:

Pricing for Lodging:

No.	Description	Unit	Unit Price
1	Single room (including breakfast, lunch and internet)	Per room, per night	
2	Airport Transportation	Per trip, per person	

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

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.

Conference and Venue Services

I.Pricing for Meals and Coffee Breaks:

No.	Services	Unit	Unit Price
3.	Coffee Break (includes supply of bottled mineral water)	Per person per break	
4.	Lunch	Per person	
5.	Dinner	Per person	

II.Price for Conference Package:

Include any complimentary service that your hotel offers.

No.	Services	Pricing	Unit Price
6	Conference Room	Per room capacity per day	
7	A/V Equipment (project, screen, microphones, speakers, etc.)	Per item per day (list unit price)	
8	High Speed Internet Service	Per use per day	
9	Stationery Supplies (notepads, pens, etc).	Per item per event (list unit price)	

Notes:

Bidders must include reservation and cancellation policy;

Any other information you feel provides good information about your facility;

See Meals and Refreshments section below for more information on requirement

Facilities Required for Training Venue:

Accommodation	<ul style="list-style-type: none"> All rooms MUST have hot/cold water, uninterrupted power supply, television and air conditioning. In-room tea/coffee making facilities Room availability for between 20-30 guests per night
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	<ul style="list-style-type: none"> Availability of parking
Restaurant	<ul style="list-style-type: none"> Dining facilities for at least 40 people required
Training Room Space Requirements	<ul style="list-style-type: none"> Sufficient space in U-shape, theater style, or roundtables for at least 40 participants (to enable social distancing); Sufficient space for 1-2 breakout groups

Other Training Room Requirements	<ul style="list-style-type: none"> • Capacity to ensure COVID-19 health and safety precautions such as social distancing and regular sanitization • Full uninterrupted power supply • Heating and Cooling air-conditioning • Screen • Strong signal for high speed wireless internet • One large white board • One projector screen • Possibility of sticking paper to walls
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Meals and Refreshments Minimum Requirements:

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the training workshop
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, fruits, juice, breads, butter, jam, tea, coffee, water
Morning coffee break	Tea, coffee, cookies or seasonal snacks
Lunch	For example: Rice, vegetables, meat/fish, salad and dessert, water
Afternoon coffee break	Tea, coffee, cookies or seasonal snacks
Dinner	For example: Rice, bread, vegetables, meat/fish, pickle, salad and dessert, water

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES’ project in IRAQ is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the “Timeline” in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

6 QUALIFICATIONS & REFERENCES

Bidders must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents

- Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
 - No subcontracting is allowed under this solicitation.
2. Evidence of successful completion of a project of a similar size and complexity.
 3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
 4. Bidders 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. Scope of Work.
 5. A certification signed by an officer or authorized representative that the Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in US Dollars (USD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
Group 1						
1.						
2.						
	Subtotal Group 1					
Group 2						
3.						
4.						
	Subtotal Group 2					
Group 3						
5.						
6.						

	Subtotal Group 3	
Total		USD
Taxes (if applicable)		USD
Grand Total		USD

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

8.2 No Collusion

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.

8.3 Companies Owned or Controlled by Government

The Bidder must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the Bidder’s offer being removed from consideration.

8.4 Subcontracting

The Bidder must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the Bidder’s offer being removed from consideration.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Bidder or third parties, in connection with the Response.

8.6 Intellectual Property

Bidders may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Bidders’ Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]