



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

**Request for Quotation (RFQ) for Hotel & Conference Venue Services in Nairobi,
Kenya**

Solicitation # RFQ-22-014

November 22, 2021

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of Hotel & Conference Services in Nairobi, Kenya. The solicitation provides prospective vendors 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 | November 22, 2021 |
| • Technical Questions/Inquiries Due | November 26, 2021 5:00 PM Washington DC Time |
| • Answers/Addenda from IFES | November 30, 2021 |
| • RFQ Closes | December 6, 2021 5:00 PM Washington DC Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors 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 prospective vendor 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 points of contact for all communication related to this solicitation are listed below.

Abdullah Abdullah
Sr. Contracts & Grants Manager
aabdullah@ifes.org

and Khurram Naz
Contracts & Grants Administrator
knaz@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. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors 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.
- All email communications and proposals submissions must reference "**RFQ-22-014 Hotel and Venue Services in Nairobi, Kenya**"

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 prospective vendors 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, prospective vendors 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 bids based on the following criteria:

- 1. Price 50%**
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offer will be compared amongst responsive bidders meeting technical requirements.
- 2. Facilities and Services 40%**
Proposals will be evaluated on suitability of the facilities and services offered based on IFES' requirements per the RFQ.
- 3. Experience and Past Performance 10%**
Vendor should demonstrate evidence of past work with reputable organizations and other international NGOs for similar events of size and scope.

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 vendors 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 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 FCDO 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.

The number of guests requiring rooms and training participants requiring meals & refreshments are different from one event to another. Bidders are requested to provide 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. **Value-added Tax (VAT) and service charges must be identified separately where applicable.**

Vendors must complete and submit Attachment A: Pricing Tables, Facilities & Meal Requirements, and Company Information for Evaluation. For convenience an MS Word version of the Attachment A is included with this RFQ. These forms must provide detailed pricing in currency identified in Attachment A, and all applicable service charges and/or taxes must be clearly identified individually.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective vendors 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 **Nairobi, Kenya** 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 prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

5.3 License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

Prospective vendors 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
 - 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. Prospective vendors 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 prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must complete **Attachment A - Pricing Tables, Facilities & Meal Requirements, and Company Information** for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in **Kenya Shilling (KES)**. 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.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor 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 prospective vendor 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 prospective contractor's offer being removed from consideration.

8.4 Subcontracting

No subcontracting is allowed under this solicitation.

8.5 Costs

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

8.6 Intellectual Property

Prospective vendors 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 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

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 prospective contractor, 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]

Attachment A
Pricing Tables, Facilities & Meal Requirements, and Company Information

Participating vendors must fill out all Sections required in this form, including pricing for lodging, venue and banquet services, hotel policies and company information. In addition, vendor must provide sample menus based on IFES meal and refreshment requirements.

Section I. Pricing Table for Lodging & Banquet Services - Please note the following:

- Any applicable services charges must be identified separately.
- Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.
- Pricing must be in Kenya Shilling (KES). Unit prices are required and in case of discrepancies between unit prices and the total price, the unit price will be taken as basis in the evaluation.
- Lodging prices for standard/single room in Kenya, including applicable taxes and charges, must not exceed the approved US government ceiling.
- The majority of IFES events are expected to host up to 50 participants.
- Vendors are welcome to provide more details if their facility has more than 3 meeting/conference rooms.

Pricing for Lodging			
No.	Services	Pricing	Unit Cost (KES)
1.	Single standard room	Per room per night	
2.	Breakfast	Per person per night	
3.	High speed internet service	Per room per night	

Notes:

- Bidders need to provide the number of rooms in their facility
- Bidders need to define the number of accessible rooms in their facility (for persons with disabilities)
- Bidders need to state check-in and check-out times and the availability of late check-out and early check-in with associated costs (if any)
- Bidders need to provide room cancellation policy
- Please note that lodging prices for single room in Nairobi, Kenya, including applicable taxes and charges, must not exceed the approved [US Department of State Standardized Regulations in Kenya](#).

Pricing for Banquet Services			
1.	Package for up to 20-50 People:	Unit	Unit Price (KES)
a.	Full Day Meeting Room Hall Rental Only	Per room per day	
b.	Half Day Meeting Room Hall Rental Only	Per room per day	
c.	Stationery Supplies (Flipchart stand/papers & Markers, etc.)	Per day / Per event	

d.	A/V Equipment (projector, screen, Public Address System, UPS etc.)	Per item per day (list unit price)	
e.	High speed internet service	Per user per day	
f.	Buffet breakfast for nonlodging participants (includes supply of bottled water)	Per person per day	
g.	Coffee Breaks (includes supply of bottled water)	Per person per day	
h.	Buffet lunch (includes supply of bottled water)	Per person per day	
i.	Buffet dinner (includes supply of bottled water)	Per person per day	
j.	Bottled water (during the event/conference)	(list unit price)	
l	Other (please specify)	(list unit price)	

Pricing for Banquet Services			
2.	Package for up to 50-100 People:	Unit	Unit Price (KES)
a.	Full Day Meeting Room Hall Rental Only	Per room per day	
b.	Half Day Meeting Room Hall Rental Only	Per room per day	
c.	Stationery Supplies (Flipchart stand/papers & Markers, etc.)	Per day / Per event	
d.	A/V Equipment (projector, screen, Public Address System, UPS etc.)	Per item per day (list unit price)	
e.	High speed internet service	Per user per day	
f.	Buffet breakfast for nonlodging participants (includes supply of bottled water)	Per person per day	
g.	Coffee Breaks (includes supply of bottled water)	Per person per day	
h.	Buffet lunch (includes supply of bottled water)	Per person per day	
i.	Buffet dinner (includes supply of bottled water)	Per person per day	
j.	Bottled water (during the event/conference)	(list unit price)	
l	Other (please specify)	(list unit price)	

Pricing for Banquet Services			
3.	Package for up to 100-250 People:	Unit	Unit Price (KES)
a.	Full Day Meeting Room Hall Rental Only	Per room per day	
b.	Half Day Meeting Room Hall Rental Only	Per room per day	
c.	Stationery Supplies (Flipchart stand/papers & Markers, etc.)	Per day / Per event	
d.	A/V Equipment (projector, screen, Public Address System, UPS etc.)	Per item per day (list unit price)	

e.	High speed internet service	Per user per day	
f.	Buffet breakfast for nonlodging participants (includes supply of bottled water)	Per person per day	
g.	Coffee Breaks (includes supply of bottled water)	Per person per day	
h.	Buffet lunch (includes supply of bottled water)	Per person per day	
i.	Buffet dinner (includes supply of bottled water)	Per person per day	
j.	Bottled water (during the event/conference)	(list unit price)	
l	Other (please specify)	(list unit price)	

Section II. Facilities Required for IFES Events (training, meeting, conferences, etc.) - Facilities and services are expected to correspond with the criteria detailed below.

Facilities Availability			
Please check the box (Yes/No) if the following facilities are available at hotel:		Yes	No
Accommodation	Maximum number of total lodging rooms available.	Qty. ____	
	All rooms MUST have hot/cold water, attached bathroom, uninterrupted power supply, television and air conditioning.		
	In-room tea/coffee making facilities are (preferred)		
Access	Accessibility for people with disabilities is highly preferred. Please indicate if your hotel has accessibility to venue.		
	Please indicate if your hotel has accessibility to lodging.		
	If YES, please indicate how many lodging rooms are accessible to Persons with disabilities (PWD).	Qty. ____	
Communication	In-room phones are required		
	Internet access from either a common area or in accommodation rooms is required		
Parking	Free parking		
Dining facilities	Dining facilities for a maximum of 100 people (preferred)		
Training Room	Maximum capacity for Conference Rooms.	Qty. ____	
	<ul style="list-style-type: none"> • Sufficient space in U-shape, theater style, or roundtables for: <ul style="list-style-type: none"> ○ 20-50 participants; ○ 50-100 participants; 		
	<ul style="list-style-type: none"> • For large conferences, need sufficient space for 3-4 breakout groups of 20 people each. • For small workshops, need space for 3-4 breakout groups of 5 people (need NOT have separate rooms, but sufficient space for separate working groups) 		
Space Requirement	Sufficient space for interpreter booths		
	Separate rest rooms for men and women close to the training room		

Other Training Room Requirements	Full uninterrupted power supply with availability of extension cords and extenders to reach each table (required)		
	Screen		
	Flipcharts and markers (preferred)		
	Strong signal for high speed wireless internet		
	One large white board		
	One projector screen		
	Possibility of sticking paper to walls		

Section III. Meals and Refreshment (minimum requirement) – *must provide sample menu for breakfast, tea/coffee break, lunch and dinner (Required).*

Timing	Exact timing of meals and refreshment breaks will be advised in advance of event.
Water	Sufficient bottled water to be available for all meals + in the training room + in accommodation rooms for all attendees (when lodging required).
Breakfast	Example: Cereals, milk, eggs, fruits, pastries, breads, butter, jam, tea, coffee, juice, water, etc.
Tea/Coffee break	Tea, coffee, cookies or seasonal snacks and one protein
Lunch	Buffet - 3 course meals (must include supply of water)
Dinner	Buffet - 3 course meals (must include supply of water)

Section IV. Hotel Policies -*Please answer the following questions:*

1) What is the check in and check out time of rooms?	
Check in:	Check out:
2) Are there any fees associated with early check in/late check out?	
Early Check In:	Late Check Out:
3) What is the reservation policy for rooms?	
4) What is the cancellation policy for rooms?	
5) What is the reservation policy for conference facilities?	
6) What is the cancellation policy for conference facilities?	
7) What is the refund policy for conference facilities, if any?	
8) Is there any other information on hotel policy that you think our organization needs to know that have not been outlined yet?	

Section V. Vendor Information - Please provide the following organizational information, including the supporting documentation outlined in the RFQ.

1) What is the full legal name of the company?
2) What is the official street address of the company?
3) What is the full name and title of the legal representative (i.e., president or managing director) of the company?
4) What is the email address of the legal representative of the company?
5) What year was business started or established?
6) Name of any individuals or entities that own 50% of more of the company (if applicable)?

Additional Required Documents/Information:

- Brief outline of the company and services offered;
- Corporate registration and tax registration documents;
- Evidence of successful completion of a project of a similar size and complexity such as Letters of recommendation or copies of previous contracts; OR
- List of no less than three (3) references with contact information (i.e. contact name, company/ organization, phone number and email addresses. IFES reserves the right to request and check additional references.