

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF HOTEL SERVICES IN RAMALLAH, WEST BANK AND GAZA**  
**RFQ NO.PR-JO-2022-000015**

Date: May 16, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for HOTEL SERVICES IN RAMALLAH, WEST BANK AND GAZA described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int). and mention **Clarifications RFQ NO. NO.PR-JO-2022-000015** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: May 20, 2022**

**Time: 15:00 hours Rome, Italy local time.**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
Jordan Country Office

**Annex A**  
**Instructions to Bidders**

a. Description of requested SERVICES	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: May 20, 2022</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>60 DAYS</b>  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	Services are to be delivered in Ramallah, West Bank and Gaza
j. Delivery Terms	Services will be delivered as below:  <b>1 June 2022</b> <b>4 June 2022</b> <b>11 June 2022</b> <b>18 June 2022</b> <b>16 - 21 July 2022</b> <b>23 July 2022</b>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A

l. Currency of Quotation	<b>Bids shall be nominated exclusively in USD</b> <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> National Identity Card (NIC) Copies of Company's Authorized Key Members (President, V-President, Managing Director); <input checked="" type="checkbox"/> Company Profile
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [specify] ___
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> <del>Warranty on Parts and Labour for minimum period of</del> <a href="#">Click to type</a> <input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Lowest Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	Within <b>five (5) calendar days</b> from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<input type="checkbox"/> N/A <input type="checkbox"/> <del>Yes For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case by case basis in accordance with the severity of the problem as determined solely by</del>



	<p><del>IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</del></p> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
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## ANNEX B TECHNICAL SPECIFICATIONS

### A. Background:

#### International Development Law Organization (IDLO):

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

### B. Conditions of Contract

The successful Bidder will be expected to sign one (1) contract for Services in accordance with the breakdown of Lot Deliverables in *Section C. Specifications of Services*.

The contract will entail:

- Meeting venue for 12 full days
- One coffee break for 12 days
- Lunch buffet for 12 days

### C. Specifications for Services

This RFQ is for the provision of **Hotel Services, which requires a meeting venue, one coffee break and lunch buffet for the below dates:**

- 1 June 2022
- 4 June 2022
- 11 June 2022
- 18 June 2022
- 16 - 21 July 2022
- 23 July 2022
- 24 July 2022

With a Service Provider in **Ramallah, West bank and Gaza.**  
**1 June 2022**

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>Meeting venue from (9:00AM – 5:00 PM)</i>	<ul style="list-style-type: none"> <li>• Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>• Meeting room that can accommodate the participants</li> <li>• Air conditioning in the meeting room</li> <li>• Free wifi in the meeting room for all participants</li> <li>• Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>• Tissues papers placed on each tables</li> </ul> <p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>• LCD projector and screen</li> <li>• One laptop</li> <li>• Power extension cables and universal adapters for charging laptops</li> </ul> <p><b>Stationery to Include:</b></p> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip cart</li> </ul>	Per person	11 Persons
Lot 2	<i>Coffee break</i>	<p><i>One morning coffe break to include:</i></p> <ul style="list-style-type: none"> <li>• Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>• Two types of snacks (pastries, muffins, mini sandwiches (meat and vegetarian), beef sausages, beef samosa) and two types of tropical fruits</li> </ul>	Per person	11 Persons
Lot 3	<i>Lunch Buffet</i>	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>• Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> </ul>	Per person	11 Persons

		<ul style="list-style-type: none"> <li>• Fresh bread rolls - Suitable for Vegetarians</li> <li>• Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>• Vegetables - Two varieties suitable for Vegetarians</li> <li>• Starch - Two varieties suitable for Vegetarians</li> <li>• Three types of desserts and two fresh fruits</li> <li>• Two types of juice, two types of soft drinks, Still or Sparkling Water</li> <li>• Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>		
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#### 4 June 2022

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Meeting venue from (9:00AM – 5:00 PM)	<ul style="list-style-type: none"> <li>• Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>• Meeting room that can accommodate the participants</li> <li>• Air conditioning in the meeting room</li> <li>• Free wifi in the meeting room for all participants</li> <li>• Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>• Tissues papers placed on each tables</li> </ul> <p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>• LCD projector and screen</li> <li>• One laptop</li> <li>• Power extension cables and universal adapters for charging laptops</li> </ul> <p><b>Stationery to Include:</b></p> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip cart</li> </ul>	Per person	11 Persons



<b>Lot 2</b>	<i>Coffee break</i>	<p><i>One morning coffe break to include:</i></p> <ul style="list-style-type: none"> <li>Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>Two types of snacks (pastries, muffins, mini sandwiches (meat and vegetarian), beef sausages, beef samosa) and two types of tropical fruits</li> </ul>	Per person  Per person	11 Persons
<b>Lot 3</b>	<i>Lunch Buffet</i>	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>Fresh bread rolls - Suitable for Vegetarians</li> <li>Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>Vegetables - Two varieties suitable for Vegetarians</li> <li>Starch - Two varieties suitable for Vegetarians</li> <li>Three types of desserts and two fresh fruits</li> <li>Two types of juice, two types of soft drinks, Still or Sparkling Water</li> <li>Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>	Per person	11 Persons

**11 June 2022**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Meeting venue from (9:00 AM – 3:00 PM)</i>	<ul style="list-style-type: none"> <li>Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>Meeting room that can accommodate the participants</li> <li>Air conditioning in the meeting room</li> <li>Free wifi in the meeting room for all participants</li> <li>Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>Tissues papers placed on each tables</li> </ul>	Per person	27 Persons

		<p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>• LCD projector and screen</li> <li>• One laptop</li> <li>• Power extension cables and universal adapters for charging laptops</li> </ul> <p><b>Stationery to Include:</b></p> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip chart</li> </ul>		
<b>Lot 2</b>	<i>Coffee break</i>	<p><i>One morning coffe break to include:</i></p> <ul style="list-style-type: none"> <li>• Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>• Two types of snacks (pastries, muffins, mini sandwiches (meat and vegetarian), beef sausages, beef samosa) and two types of tropical fruits</li> </ul>	Per person	27 Persons
<b>Lot 3</b>	<i>Lunch Buffet</i>	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>• Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>• Fresh bread rolls - Suitable for Vegetarians</li> <li>• Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>• Vegetables - Two varieties suitable for Vegetarians</li> <li>• Starch - Two varieties suitable for Vegetarians</li> <li>• Three types of desserts and two fresh fruits</li> <li>• Two types of juice, two types of soft drinks, Still or Sparkling Water</li> <li>• Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>	Per person	27 Persons

18 June 2022

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Meeting venue from (9:00 AM – 3:00 PM)	<ul style="list-style-type: none"> <li>• Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>• Meeting room that can accommodate the participants</li> <li>• Air conditioning in the meeting room</li> <li>• Free wifi in the meeting room for all participants</li> <li>• Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>• Tissues papers placed on each tables</li> </ul> <p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>• LCD projector and screen</li> <li>• One laptop</li> <li>• Power extension cables and universal adapters for charging laptops</li> </ul> <p><b>Stationery to Include:</b></p> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip chart</li> </ul>	Per person	27 Persons
Lot 2	Coffee break	<p><i>One morning coffe break to include:</i></p> <ul style="list-style-type: none"> <li>• Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>• Two types of snacks (pastries, muffins, mini sandwiches (meat and vegetarian), beef sausages, beef samosa) and two types of tropical fruits</li> </ul>	Per person	27 Persons

<p><b>Lot 3</b></p>	<p><i>Lunch Buffet</i></p>	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>• Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>• Fresh bread rolls - Suitable for Vegetarians</li> <li>• Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>• Vegetables - Two varieties suitable for Vegetarians</li> <li>• Starch - Two varieties suitable for Vegetarians</li> <li>• Three types of desserts and two fresh fruits</li> <li>• Two types of juice, two types of soft drinks, Still or Sparkling Water</li> <li>• Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>	<p>Per person</p>	<p>27 Persons</p>
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**16 - 21 July 2022**

Lots	Item Name	Specification	Unit measure	Quantity
<p><b>Lot 1</b></p>	<p><i>Meeting venue from (9:00 AM – 3:00 PM)</i></p>	<ul style="list-style-type: none"> <li>• Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>• Meeting room that can accommodate the participants</li> <li>• Air conditioning in the meeting room</li> <li>• Free wifi in the meeting room for all participants</li> <li>• Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>• Tissues papers placed on each tables</li> </ul> <p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>• LCD projector and screen</li> <li>• One laptop</li> <li>• Power extension cables and universal adapters for charging laptops</li> </ul> <p><b>Stationery to Include:</b></p> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip chart</li> </ul>	<p>Per person</p>	<p>27 Persons</p>

<b>Lot 2</b>	<i>Coffee break</i>	<p><i>One morning coffe break to include:</i></p> <ul style="list-style-type: none"> <li>Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>Two types of snacks (pastries, muffins, mini sandwiches (meat and vegetarian), beef sausages, beef samosa) and two types of tropical fruits</li> </ul>	Per person	27 Persons
<b>Lot 3</b>	<i>Lunch Buffet</i>	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>Fresh bread rolls - Suitable for Vegetarians</li> <li>Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>Vegetables - Two varieties suitable for Vegetarians</li> <li>Starch - Two varieties suitable for Vegetarians</li> <li>Three types of desserts and two fresh fruits</li> <li>Two types of juice, two types of soft drinks, Still or Sparkling Water</li> <li>Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>	Per person	27 Persons

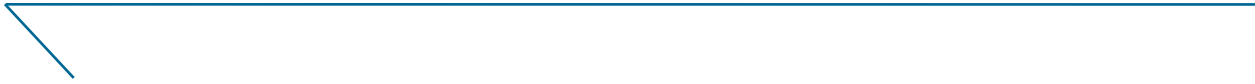
### 23 July 2022

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Meeting venue from (9:00 AM – 3:00 PM)</i>	<ul style="list-style-type: none"> <li>Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>Meeting room that can accommodate the participants</li> <li>Air conditioning in the meeting room</li> <li>Free wifi in the meeting room for all participants</li> <li>Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>Tissues papers placed on each tables</li> </ul>	Per person	11 Persons

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<b>Lot 3</b>	<i>Lunch Buffet</i>	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>• Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>• Fresh bread rolls - Suitable for Vegetarians</li> <li>• Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>• Vegetables - Two varieties suitable for Vegetarians</li> <li>• Starch - Two varieties suitable for Vegetarians</li> <li>• Three types of desserts and two fresh fruits</li> <li>• Two types of juice, two types of soft drinks, Still or Sparkling Water</li> <li>• Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>	Per person	11 Persons

24 July 2022

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Meeting venue from (9:00 AM – 3:00 PM)	<ul style="list-style-type: none"> <li>• Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>• Meeting room that can accommodate the participants</li> <li>• Air conditioning in the meeting room</li> <li>• Free wifi in the meeting room for all participants</li> <li>• Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>• Tissues papers placed on each tables</li> </ul> <p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>• LCD projector and screen</li> <li>• One laptop</li> <li>• Power extension cables and universal adapters for charging laptops</li> </ul> <p><b>Stationery to Include:</b></p> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip chart</li> </ul>	Per person	27 Persons
Lot 2	Coffee break	<p><i>One morning coffe break to include:</i></p> <ul style="list-style-type: none"> <li>• Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>• Two types of snacks (pastries, muffins, mini sandwiches (meat and vegetarian), beef sausages, beef samosa) and two types of tropical fruits</li> </ul>	Per person	27 Persons
Lot 3	Lunch Buffet	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>• Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>• Fresh bread rolls - Suitable for Vegetarians</li> </ul>	Per person	27 Persons



		<ul style="list-style-type: none"><li>• Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li><li>• Vegetables - Two varieties suitable for Vegetarians</li><li>• Starch - Two varieties suitable for Vegetarians</li><li>• Three types of desserts and two fresh fruits</li><li>• Two types of juice, two types of soft drinks, Still or Sparkling Water</li><li>• Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li></ul>		
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**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. PR-JO-2022-000015**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

Lot	Item Name	Description	Unit of Measure	Quantity	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in [USD]
				1 June	11 June			
				4 June	18 June			
				23 July	16-21 July			
				24 July				
1.	Meeting venue from (9:00 AM – 3:00 PM)	<ul style="list-style-type: none"> <li>Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes</li> <li>Meeting room that can accommodate the participants</li> <li>Air conditioning in the meeting room</li> <li>Free wifi in the meeting room for all participants</li> <li>Still Water 1 Litre per day placed on each table in the meeting room in glass containers</li> <li>Tissues papers placed on each tables</li> </ul> <p><b>Equipment to include:</b></p> <ul style="list-style-type: none"> <li>LCD projector and screen</li> <li>One laptop</li> <li>Power extension cables and universal adapters for charging laptops</li> </ul>	Per person	11	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in [USD]
				1 June	11 June			
				4 June	18 June			
				23 July	16-21 July			
					24 July			
		<b>Stationery to include:</b> <ul style="list-style-type: none"> <li>• Pens and Notepads with minimum 20 pages per participant placed on the table on first day</li> <li>• One name tag per participant placed on the table on first day</li> <li>• White board</li> <li>• Whiteboard markers assorted colours</li> <li>• One flip chart</li> </ul>						
2.	Coffee break	<i>One morning coffee break to include:</i> <ul style="list-style-type: none"> <li>• Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water</li> <li>• Two types of snacks (pastries, muffins, mini sandwiches (meat and</li> </ul>	Per person	11	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in [USD]
				1 June	11 June			
				4 June	18 June			
				23 July	16-21 July			
					24 July			
		vegetarian), beef sausages, beef samosa) and two types of tropical fruits						
3.	Lunch buffet	<p><i>Lunch buffet to include:</i></p> <ul style="list-style-type: none"> <li>• Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians</li> <li>• Fresh bread rolls - Suitable for Vegetarians</li> <li>• Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood</li> <li>• Vegetables - Two varieties suitable for Vegetarians</li> <li>• Starch - Two varieties suitable for Vegetarians</li> <li>• Three types of desserts and two fresh fruits</li> <li>• Two types of juice, two types of soft drinks, Still or Sparkling Water</li> </ul>	Per person	11	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in [USD]
				1 June	11 June			
				4 June	18 June			
				23 July	16-21 July			
				24 July				
		<ul style="list-style-type: none"> <li>Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</li> </ul>						
		<b>Total Cost of Goods</b>						
		<b>Freight</b>						
		<b>Insurance</b>						
		<b>Customs Clearance</b>						
		<b>Other Charges (please specify)</b>						
		<b>Taxes/ VAT ( __ %) (if applicable)</b>						
		<b>Grand Total</b>						

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**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR**  
**SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>