**ANNEX D**

**BID SUBMISSION FORM**

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

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Services** for **Hotel Accommodation, Conference and transportation** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We 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 understand that you are not bound to accept any Bid you may receive.

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Select date

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Duly authorized to sign this Bid*

**ANNEX E**

**BIDDER INFORMATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | [Insert Name of Bidder] | Date: | Select date |
| **ITB reference:** | ITB No. GAM\_2024\_001 | | |

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name: [Complete]  Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you an IDLO vendor?** | Yes  No If yes, [insert IDLO vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Contact person that IDLO may contact for requests for clarifications during Bid evaluation** | Name: [Complete]  Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:**  **[As per Annex B – Preliminary Screening Criteria]** | * Certificate of Incorporation/ Business Registration * Valid Tax Compliance Certificate * Copy of Contracts or Reference Letters as proof of past experience in the past Four (4) years. * Filled ANNEX **D, E & F.** |

# ANNEX F

# PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the table below should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

# Category 1 - Hotel Accommodation

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot 1: Accommodation only** | | | |
| **#** | **Service Description** | **Unit of Measure** | **Unit rate in GMD** |
| 1 | Single Room | Room Rate/Day |  |
| 2 | Double Room | Room Rate/Day |  |

# Category 2 - Accommodation Rate during Conference/Events

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot 2: Accommodation with Meetings, Conferences, Trainings and other Events** | | | |
| # | **Service Description** | **Unit of Measure** | **Unit rate in GMD** |
| 1 | Single Room Rate during Conference/Events | Room Rate/Day |  |
| 2 | Double Room Rate during Conference/Events | Room Rate/Day |  |

# Category 3 - Meetings, Conferences, Trainings and other Events

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot 3: Minimum Requirement for Conferences, Trainings and other Events** | | | |
| **#** | **Service Description** | **Unit of Measure** | **Unit rate in GMD** |
| 1 | Minimum Requirement for Meetings, Conferences, Trainings and other Events - Full Day with  1 Small Conference Room (Minimum 50 people) and 1 Large Conference Room (Maximum 150 people) | Price per Day (8 Hours) |  |
| 2 | Minimum Requirement for Meetings, Conferences, Trainings and other Events - Half day with  1 Small Conference Room (Minimum 50 people) and 1 Large Conference Room (Maximum 150 people) | Price per Half Day (4 Hours) |  |
| 3 | Minimum Requirement for Meetings, Conferences, Trainings and other Events - Full Day with  Conference Room with 2 Breakout Rooms per main Conference Room | Price per Day (8 Hours) |  |
| 3 | Minimum Requirement for Meetings, Conferences, Trainings and other Events - Half Day  Conference Room with 2 Breakout Rooms per main Conference Room | Price per Half Day (4 Hours) |  |

# Category 4 - Catering Services

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot 4: The Minimum Requirement for Catering Services** | | | |
| **#** | **Service Description** | **Unit of Measure** | **Unit rate in GMD** |
| 1 | Refreshments during meeting | Rate/Person |  |
| 2 | Outside Refreshments | Rate/Person |  |
| 3 | Coffee Breaks/ Breakfast meetings | Rate/Person |  |
| 4 | Lunch – Three Course Meal | Rate/Person |  |
| 5 | Outside Lunch – Three Course Meal | Rate/Person |  |
| 6 | Dinner – Three Course Meal | Rate/Person |  |