

REQUEST FOR QUOTATION
Procurement of Catering Services, Rental and Set Up Services of Furnitures and Audio-visual Equipment

RFQ HN_2022-000020

Date: September 23, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Catering Services, Rental and Set Up Services of Furnitures and Audio-visual Equipment for the event** 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

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 tenders@idlo.int and mention **Clarifications RFQ HN_2022-000020** 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: September 30, 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
IDLO, Honduras

Annex A
Instructions to Bidders

a. Description of requested	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: September 30, 2022 Time: 15:00 hours Rome, Italy local time.
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	90 days 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: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	Services are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Services will be delivered to Edificio de Secretaría de Relaciones Exteriores y Cooperación Internacional, Blvd. Kuwait, Tegucigalpa , after receipt of PO or contract from IDLO and according to the following requirements: <ul style="list-style-type: none"> • Mounting of furniture <i>and set up of the venue (furniture and audio-visual equipment) must be done on the day before the event, October 12th, 2022, from 1.00 p.m. to 3.30 p.m.</i> • The event will take place on October 13th, 2022, from 9.00 a.m. to 2.00 p.m. • <i>Dismounting will be done at the end of the event on October 13th, 2022, at 2.00 p.m.</i>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A

l. Currency of Quotation	<p>Bids shall be quoted exclusively in Honduran Lempiras. <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i></p>
m. Preliminary Documents to be Submitted	<p><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"/> Current Business Operating Permit <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Full Bank Account Details in local currency <input checked="" type="checkbox"/> National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish) <input checked="" type="checkbox"/> National Tributary Register for the Provider (RTN, by its acronym in Spanish)</p>
n. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes</p>
o. After-sales services required, if applicable [leave blank if not applicable]	<p><input type="checkbox"/> Warranty on Parts and Labour for minimum period of <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others</p>
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A), 2. Technical responsiveness 3. Delivery Date 4. Price
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	<p>Within five (5) calendar days 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.</p>
s. Liquidated Damages	<p><input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Services, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. 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>

ANNEX B TECHNICAL SPECIFICATIONS

A. About IDLO

The International Development Law Organization (IDLO) is the only global intergovernmental organization dedicated exclusively to promoting the rule of law to strengthen peace and sustainable development. Established as an intergovernmental organization in 1988, it has had Observer status with the United Nations since 2001. It has experience working in more than 90 countries around the world with diverse legal systems.

IDLO began its work in Honduras in 2012 within the framework of the Euro Social II Program, dedicated to the promotion of social cohesion in Latin America by providing technical assistance for the creation of CAPRODEM (Center for Attention and Protection of Women's Rights) that was successfully integrated into the Honduran system and later expanded to offer services to women through the National Program 'Ciudad Mujer'.

Based on the results achieved through the Euro Social II program, IDLO managed to establish itself in Honduras in 2015 for the implementation of the Program 'Reduction of Homicides and Violence through Access to Justice (RHAIJ)', which was agreed with the Honduran State under the Host Country Agreement Decree 114-2016.

B. Background

The Reduction of Homicide and Violence through Access to Justice (RHAIJ) programme ended in October 2021, and at the end of 2021 an independent final evaluation was carried out, conducted by external experts, who identified the results and lessons learned from IDLO's intervention in Honduras.

In parallel, IDLO and the Food and Agriculture Organization of the United Nations (FAO) implemented a pilot project to enhance the legal environment for food security and nutrition in times of emergency. The joint project aims to increase the awareness of state institutions, and key stakeholders to have a better understanding of the legislative measures that have been adopted in response to COVID-19 and how they might affect access to affordable and nutritious food, with attention to the most vulnerable groups and women and girls. The findings of the analysis will be presented in a legal assessment report, which provides an overview of the legislative measures that have been adopted in response to COVID-19 to guarantee the right to adequate food and how these measures have been implemented and offer recommendations to strengthen the FSN regulations in response to emergency and recovery.

This last project has also been completed and it has been possible to analyze how the measures adopted by the Government of Honduras, to contrast the health crisis, have affected food security, nutrition, and the realization of the right to adequate food of the most vulnerable Hondurans. The analysis is based on a theoretical examination of international, regional, and national laws and regulations in the field of Food Security and Nutrition, as well as the main measures to contain and mitigate the effects of the pandemic at the national level.

Considering that both initiatives have ended, and concrete results are in place, IDLO plans to hold a day of socialization of the results with the new government administration and national institutions, to ensure accountability, sustainability and applicability of the recommendations arising throughout IDLO's intervention in the country.

C. Expected Outputs

This Request for Quotation (RFQ is for the **Procurement of Catering Services, Rental and Set Up Services of Furnitures and Audio-visual Equipment**

- Venue completely furnished with audio-visual equipment and technical support for the event on the 13th of October 2022, in Secretaría de Relaciones Exteriores y Cooperación Internacional, Blvd. Kuwait, Tegucigalpa.
- Full catering services for executive cocktail for 70 participants.

D. Institutional Arrangement

The contractor will work under the direct supervision of IDLO Country Office in Honduras. A kick off shall take place the date of contract signature to decide menu for cocktail and finalize details for the furniture.

E. Duration of the Work

The event will take place on **October 13th, 2022, from 9.00 a.m. to 2.00 p.m.** Mounting of furniture ***and set up of the venue (furniture and audio-visual equipment) must be done on the day before the event, October 12th, 2022, from 1.00 p.m. to 3.30 p.m. Dismounting will be done at the end of the event on October 13th, 2022, at 2.00 p.m.***

Technical Specifications for Catering Services, Rental and Set Up Services of Furnitures and Audio-visual Equipment

Lot	Item Description	Specifications	Unit Measure	Quantity
Lot 1	Executive Cocktail	<ul style="list-style-type: none"> • Buffet table with gourmet snacks served at 11.30 a.m. • 8 snack options for 70 people. 2 sweets and 6 savories. • Non-alcoholic beverages for 70 people: <ul style="list-style-type: none"> • Sodas • Natural juices • Water • Glassware for 70 people, plates, glasses, cups, cutlery, napkins. • Ambient music. • Waiter service for 70 people. • Coffee and water station during the event. <p>General Minimum Requirements for Food Safety Measures in light of COVID-19:</p> <ul style="list-style-type: none"> • Food workers and handlers are required to comply to all provisions as stated by the World Health Organization on Covid- 	Units	70

Lot	Item Description	Specifications	Unit Measure	Quantity
		<p>19 and Food Safety: Guidance for Food Businesses link also available here: https://apps.who.int/iris/bitstream/handle/10665/331856/WHO-2019-nCoV-Food_Safety-2020.1-spa.pdf</p> <p>and every staff member must strictly comply with the and every staff member must strictly comply with the basic protective measures against COVID-19 recommended by WHO: https://www.who.int/es/emergencies/diseases/novel-coronavirus-2019/advice-for-public</p>		
Lot 2	Furniture package	<ul style="list-style-type: none"> • 70 chairs Tiffany style regular, gold • 4 rectangular tables • 20 round high cocktail tables. • Black or white tablecloths for tables • Mounting of chairs auditorium-style¹ 	Package	1
Lot 3	Audio-visual equipment	<ul style="list-style-type: none"> • Giant Screen with tripod • 1 Projector • General audio and audio system for video for 70 participants (large room) • 2 wireless microphones • 1 microphone with stand for podium • Technical support for the duration of the event. 	Package	1

¹ Mounting of chairs and audiovisual equipment must be done one day before the event from 1.00 to 3.30 p.m.
Event will take place in a venue located in the Secretaría de Relaciones Exteriores y Cooperación Internacional in Tegucigalpa.
Dismounting will be done at the end of the event on October 13th,2022, at 2.00 p.m.

**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 HN_2022-000020**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [Honduran lempira]	Total amount in [Honduran Lempira]
1.	Executive Cocktail	Reffer to Annex B			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Furniture package	Reffer to Annex B			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	Audio-visual equipment package	Reffer to Annex B			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Services							
Other Charges (please specify)							
Taxes/ VAT (15 %) (if applicable)							
Grand Total							

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_services_feb_2022.pdf

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