

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF HOTEL MEETING PACKAGE in BOGOR**  
**RFQ NO. RFQ-IND-JKT24-00005**

Date: May 6, 2024

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Hotel Accommodation and Meeting Services on 27-28 May 2024 in Bogor, Indonesia** 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 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 the goods/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
--	---------

For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. RFQ-IND/JKT24-0005** 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 13, 2024**

**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  
Indonesia

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

a. Description of requested Service	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: May 13, 2024</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 Meeting Package 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>30 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: <b>tenders@idlo.int</b>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	The meeting venue (awarded Hotel in Bogor)
j. Delivery Terms	The delivery terms is based on the event date
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	Indonesian Rupiah (IDR)
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;
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A

o. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point m.)</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. Price</li> </ol>
q. Contract Award	<p>Contract Award shall be granted according to:</p> <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	<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 checked="" type="checkbox"/> <b>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.</b></p> <p><b>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.</b></p>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

No	Service Description	Date and Remark	Quantity	Total Pax or Rooms	Unit Price	Total	Compliance with Technical Specifications in Annex B
1	<b>Residential FullBoard Meeting Package</b> a. 19 King Bed Room on 27-28 May 2024 (include Breakfast) b. 19 Pax of Fullboard meeting package : 2x Coffee Break, 1x Lunch, and 1x Dinner on 27 May 2024	27 – 28 May 2024	1 day	19			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
2	<b>Full Day Meeting Package</b> (2x Coffee Break and 1x Lunch) which is divided into 2 breakout session / classroom as follows: a. Room I : 10 pax b. Room II : 9 pax	28 May 2024	1 day	19			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
3	<b>Value Added Tax</b>						
4	<b>TOTAL</b>						

---

## The Requirement for Accommodation

- a) Double (King) bedroom on a Bed and Breakfast for 2 pax basis with Internet access (internet cable or Wi-Fi) in the room (included in the per night price)
- b) Late Check in/Check out subject to availability
- c) Free parking for participants
- d) Any additional expenses like telephone, minibar, or extra days including upgrade of accommodation will be considered as personal expenses and shall be covered directly by the person.
- e) Extra services requested directly by any IDLO Employee, Interns, Consultants, Beneficiaries or Attendees to IDLO Trainings for his/her personal use will be paid directly by the person. IDLO is not responsible to settle any invoices for personal use.

## The Minimum Requirement for the Meeting Room

- a) LCD projector per room per day including: Screen, Remote Control, and minimum of 1 speaker for Small-Sized Conference Rooms
- b) Minimum of 2 Wireless microphones
- c) A minimum of 1 Flipchart per Conference Room per day with block of Recycled Paper and a set of Markers for each Flipchart
- d) A minimum of 1 White Board per Conference Room per day with set of markers and eraser for each
- e) Free Wi-Fi Internet Connection for all participants
- f) Universal Power Adapters per table
- g) Pens or Pencils and Notepads for each participant placed on table on first day
- h) Mineral Water 1 litre per day placed between two chairs in the Conference Room in glass containers

## The Minimum Requirements for Catering Services

### a. Coffee Breaks

- Instant Coffee, Brewed Coffee, Tea, Milk, Sugar, Mineral Water
- Two types of biscuits, minimum of two types of snacks (sweet and savory choices) and two types of fruits

### b. Lunch and Dinner Buffet

- Appetizer
  - ✓ Soup and Salad as appropriate
  - ✓ Fresh bread rolls
- Main Course
  - ✓ Meat Dish
  - ✓ Varieties of vegetables
- Desserts
  - ✓ Fresh fruits
  - ✓ Sliced Cakes
- Choices of Juice and Mineral Water
- Coffee, Tea, Milk, Lactose Free Milk, Sugar

**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead 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. RFQ NO. RFQ-IND/JKT24-0005**.

<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>	

---

**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\\_and\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_and_services_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_february\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf)

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