REQUEST FOR QUOTATION
PROCUREMENT OF HOTEL ACCOMODATION AND CONFERENCE SERVICES
RFQ-UG-2026-000024

Date: **March 10, 2026**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Hotel Accommodation and Conference Services to be held in Mubende from 23-27 March 2026** as 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 new 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

For any questions/clarifications related to this RFQ before its deadline for submission, please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ-UG-2026-000024** 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: March 16, 2026**
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
Uganda 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 **Date: March 16, 2026** **Time: 15:00 hours Rome, Italy** local time (UTC +1).
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 before the deadline through the following e-mail address: tenders@idlo.int
h. Partial Quotations	☒ Not permitted
i. Place of Delivery	**Hotel Premises-Mubende**
j. Delivery Terms	Services will be delivered from **23-27 March 2026** in Mubende Uganda after receipt of PO or contract from IDLO.
k. Customs clearance, if needed, shall be done by:	☒ N/A
l. Currency of Quotation	**Uganda Shillings** *Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)*
m. Preliminary Documents to be Submitted	☒ **Latest Business Registration Certificate;** ☒ **Latest Internal Revenue Certificate / Tax Clearance;** ☒ **Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;** ☒ **Copy of Hotel Profile and Menus**

n. Special Packing Requirement or Temperature Control	☒ N/A
o. After-sales services required, if applicable	☒ **Not Applicable.**
p. Due Diligence	IDLO shall undertake a due diligence exercise to verify the accuracy and validity of the information provided by the Bidder. This exercise is required and must be fully documented. It may include, but is not limited to, any or all of the following checks: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
q. Evaluation of Quote	Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A, point m.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
r. Contract Award	The Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
s. Contract Signature	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.

	In such event, IDLO may award the Contract to the Second Ranked Bidder or re-tender.
t. Bid Protest Mechanism	Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO. To initiate a protest, suppliers must complete the *IDLO Supplier Bid Protest Form* provided at the following link and submit it via email at bidprotest@idlo.int within ten (10) days after receiving a regret letter or email confirming that they were not successful. All protests will be handled confidentially and impartially.
u. Liquidated Damages	☒ **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 of delay in the provision and completion of the Services.**

ANNEX B
TERMS OF REFERENCE

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Hotel Accommodation	Accommodation (Bed & Breakfast) for 2 pax: Check in: 23 March 2026 Check out: 27 March 2026 Total No. of Nights: 4 Nights Hotel Accommodation to include: • A single standard room (Bed & Breakfast) with WIFI Internet. • Breakfast to include Meat dish (sausage, sandwich), fresh pastries, brewed coffee, tea, two types of juices.	Per Person Per Night	2 Pax
Lot 2	Conference Hall and Package for 3 days from (9:00am to 4:00pm)	Conference Hall Package for **40 pax** from **24-26 March 2026** to include: **Meeting Room** • Meeting room with a Projector and Free Wi-Fi for all participants, projector • Bottled Water (2 bottles of 500mls per participant per day) • Stationery (Notebooks and pens per participant per day, Markers, and 2 Flip charts per day) **Lunch Meal (Three – Course)** to include: • Soup and Salad • Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes. • Desserts • Two types of juice, tea, water **Coffee Break** Morning / Afternoon Coffee Break from 24-26 March 2026 at 10:00am & 4:00pm To include: • Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk • Sugar and Sugar Substitute/Artificial Sweetener/Honey • Two types of juice, two types of soft drinks, Still Water • Snacks (pastries, muffins, mini sandwiches)	Per Person Per Day	40 Pax

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-UG-2026-000024**

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 UGX	Total amount in UGX
1.	Hotel Accommodation for 4 Nights	Refer to Annex B	Per Person Per Night	2 Pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
2.	Conference Package for 40Pax	Refer to Annex B	Per Person Per Day	3 Days	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Insurance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

Name, position and signature of the Bidder	**Bidder's Stamp**
Duly authorised to sign this Bid **Date:**	

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