

REQUEST FOR QUOTATION
PROCUREMENT OF CATERING SERVICES
RFQ NO. HQ-2023-346

Date: **November 6, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **catering services at the Italian Ministry of Foreign Affairs** 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 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, 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 and IDLO Supplier Code of Conduct 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 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 and mention **Clarifications RFQ NO. HQ-2023-346** 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: November 15, 2023**

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 Headquarters

**ANNEX A
INSTRUCTIONS TO BIDDERS**

a. Description of requested services	See Annex B
b. Deadline for Quotation	On or before Date: November 15, 2023 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 services 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
i. Place of Delivery	Italian Ministry of Foreign Affairs and International Cooperation
j. Delivery Terms	Services will be delivered on Tuesday, 28 November 2023 .
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	EURO <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"/> Self-declaration of having completed a site visit (please see point t) or having experience in providing catering services at the Italian Ministry of Foreign Affairs; <input checked="" type="checkbox"/> List of proposed options for coffee breaks (pastries) and lunch (first and second courses).

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	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point m.); 2. Technical responsiveness; 3. Delivery Date; 4. Price.
q. Contract Award	Contract Award shall be granted according to: <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	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.
s. Liquidated Damages	<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. 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.
t. Site visit	Under penalty of exclusion from the procedure, all interested suppliers who have not provided catering services at the venue (Italian Ministry of Foreign Affairs) are required to carry out a site visit to view the premises. To this end, all interested suppliers are invited to request (in writing) a site visit by sending an email to ospurchasing@idlo.int by 12:00 (Italian time) on Wednesday, 8 November 2023. The date and time of the site visit will be communicated after the receipt of the requests.

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Catering Services

Lot	Item Name	Specification	Number of guests (tbc)*	Delivery Date
1a	Coffee point in sala Mappamondi	Including: espresso, decaffeinated coffee, milk, tea, pineapple and orange juices, sparkling & natural mineral water, dry pastries and mini croissants Flanders tablecloth, use of materials in silver and porcelain	100-150	28/11/2023 am
1b	Coffee point in sala Mappamondi	Including: espresso, decaffeinated coffee, milk, tea, pineapple and orange juices, sparkling & natural mineral water, dry pastries and mini croissants Flanders tablecloth, use of materials in silver and porcelain	151-250	28/11/2023 am

*The number of guests for the event is provisional and subject to change. IDLO reserves the right to choose between the options of accommodating 100-150 guests (Lot 1a) or 151-200 guests (Lot 1b) based on the final number of participants. The final participant count will be confirmed at least 5 calendar days before the scheduled date of the event.

Lot	Item Name	Specification	Quantity	Delivery Date
2	Bar table	Stainless steel high bar table	12	28/11/2023
3	Tablecloth	Round tablecloths color hazelnut or cream for high bar tables	12	28/11/2023

Lot	Item Name	Specification	Quantity	Delivery Date
4	Water for delegates	Supply of water in 0.5lt glass bottles + glass cups	100	28/11/2023 am
				28/11/2023 pm

Lot	Item Name	Specification	Number of guests (tbc)**	Delivery Date
5a	2 waterpoint for participants	Supply of water in 0.5lt glass bottles + bio cups	100-150	28/11/2023 am
			100-150	28/11/2023 pm
5b	2 waterpoint for participants	Supply of water in 0.5lt glass bottles + bio cups	151-250	28/11/2023 am
			151-250	28/11/2023 pm

**The number of guests for the event is provisional and subject to change. IDLO reserves the right to choose between the options of accommodating 100-150 guests (Lot 5a) or 151-200 guests (Lot 5b) based on the final number of participants. The final participant count will be confirmed at least 5 calendar days before the scheduled date of the event.

Lot	Item Name	Specification	Number of guests (tbc)***	Delivery Date
6a	Lunch point in sala Mappamondi	No pork meat or pork derivatives No wine Including: sparkling & natural mineral water, pineapple and orange juice, 2 first course options, at least 6 second course buffet options, fresh fruit & dessert options, coffee, tea Flanders tablecloth, use of materials in silver and porcelain	100-150	28/11/2023
6b	Lunch point in sala Mappamondi	No pork meat or pork derivatives No wine Including: sparkling & natural mineral water, pineapple and orange juice, 2 first course options, at least 6 second course buffet options, fresh fruit & dessert options, coffee, tea Flanders tablecloth, use of materials in silver and porcelain	151-250	28/11/2023

*** The number of guests for the event is provisional and subject to change. IDLO reserves the right to choose between the options of accommodating 100-150 guests (Lot 6a) or 151-200 guests (Lot 6b) based on the final number of participants. The final participant count will be confirmed at least 5 calendar days before the scheduled date of the event.

Lot	Item Name	Specification	Number of guests (tbc)****	Delivery Date
7a	Coffee point in sala Mappamondi	Including: espresso, decaffeinated coffee, milk, tea, pineapple and orange juices, sparkling & natural mineral water, dry pastries Flanders tablecloth, use of materials in silver and porcelain	100-150	28/11/2023 pm
7b	Coffee point in sala Mappamondi	Including: espresso, decaffeinated coffee, milk, tea, pineapple and orange juices, sparkling & natural mineral water, dry pastries Flanders tablecloth, use of materials in silver and porcelain	151-250	28/11/2023 pm

****The number of guests for the event is provisional and subject to change. IDLO reserves the right to choose between the options of accommodating 100-150 guests (Lot 7a) or 151-200 guests (Lot 7b) based on the final number of participants. The final participant count will be confirmed at least 5 calendar days before the scheduled date of the event.

Lot	Item Name	Specification	Number of guests (tbc)*****	Delivery Date
8a	Waiter services	The number of staff should be scalable based on the confirmed guest count.	100-150	28/11/2023
8b			151-250	28/11/2023

***** The number of guests for the event is provisional and subject to change. IDLO reserves the right to choose between the options of accommodating 100-150 guests (Lot 8a) or 151-200 guests (Lot 8b) based on the final number of participants. The final participant count will be confirmed at least 5 calendar days before the scheduled date of the event.

Lot	Item Name	Specification	Delivery Date
9	Transportation*****	Transport of materials to/from MFA	28/11/2023

***** if applicable

The offer must contain all the information necessary to evaluate compliance with the specifications. Offers must include a list of proposed options for coffee breaks (pastries) and lunch (first course and second course options).

**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. HQ-2023-346**

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

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

Lots	Description	Delivery Date	Quantity	Unit price	Total price
1a	1 coffee point in sala Mappamondi for 100-150 guests	28/11/2023 am	1		
1b	1 coffee points in sala Mappamondi for 151-250 guests	28/11/2023	1		
2	Bar table	28/11/2023	12		
3	Tablecloth	28/11/2023	12		
4	Water for 100 delegates	28/11/2023 am & pm	2 (x 100)		
5a	2 waterpoints for delegates for 100-150 guests	28/11/2023 am & pm	2 (x 2 points)		
5b	2 waterpoints for delegates for 151-250 guests	28/11/2023 am & pm	2 (x 2 points)		
6a	Lunch point in sala Mappamondi for 100-150 guests	28/11/2023	1		
6b	Lunch point in sala Mappamondi for 151-250 guests	28/11/2023	1		
7a	Coffee point in sala Mappamondi for 100-150 guest	28/11/2023 pm	1		
7b	Coffee point in sala Mappamondi for 151-250 guest	28/11/2023 pm	1		
8a	Waiter services for 100-150 guests	28/11/2023	N/A		
8b	Waiter services for 151-250 guests	28/11/2023	N/A		
9	Transportation costs (if applicable)	28/11/2023	N/A		
Total Cost of Services					
Insurance					
Other charges (please specify)					
Grand Total					



Name, position and signature of the Bidder	Bidder's Stamp
<hr/> <i>Duly authorised to sign this Bid</i> Date:	

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS
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>