

REQUEST FOR QUOTATION
PROCUREMENT OF HOTEL SERVICES

RFQ NO. HQ-2023-016

Date: **January 13, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for hotel services 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
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 and mention **Clarifications RFQ NO. RFQ NO. HQ-2023-016** 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: January 18, 2023**

Time: 17:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Headquarters, Rome

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: January 18, 2023 Time: 17:00 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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted for Lot 2 (see a, b, c)
i. Place of Delivery	Vendor facility
j. Delivery Terms	Services will be delivered on 14-23 February 2023.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <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;

n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [<i>specify</i>] ____
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"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. 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 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.</p> <p>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

Specifications for Services

The Minimum Requirement for Hotel Accommodation

- Double bedroom on a Bed and Breakfast basis with Internet access (internet cable or Wi-Fi) in the room.
- Late Check in/Check out subject to availability
- Extra services or upgrades requested by the guests will be paid directly by the guest. IDLO will not be responsible to settle any invoices.

The Minimum Requirement for Meetings, Conferences, Trainings and other Events

- A “Welcome Area” sufficient to place minimum of one table for Participants Administrative/Registration purposes and another table for refreshments
- Rooms with Natural Day Light
- Conference Room:
 - CR1 Can accommodate up to 20 participants
 - CR2 Can accommodate up to 50 participants
 - CR3 Can accommodate up to 100 participants
- A minimum of 4 Flipcharts per Conference Room per day
- Free Wi-Fi Internet Connection for all participants
- Still or Sparkling Water 1 Litre per person per day placed on the tables in the Conference Room in glass containers (no single use plastics)

The Minimum Requirement for Catering Services

- Welcome Refreshments: Brewed Coffee, Tea, Milk, Sugar and Sugar Substitute
- Coffee Breaks
 - a) Brewed Coffee, Tea, Milk, Sugar and Sugar Substitute/, two types of soft drinks, Still Water
 - b) Two types of biscuits, two types of snacks (pastries, muffins, mini sandwiches)
- Lunch - Two Courses Meal, including non-alcoholic beverages, still and sparkling water + te/coffee
- Dinner –Three Courses Meal, including non-alcoholic beverages, still and sparkling water and wine
- Cocktail
 - a) Finger food/Canapes/Appetizers – Six types
 - b) Cold non-alcoholic beverages – Three types
 - c) Still and Sparkling Water
 - d) Alcoholic beverages

**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-2023-016**

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

Table 1: Offer to Supply Services Compliant with Requirements

Description		
	Accommodation –up to 15 guests	Daily rate per person (Vat exempt amount)
1	Double Room single use -14 February 2023 in – 23 February 2023 out	

Meeting space		Daily rate per meeting room (Vat exempt amount)
2a	Meeting room CR1 – 15-16-17 20-21-22 February 2023	<i>Specify rate and sqm</i>
2b	Meeting room CR2 - 15-16-17 20-21-22 February 2023	<i>Specify rate and sqm</i>
2c	Meeting room CR3 - 15-16-17 20-21-22 February 2023	<i>Specify rate and sqm</i>

Catering services		Daily rate per person (Vat exempt amount)
3	Welcome Refreshment	
4	Coffee Break	
5	Lunch	
6	Dinner	
7	Cocktail	

Name of Service Provider: _____

Name of Contact Person for this Offer: _____

Phone: _____

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_services_feb_2022.pdf

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