

REQUEST FOR QUOTATION
PROCUREMENT OF HOTEL ACCOMODATION AND CONFERENCE SERVICES
PR-HQ-2024-000297

Date: **August 22, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Hotel Accommodation and Conference Services to be held in Abunzi, Bugesera Rwanda from 3 to 27 September 2024** 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, 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
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For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications PR-HQ-2024-000297** 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: August 29, 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
Rwanda 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: August 29, 2024 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
i. Place of Delivery	Hotel Premises
j. Delivery Terms	Services will be delivered from 3 - 27 September 2024 Abunzi training in Bugesera Rwanda
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	Rwanda Francs <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"/> Certificate of Incorporation / Business Registration <input checked="" type="checkbox"/> Tax Registration Certificate / Tax Clearance; <input checked="" type="checkbox"/> Copy of Hotel Profile and Menus.
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"> 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 Services, 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 everyday delay in the provision and completion of the Services.</p>

ANNEX B

TERMS OF REFERENCE

Lots	Item Name	Specification	Unit of Measure	Quantity
Lot 1	Conference package 3 -6 September 2024	<p>Conference and Package for 4 days from (9:00am to 4:00pm (2halls per day)</p> <p>3 September 2024 50pax 4 September 2024 50pax 5 September 2024 50pax 6 September 2024 50pax</p> <p>To include: Meeting Room for 50 pax from 3-6 September 2024 to include: - Meeting room with social distancing of two (2) meters - Free Wi-Fi in Meeting Room for all participants - 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)</p> <p>Lunch Meal (Three-Course) Soup and Salad - Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes. - Desserts - Two types of juice, tea, water</p> <p>Morning/ Afternoon Coffee Break - 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</p>	Per Day	50pax per day
		<p>Conference and Package for 4 days from (9:00am to 4:00pm (2halls per day)</p> <p>10 September 2024 50 11 September 2024 50</p>		

Lot 2	Conference package 10-13 September 2024	<p>12 September 2024 50 13 September 2024 50</p> <p>To include: Meeting Room for 50 pax from 10-13 September 2024 to include: - Meeting room with social distancing of two (2) meters - Free Wi-Fi in Meeting Room for all participants - 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)</p> <p>Lunch Meal (Three-Course) Soup and Salad - Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes. - Desserts - Two types of juice, tea, water</p> <p>Morning/ Afternoon Coffee Break - 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</p>	Per Day	50pax per day
Lot 3	Conference package 17-20 September 2024	<p>Conference and Package for 4 days from (9:00am to 4:00pm (2halls per day)</p> <p>17 September 2024 50 18 September 2024 50 19 September 2024 50 20 September 2024 50</p> <p>To include: Meeting Room for 50 pax from 17-20 September 2024 to include: - Meeting room with social distancing of two (2) meters</p>	Per Day	50pax per day

		<ul style="list-style-type: none"> - Free Wi-Fi in Meeting Room for all participants - 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) <p>Lunch Meal (Three-Course) Soup and Salad</p> <ul style="list-style-type: none"> - Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes. - Desserts - Two types of juice, tea, water <p>Morning/ Afternoon Coffee Break</p> <ul style="list-style-type: none"> - 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) 		
Lot 4	Conference package 24-25 September 2024	<p>Conference and Package for 2 days from (9:00am to 4:00pm (2halls per day)</p> <p>24 September 2024 50 25 September 2024 50</p> <p>To include: Meeting Room for 50 pax from 24-25 September 2024 to include:</p> <ul style="list-style-type: none"> - Meeting room with social distancing of two (2) meters - Free Wi-Fi in Meeting Room for all participants - 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) <p>Lunch Meal (Three-Course) Soup and Salad</p> <ul style="list-style-type: none"> - Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes. 	Per Day	50pax per day

		<ul style="list-style-type: none"> - Desserts - Two types of juice, tea, water <p>Morning/ Afternoon Coffee Break</p> <ul style="list-style-type: none"> - 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) 		
Lot 5	<p align="center">Conference package 26-27 September 2024</p>	<p>Conference and Package for 2 days from (9:00am to 4:00pm)</p> <p>26 September 2024 27Pax 27 September 2024 27Pax</p> <p>To include: Meeting Room for 27 pax from 26-27 September 2024 to include:</p> <ul style="list-style-type: none"> - Meeting room with social distancing of two (2) meters - Free Wi-Fi in Meeting Room for all participants - 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) <p>Lunch Meal (Three-Course) Soup and Salad</p> <ul style="list-style-type: none"> - Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes. - Desserts - Two types of juice, tea, water <p>Morning/ Afternoon Coffee Break</p> <ul style="list-style-type: none"> - 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 Day	27pax per day

**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 **PR-HQ-2024-000297**

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

Table 1: 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 RWF	Total amount in RWF
1.	Conference Package 3 -6 September 2024	Refer to Annex B	Per Day	4Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	Conference Package 10-13 September 2024	Refer to Annex B	Per Day	4Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	Conference Package 17-20 September 2024	Refer to Annex B	Per Day	4Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Conference Package 24-25 September 2024	Refer to Annex B	Per Day	2Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5	Conference Package 26-27 September 2024	Refer to Annex B	Per Day	2Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

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>