

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF HOTEL ACCOMODATION AND CONFERENCE SERVICES**  
**RFQ N\_UG\_2022\_150**

Date: November 21, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Hotel Accommodation and Conference for a Staff Retreat and Team Building Event** 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](mailto:tenders@idlo.int) and mention **Clarifications RFQ N\_UG\_2022\_150** 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 25, 2022**  
**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 <b>Date: November 25, 2022</b> <b>Time: 15:00 hours Rome, Italy</b> 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	<b>90 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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
i. Place of Delivery	<b>Hotel Premises</b>
j. Delivery Terms	Services will be delivered from <b>12 December 2022 to 16 December 2022 (both days inclusive) at the hotel premises</b>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>Supplier</b> <input type="checkbox"/> N/A
l. Currency of Quotation	<b>Uganda Shillings</b> <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"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>Business Registration Certificate</b> <input checked="" type="checkbox"/> <b>Tax Registration Certificate / Tax Clearance;</b> <input checked="" type="checkbox"/> <b>Hotel Brochure / Catalogue, inclusive of Menu options to attest compliance with Technical specifications</b>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input type="checkbox"/> <del>Warranty on Parts and Labour for minimum period of <span style="background-color: #cccccc;">Click to type</span></del> <input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
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 n.)</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	<input type="checkbox"/> <del>N/A</del> <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> <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>

**ANNEX B  
TERMS OF REFERENCE**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Hotel Accommodation</i>	<p><i>Accommodation (Bed &amp; Breakfast) for 13 pax</i>  <i>Check in: 12 December 2022</i>  <i>Check out: 16 December 2022</i>  <i>Total No. of Nights: 4 Nights</i></p> <p><i>Hotel Accommodation to include:</i></p> <ul style="list-style-type: none"> <li>• <i>A single standard room (Bed &amp; Breakfast)</i></li> <li>• <i>Breakfast to include Meat dish (sausage, sandwich), fresh pastries, brewed coffee, tea, two types of juices.</i></li> <li>• <i>WIFI internet</i></li> </ul>	<i>Per Person</i>	<b>13</b>
<b>Lot 2</b>	<i>Conference Package</i>	<p><i>Meeting Room for 13 pax from 13th Dec – 15th Dec 2022 (3 days total) to include:</i></p> <ul style="list-style-type: none"> <li>- <i>Meeting room with social distancing of two (2) meters</i></li> <li>- <i>Free Wi-Fi in Meeting Room for all participants</i></li> <li>- <i>Bottled Water (2 bottles of 500mls per participant per day)</i></li> <li>- <i>Stationery (Notebooks and pens per participant per day, Markers, and 2 Flip charts per day)</i></li> </ul>	<i>Per Person</i>	<b>13</b>
<b>Lot 3</b>	<i>Lunch</i>	<p><i>Lunch Meal (Three-Course) to include:</i></p> <ul style="list-style-type: none"> <li>- <i>Soup and Salad</i></li> <li>- <i>Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes.</i></li> <li>- <i>Desserts</i></li> <li>- <i>Two types of juice, tea, water</i></li> </ul>	<i>Per Person</i>	<b>13</b>
<b>Lot 4</b>	<i>Coffee Break</i>	<p><i>Morning and Afternoon Coffee Break (on 12 – 16 December) to include:</i></p> <ul style="list-style-type: none"> <li>- <i>Instant Coffee</i></li> <li>- <i>Brewed Coffee, Tea, Milk, Lactose Free Milk</i></li> <li>- <i>Sugar and Sugar Substitute/Artificial Sweetener/Honey</i></li> <li>- <i>Two types of juice, two types of soft drinks, Still Water</i></li> <li>- <i>Snacks (pastries, muffins, mini sandwiches)</i></li> </ul>	<i>Per Person</i>	<b>26</b>

**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 N\_UG\_2022\_150**

<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>	

**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 [UGX]	Total amount in [UGX]
1.	Hotel Accommodation	<p>Accommodation (Bed &amp; Breakfast) for 13 pax                      Check in: 12 December 2022                      Check out: 16 December 2022                      Total No. of Nights: 4 Nights</p> <p>Hotel Accommodation to include:</p> <ul style="list-style-type: none"> <li>• A single standard room (Bed &amp; Breakfast)</li> <li>• Breakfast to include: Meat dish (sausage, sandwich), fresh pastries, brewed coffee, tea, two types of juices.</li> <li>• WIFI internet</li> </ul>	Per Person	13	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Conference Package	<p>Meeting Room for 13 pax from 13th Dec – 15th Dec 2022 (3 days total) to include:</p> <ul style="list-style-type: none"> <li>- Meeting room with social distancing of two (2) meters</li> <li>- Free Wi-Fi in Meeting Room for all participants</li> <li>- Bottled Water (2 bottles of 500mls per participant per day)</li> </ul>	Per Person	13	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UGX]	Total amount in [UGX]
		<p>- Stationery (Notebooks and pens per participant per day, Markers, and 2 Flip charts per day)</p> <p>- Equipment to Include: LCD Projector with a screen &amp; PA System and 2 microphones</p>					
3.	Lunch	<p>Lunch Meal (Three-Course) to include:</p> <p>- Soup and Salad</p> <p>- Main Course - Meat Dish (Beef, fish, or Chicken) and any other local dishes.</p> <p>- Desserts</p> <p>- Two types of juice, tea, water</p>	Per Person	13	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Coffee Break	<p>Morning and Afternoon Coffee Break (on 13 – 16 December) to include:</p> <p>- Instant Coffee</p> <p>- Brewed Coffee, Tea, Milk, Lactose Free Milk</p> <p>- Sugar and Sugar Substitute/Artificial Sweetener/Honey</p> <p>- Two types of juice, two types of soft drinks, Still Water</p>	Per Person	26	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		



Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UGX]	Total amount in [UGX]
		- Snacks (pastries, muffins, mini sandwiches)					
<b>Other Charges (please specify)</b>							
<b>Sub-Total</b>							
<b>Taxes/ VAT (18%) (if applicable)</b>							
<b>Grand Total (Ugx)</b>							

<p><b>Name, position and signature of the Bidder</b></p>          <hr/> <p><i>Duly authorised to sign this Bid</i></p>  <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**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_goods_august_2020.pdf)

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