REQUEST FOR QUOTATION
PROCUREMENT OF HOTEL ACCOMODATION AND CATERING SERVICES
PR-UG-2024-0000103

Date: October 17, 2024

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Hotel Accommodation and outside catering services in GULU from 3-6 November 2024 during the Open day baraza for Office of the Director of Public Prosecutions** 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

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications PR-UG-2024-0000103** 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: October 24, 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
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:** October 24, 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	☒ **Not permitted**
i. Place of Delivery	Gulu, Uganda
j. Delivery Terms	Services will be delivered from 3-6 November 2024 **Gulu, Uganda**
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	☒ **Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;** ☒ **Certificate of Incorporation / Business Registration** ☒ **Tax Registration Certificate / Tax Clearance.** ☒ **Copy of Hotel Profile and Menus.**
n. Special Packing Requirement or Temperature Control	☒ **N/A**

o. After-sales services required, if applicable	~~☒ N/A~~
p. 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 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	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;
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	☒ **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 everyday delay in the provision and completion of the Services.**

ANNEX B
TERMS OF REFERENCE

Lots	Item Name	Specification	Unit of Measure	Quantity
Lot 1	Hotel Accommodation	**Accommodation 1** (Bed & Breakfast) for 3 IDLO Staff Check in: 3 November 2024 Check out: 6 November 2024 Total No. of Nights: **3** Nights **Accommodation 2** (Bed & Breakfast) for **32 pax**: Check in: 4 November 2024 Check out: 6 November 2024 Total No. of Nights: **2** Nights **Hotel Accommodation to include:** • A single standard room (Bed & Breakfast) • Breakfast to include Meat dish (sausage, sandwich), fresh pastries, brewed coffee, tea, two types of juices. • WIFI internet	Per Person Per Night	35 Pax
Lot 2	Lunch buffet 35 pax on 5 November 2024	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	Per Person per Day	35 Pax
Lot 3	Dinner for 35pax (4-5 November 2024)	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	Per Person per Day	35 Pax
Lot 4	Outside catering services at Kaunda grounds on 5 November 2024	Mineral Water 500ml on 5 November 2024	per person per day	250
		Soft drink (soda) 500ml bottle on 5 November 2024	per person per day	250
		Snacks to include: • Pastries- two types of biscuits, refined and whole meal toast, muffins, mini sandwiches, meat (halal) and vegetable samosa • Proteins- not limited to eggs, baked beans, beef sausage, beef bacon	per person per day	500

		• Carbohydrates- Not limited to sweet potatoes, cassava • Two types of tropical fruits		

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-UG-2024-0000103**

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 UGX	Total amount in UGX
1.	Hotel Accommodation	Refer to Annex B	Per Person per Night	35 Pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
2	Lunch on 5 November 2024	Refer to Annex B	Per Person per Day	35 Pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
3	Dinner on 4 -5 November 2024	Refer to Annex B	Per Person per Day	35 Pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
4	Outside catering services at Kaunda grounds on 5 November 2024	Water	Per Person per Day	250 Pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
		Soda	Per Person per Day	250 Pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		

		Snacks	Per Person per Day	500 pax	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
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