

REQUEST FOR QUOTATION
Procurement for Conference Room for Open Data Conference
Project Enhancing Judicial Transparency and Promotion of Public Trust
Retender RFQ HN_2023-000057

Date November 14, 2023

Dear Sir / Madam,:

You are kindly requested to submit your quotation for **Procurement for Conference Room for workshop** 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 tenders@idlo.int and mention **Clarifications RFQ HN_2023-000055** 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 20, 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, Honduras

Annex A
Instructions to Bidders

a. Description of requested	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: November 20, 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 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	Services are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Services will be delivered after receipt of PO or contract from IDLO in Tegucigalpa on December 11, 2023.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	Bids shall be quoted exclusively in Honduran Lempiras. <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"/> Current Business Operating Permit <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Full Bank Account Details in local currency <input checked="" type="checkbox"/> National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish) <input checked="" type="checkbox"/> National Tributary Register for the Provider (RTN, by its acronym in Spanish) <input checked="" type="checkbox"/> Hotel Profile/ Food Menu

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), 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 type="checkbox"/> N/A <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. 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.

ANNEX B

Technical Specifications

A. About IDLO

The International Development Law Organization (IDLO) is the only global intergovernmental organization dedicated exclusively to promoting the rule of law to strengthen peace and sustainable development. Established as an intergovernmental organization in 1988, it has had Observer status with the United Nations since 2001. It has experience working in more than 90 countries around the world with diverse legal systems.

IDLO began its work in Honduras in 2012 within the framework of the Euro Social II Program, dedicated to the promotion of social cohesion in Latin America by providing technical assistance for the creation of CAPRODEM (Center for Attention and Protection of Women's Rights) that was successfully integrated into the Honduran system and later expanded to offer services to women through the National Program 'Ciudad Mujer'

Based on the results achieved through the Euro Social II program, IDLO managed to establish itself in Honduras in 2015 for the implementation of the Program 'Reduction of Homicides and Violence through Access to Justice (RHAJ)', which was agreed with the Honduran State under the Host Country Agreement Decree 114-2016.

B. Background

With its work, IDLO seeks to continue its efforts to make laws and institutions work for people by empowering its partners to fight against corruption and promote transparency, accountability, and integrity in public institutions. With such purpose, IDLO Initiated a self-funded anti-corruption programme with a focus in Honduras. The programme is based on IDLO's established presence in Honduras and its wide network of partners in the region.

On that basis, IDLO has begun the implementation of the anticorruption project with the Institute for Access to Public Information (IAIP) and the Secretary of Transparency and Fight Against Corruption (STLCC), establishing reciprocal cooperation commitments to strengthen the capacity of Honduras' anticorruption surveillance mechanisms and promote good practices to prevent corruption, as well as the recovery and strengthening of the rule of law.

C. Expected Services

This Request for Quotation (RFQ) is for the **Procurement for Conference Room for a 4 day workshop**

- Conference venue for the following date:
 - December 11th to December 14th, 2023.

D. Institutional Arrangement

The supplier will work under direct supervision of the Honduras Country Office.

E. Duration of the Work

The event will take place on the specified dates on Point C. The setup of the venue must take place on the day prior to the beginning of the workshop.

STLCC Workshop
Project “Strengthening Anticorruption in Latin America and the Caribbean”
(SAC- LAC)
December 11 to December 14

Lot	Item Name	Specification	Unit measure	Quantity
1	Full day Workshop package	<p>Workshop Facility from 7.00 a.m. to 5.00 p.m. on the following dates:</p> <ul style="list-style-type: none"> • December 11-14 <p>29 participants per day per conference</p> <p>Chairs and tables</p> <ul style="list-style-type: none"> • 5 round tables with 6 chairs each • Black or white clothing • 1 cocktail chairs inside conference room for speaker • "Welcome Area" (outside the conference room) sufficient to place one table for Participants Administrative/Registration purposes with 2 chairs. • One extra table inside de Conference Room in the back with 3 chairs. <p>Conference Room Requirements</p> <ul style="list-style-type: none"> • Conference room should be large and spacious. • It MUST not have pillars in the middle of the room. • One dedicated event manager and IT support technician throughout the workshop. • Dedicated internet for the event for reproducing videos, photos. With broadband capacity enough to connect 20 laptops computers. • Air conditioning in Meeting Room • Podium • 1 flag pole to place IDLO Flag • 1 Honduras flag with flagpole <p>Equipment to include:</p> <ul style="list-style-type: none"> • LCD projector and screen • Giant screen (Hotel must specify whether the room needs curtains to oversteer clarity in the conference room to have a better projection on the screen and quote accordingly.) • Audio System for microphones and for projection audio. • 3 wireless microphones • Clicker for power point presentation • Computer for projection with audio <p>Morning Coffee Breaks</p>	days	4

Lot	Item Name	Specification	Unit measure	Quantity
		<ul style="list-style-type: none"> • 29 Morning Coffee Breaks Served at 10.00 a.m. • 3 salty and 2 sweet snacks, coffee, tea and juices available. <p>Lunch plates 29 Three-Course Lunch to include:</p> <ul style="list-style-type: none"> • Entrée (salad or soup) • Main Course – One Meat Dish (Beef, Pork, or Chicken) • Side Dishes - Two varieties suitable for Vegetarians too. • Fresh bread rolls • Desserts • Soft drinks and or juices with refill Served at 12:00 m. <p>NO COFFEE BREAK PM ONLY AFTERNOON SNACK</p> <ul style="list-style-type: none"> • Coffee, tea, soft drinks and/or juices for 29 people. Served at 3.00 p.m. • Assorted Cookies or bread <p>Beverage Station Coffee, tea, and water station for 30 people permanently in the workshop hall for the duration of the training (4 days).</p> <p>General Minimum Requirements for Food Safety Measures in light of COVID-19:</p> <ul style="list-style-type: none"> • Food workers and handlers are required to comply to all provisions as stated by the World Health Organization on Covid-19 and Food Safety: Guidance for Food Businesses link also available here: https://apps.who.int/iris/bitstream/handle/10665/331856/WHO-2019-nCoV-Food_Safety-2020.1-spa.pdf • Every staff member must strictly comply with the basic protective measures against COVID-19 recommended by WHO: https://www.who.int/es/emergencies/diseases/novel-coronavirus-2019/advice-for-public <p>Special Considerations</p> <ul style="list-style-type: none"> • The workshop must take place in the same conference room during the 4 days of the training. 		

Lot	Item Name	Specification	Unit measure	Quantity
		<ul style="list-style-type: none"> • Coffee breaks and meals must not be served in the conference room, a separate space must be allocated for eating purposes. • Conference room must be set up, clean and ready every day by 7.00 a.m. • Coffee station should be available every day by 7.00 a.m. • Cookies and assorted bread will only be available for the afternoon snack. • Include waiter service for the event in the quote. • IDLO does not cover to go boxes for the participants, this should be charged directly to the individual who requests it. • If anything that is not in this specification document is requested during the workshop, it requires previous approval of IDLO focal point. 		

**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 HN_2023-000057**.

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

Table 1: Offer to Supply Goods / 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 [Honduran lempira]	Total Amount (Honduran lempira)
1	Full day Workshop package for 29 pax	Refer to Annex B	Conference	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Services							
Other Charges (please specify)							
Taxes/ VAT (%) (if applicable)							
Grand Total							

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>