

REQUEST FOR QUOTATION
PROCUREMENT OF HOTEL ACCOMMODATION AND CONFERENCE SERVICES
RFQ NO. HQ-2023-000403

Date: **November 30, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for HOTEL ACCOMMODATION AND CONFERENCE 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. HQ-2023-000403** 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: December 7, 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
Headquarters, Rome, Italy

Annex A
Instructions to Bidders

a. Description of requested HOTEL ACCOMMODATION AND CONFERENCE SERVICES	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: December 7, 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 HOTEL ACCOMMODATION AND CONFERENCE SERVICES and adherence to the Supplier Code of Conduct.
d. Payment Terms	The payment terms will be agreed with the selected vendor according to standard market prices.
e. Conditions for Release of Payment	IDLO Acceptance of HOTEL ACCOMMODATION AND CONFERENCE 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	Grand Bahama, The Bahamas
j. Delivery Terms	HOTEL ACCOMMODATION AND CONFERENCE SERVICES will be delivered from 15 to 18 January 2024 in Grand Bahama, The Bahamas.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	USD <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/Registration for the Vendor is a legally registered entity. <input checked="" type="checkbox"/> Valid Tax Compliance Certificate for the Vendor is registered with pertinent country's revenue authority. <input checked="" type="checkbox"/> Self attestation letter for the Vendor has not consistent history of court/arbitral award decisions against the Bidder for the last 3 years. <input checked="" type="checkbox"/> Self attestation letter for the Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.
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 <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 HOTEL ACCOMMODATION AND CONFERENCE SERVICES

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>Acommodation</i>	<i>Single bedroom on a Bed and Breakfast basis with Internet access (internet cable or Wi-Fi) in the room (included in the per night price). Late Check in/Check out subject to availability. Tea/Coffee making facility with no extra charges in the room. Extra services requested directly by any IDLO Employee, Interns, Consultants, Beneficiaries or Attendees to IDLO Trainings for his/her personal use will be paid directly by the person. IDLO not be responsible to settle any invoices.</i>	<i>Room per person</i>	<i>- 2 from 15 to 17 January 2024 - 5 from 15 to 18 January 2024</i>
Lot 2	<i>Meeting Room</i>	<i>Conference Rooms fitting up to 20 people, with Natural Day Light, equipped as follows: - LCD projector per Conference Room per day including Screen, Remote Control, Laser Pointer and 2 Speakers - One Laptop per Conference Room per day that can be connected for presentation - Two wireless microphones - A minimum of 2 Flipcharts per Conference Room per day with block of Recycled Paper and a set of Markers for each Flipchart - Internet connectivity link with minimum speed of 32 MB - 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)</i>	<i>Room per day</i>	<i>2</i>
Lot 3	<i>Catering service – Coffee break</i>	<i>Buffet style catering including: - Instant Coffee, Brewed Coffee, Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener, two types of juice, two types of soft drinks, Still Water - Two types of snacks (pastries, muffins, mini sandwiches) and two types of fruits - No single use plastic allowed</i>	<i>2 Coffee break (morning and afternoon) per person per day</i>	<i>15</i>
Lot 4	<i>Catering service – Lunch</i>	<i>Buffet style catering including: - Main meal including a vegetarian option - Two types of desserts and two fresh fruits</i>	<i>1 Lunch per person per day</i>	<i>15</i>

		<p>- Two types of juice, two types of soft drinks, Still or Sparkling Water</p> <p>- Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener</p>		
Lot 5	<p>Shuttle/Transfer services for participants Hotel-Airport and viceversa</p>	<p>A) Shuttle service from Grand Bahama airport to Hotel on 15 January 2024 for 4 people with same arriving time</p> <p>B) Shuttle service from Hotel to Grand Bahama airport on 17 January 2024 for 2 people with same departure time</p> <p>C) Shuttle service from Hotel to Grand Bahama airport on 18 January 2024 for 2 people with same departure time</p> <p>D) Shuttle service from Grand Bahama airport to Hotel on 15 January 2024 for 3 people with same arriving time</p> <p>E) Shuttle service from Hotel to Grand Bahama airport on 18 January 2024 for 3 people with same departure time</p>	<p>Shuttle Service A, B, C, D, E</p>	<p>1 A 1 B 1 C 1 D 1 E</p>
Lot 6	<p>Shuttle/Transfer services for participants Hotel-Central Police Station and viceversa</p>	<p>Shuttle service from Hotel to Central Police Station, East Mall Drive and viceversa for 15 people with same departure</p>	<p>Shuttle service per day</p>	<p>2</p>

**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-2023-000403**

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 USD	Total amount in USD
1.	Lot 1	Acommodation	Room per person	- 2 from 15 to 17 January 2024 - 5 from 15 to 18 January 2024	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Lot 2	Meeting Room	Room per day	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Lot 3	Catering service – Coffee break	2 Coffee break (morning and afternoon) per person per day	30	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Lot 4	Catering service – Lunch	1 Lunch per person per day	30	<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 USD	Total amount in USD
5.	Lot 5	Shuttle/Transfer services for participants Hotel-Airport and viceversa	Shuttle Service A, B, C, D, E	1 A 1 B 1 C 1 D 1 E			
6.	Lot 6	Shuttle/Transfer services for 15 participants Hotel-Central Police Station and viceversa	Shuttle service per day	2			
Total Cost of Goods							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</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_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>