

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF 4- or 5-STAR HOTEL SERVICES IN HAMMAMET, TUNISIA**  
**RFQ NO. N\_113-2023/TN/RFQ**

Date: **November 28, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **4- or 5-Star Hotel services in the Hammamet, Tunisia** 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 **5- or 4-Star Hotel 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 NO. N\_113-2023/TN/RFQ** 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 5, 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  
Tunisia Country Office

**Annex A**  
**Instructions to Bidders**

a. Description of requested 4- or 5-star Hotel Services in Hammamet Region	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: December 5, 2023</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO.  General Terms and Conditions for the Procurement of 5 or 4 star Hotel Services in Hammamet region 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: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Hotel location (Awarded Hotel)
j. Delivery Terms	The delivery terms is based on the purchase order or contract from IDLO Tunisia Office.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	<b>Tunisian Dinars</b>

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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Others copy of Hotel's Profile and Banquet 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	<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. 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 <b>five (5) calendar</b> 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"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</b></p> <p><b>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b></p>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Services: 5 or 4 Star Hotel Services In Hammamet for the event on 16 and 17 December 2023**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Conference Room</i>	<i>Equipped Conference room with a minimum capacity of 30 participants for 2 Full days</i>	<i>Day</i>	<i>2</i>
<b>Lot 2</b>	<i>Water in the Conference Room</i>	<i>Bottle of 0.5 L : 48 bottle per day</i>	<i>Bottle</i>	<i>96</i>
<b>Lot 3</b>	<i>Accommodation</i>	<i>Single Room on half board (with Breakfast &amp; Dinner) : 24 Rooms Check in : December 15, 2023 Check-out: December 17, 2023</i>	<i>Night</i>	<i>48</i>
<b>Lot 4</b>	<i>Catering</i>	<i>3 Coffee break for 24 participants</i>	<i>Coffee Break</i>	<i>72</i>
<b>Lot 5</b>	<i>Catering</i>	<i>1 Lunch per day (for 2 days) for 24 participants</i>	<i>Lunch</i>	<i>48 persons in total</i>

**The Minimum Requirement for conference Room:**

- “Welcome Area” sufficient to place minimum of **one (1)** table for Participants for administrative/Registration purposes and another **one (1)** table for refreshments
- Rooms with Natural Day Light;
- Conference Rooms:

CRITERION 1. A minimum of 2 Breakout Rooms per main Conference Room.

**OR**

CRITERION 2. A Conference Room without Breakout Rooms

- LCD projector per Conference Room per day including: Screen, Remote Control, Laser Pointer and 2 Speakers;
- 2 Wireless microphones;
- A minimum of 1 Flipchart per Conference Room per day with block of Recycled Paper and a set of Markers for each Flipchart;
- A minimum of 2 White Boards per Conference Room per day with set of markers and eraser for each;
- Internet connectivity link with minimum speed of 32 MB;
- Free Wi-Fi Internet Connection for all participants;
- A minimum of 10 Universal Power Adapters per Conference Room per day;
- One Podium with one Microphone;
- Tissue Papers placed on table;
- One dedicated event manager during the event (contact details to be provided during Booking);
- One dedicated IT Support during the event (contact details to be provided during Booking).

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## The Minimum Requirement for Catering Services:

### a. Coffee Breaks

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 b) Two types of biscuits, two (2) types of snacks (pastries, muffins, mini sandwiches) and two (2) types of fruits c) No single use plastic allowed. ;

### b. Lunch and/or Dinner

Three Course Meal

a) Soup and Salad as appropriate depending on local customs by season, suitable for Vegetarians

b) Fresh bread rolls - Suitable for Vegetarians

c) Main Course - Meat Dish (Beef, Lamb or Chicken), Fish/Seafood d) Vegetables - Two varieties suitable for Vegetarians

e) Starch - Two varieties suitable for Vegetarians

f) Three types of desserts and two fresh fruits

g) Two types of juice, two types of soft drinks, Still or Sparkling Water.

h) Instant Coffee, Brewed Coffee Tea, Milk, Lactose Free Milk, Sugar and Sugar Substitute/Artificial Sweetener

**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. N\_113-2023/TN/RFQ**

<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: 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 TND	Total amount in TND
1.	Conference Room	Equipped Conference room with a minimum capacity of 24 participants for 2 Full days.	Day	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Water in Conference Room	Bottle of 0.5 L : 120 bottle per day	Bottle	96	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Accommodation	Single Room on half board (with Breakfast & Dinner) : 24 Rooms Check in : December 15, 2023 Check-out: December 17, 2023	Night	48	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Catering	3 Coffee break for 24 participants	Coffee break	72	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Catering	1 Lunch per day (for 2 days) for 24 participants	Lunch	48	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Insurance</b>							



Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in TND	Total amount in TND
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT (___ %) (if applicable)</b>							
<b>Grand Total</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\\_and\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_and_services_august_2020.pdf)

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