REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF CONFERENCE FACILITY TO IGAD FOR 2024

REF: IGAD-DAF-09/2023

September 2023
REQUEST FOR PROPOSAL FOR PROVISION OF CONFERENCE FACILITY TO IGAD for the Year 2024

Dear Sir/Madam,

PROVISION OF CONFERENCE FACILITY
REF: IGAD- 09/2023

Intergovernmental Authority on Development (IGAD) is a specialized Institution that is mandated to issues related to drought resilience, peace and security and economic corporation as a prerequisite for economic integration of the countries in horn of Africa, Djibouti, Eritrea, Ethiopia, Kenya, Uganda, Somalia, Sudan, and South Sudan.

The IGAD is in the process of engaging conference & hotel facilities for the provision of conference for period starting January 2024 through to December 2024. This therefore IGAD would like to request you are to submit in your most competitive quote/rates that will and shall stay and applied whenever IGAD wish to utilize the conference facility for the aforementioned period.

You are invited to submit your most competitive quotation giving/breaking down as follows.

1. Conference Package that includes among others:
   - Number of Conference room (s)
   - Each conference room capacity
   - Conference rates with snacks
   - Security inclusive
   - Teas and bites (Break time and evening)
   - Lunch
   - Marker pens, Flip charts, Writing pads, Pens.
   - Sweets, Water in the intervals (2 bottles of half litter)
   - Internet availability (Wi-Fi)
   - Projector screen, LCD projector, public address system (with wireless Microphones),
   - Interpretation equipment

2. Accommodation for participants.
   - Bed & Breakfast
   - Half board basis (e.g., for EU funded projects and alike)
INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT- I G A D
REQUIREMENTS FOR THE CONFERENCE/HOTEL FACILITY

1. Conference Package that includes among others:
   • Number of Conference room (s).
   • Each conference room capacity including the break rooms.
   • Conference rates
   • Security inclusive
   • Teas and bites (Break time and evening)
   • Lunch
   • Marker pens, Flip charts, Writing pads, Pens.
   • Sweets, Water in the intervals (2 bottles of half litter)
   • Internet availability (Wi-Fi)
   • Projector screen, LCD projector, public address system (with wireless Microphones),
   • Interpretation equipment
   • Online facilities for hybrid conferences

2. Accommodation for participants:
   • Bed & Breakfast/Half board
   1. Bid Price:
      a) A framework Contract shall be awarded for whole year where the quoted rates shall stay, stand and be applied throughout the year.

      b) Any duties, taxes and other levies payable: these should be disclosed to IGAD.

      c) The rates proposed by the Hotel shall be fixed for the duration of One year effective from January 2024 to December 2024.

   2. Validity of Proposal: The Proposal shall remain valid for a period of One year.

3. Quotations should be sent by completing and signing the price schedule at Annexure I enclosed and attaching any other documents required to be submitted under this invitation. You may also reply by sending a quotation on your own company’s letterhead, but the terms and conditions specified in the RFP will take precedence over any terms and conditions stated in your Proposal.

7. Where applicable, Quotations shall give a comprehensive description of the proposed service. The Service provider shall state in his quotation/bid the full name and address of the facility and attach Registration, Tax and social security clearance.
8. Any deviation from the requested specifications shall be highlighted and explained.

9. Evaluation of Proposals: The Contracting Authority/Client (IGAD) will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed; and (b) conform to the terms and conditions. For the purposes of the evaluation, the rates excluding taxes and duties but including expenses shall be considered.

10. The Quotations would be evaluated for quoted/tendered prices.

11. Award of contract: The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the most economically advantageous tender/quote for the whole year.

12. Notwithstanding the above, the IGAD reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

13. The bidder whose bid/quotation is accepted will be notified of the award of the framework contract by the Client. The terms of the accepted offer shall be incorporated in the framework contract.

14. Payment shall be made immediately before the conference is closed and whenever a conference facility is offered payment shall be affected within 30 days of receipt.

15. **You are requested to submit your offer/Proposal at the latest by 13:00 hours on 15 November 2023. Any offers received late shall not be considered.**

16. Submission of all administrative and Legal documents (License, registration, taxes certificates ...etc.)

We look forward to receiving your quotations and thank you for your interest in this tender dossier.

**Procurement Unit**
IGAD-Email: procurement@igad.int
Avenue Georges Clemenceau
P.O Box 2653
DJIBOUTI.
The image contains a document titled "Annexure I – Price Schedule*." The document includes a table with columns for Sr. No., Description of Service Required, Rate per person, and Host Country. Instructions and notes are provided regarding the conference rate per person, less any discount, net conference rate, and additional charges. The client/contractor information is IGAD Avenue Georges Clemenceau, P.O Box 2653, DJIBOUTI, with an email address given. The quotation is valid for one year and the currency is stated in Euro/United States Dollars. The document concludes with a section for conference facility provider, including space for name and signature of a person completing the request, and an indication for seal of the company providing the name and address.