



Request for Quotations (RFQ)

RFQ No.:	SNV/RFQ-003/-2022
OPENING DATE	October 17, 2022
CLOSING DATE	October 31, 2022, 17:00 Kigali time
DESCRIPTION:	Accommodation and Event Services
FUNDED BY:	SNV-Netherland Development Organization
CURRENCY OF BUDGET:	Rwandan Francs
POINT OF CONTACT:	Bonkey Ruzirabwoba – SNV Rwanda Operations officer rwandaprourement@snv.org

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

SNV is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

SNV does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to justice.

Employees and agents of SNV are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to justice

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with SNV or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to SNV' prohibitions against fraud, bribery and kickbacks.

Please contact SNV Procurement, rwandaprourement@snv.org, with any questions or concerns regarding the above information or to report any potential violations.

Section 1: Instructions to Offerors

I. Introduction:

SNV Netherlands Development Organization is a not-for-profit international development organization founded in the Netherlands in 1965 with a global presence in 30 countries across Africa, Asia, and Latin America. As an organization, SNV focuses on the Agriculture, WASH, and Energy sectors with the belief that no one should have to live in poverty and that all people should have the opportunity to pursue their own sustainable development. SNV contributes to these sectors by strengthening the capacity of targeted partners and communities at the field

level to realize increased skill sets and sustainable performance; reduce poverty levels and expand employment; and improve food security while paying special attention to gender equity, social inclusion of marginalized groups, and stakeholder accountability.

To further have hotel accommodation and event Services, SNV Rwanda now send a RFQ to hotels, Guest house and Boutique hotels for the following service. To support its activities SNV is currently requesting quotations for **Hotel Accommodations and event management in Kigali City**, as well as hotels located in different districts where SNV implements its activities such as Muhanga, Ruhango, Nyanza, Huye, Gisagara, Nyamagabe, Rusizi, Nyabihu, Rubavu, Musanze, Rutsiro, Ngororero, Nyamasheke, Nyagatare, Gatsibo, Kayonza, Rwamagana, Karongi detailed in Section 1 and 2, from well-established and experienced hotels (4-star, or 3-star, 2 stars, Boutique hotels, and restaurants. As a result of this RFQ, SNV anticipates issuing multiple Blanket Purchase Agreements (BPA) to establish specific pricing levels and parameters for ordering services. The BPA will allow SNV to procure services on an as-needed basis, over the next twelve (12) months. SNV is only obligated to pay for suppliers/services ordered through BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA. Offerors are responsible for ensuring that their offers are received by SNV in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Complete offers must be received no later than 17:00 Kigali, Rwanda time on October 31, 2022, Offers should be delivered by email to rwandaprocurement@snv.org, with the subject line **“Hotel Accommodations & event services.”**
Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of SNV.
Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 Kigali, Rwanda time by email to rwandaprocurement@snv.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that SNV believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by SNV will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of SNV or any other entity should not be considered an official response to any questions regarding this RFQ.
3. **Technical Specifications:** Section 1 and 2 contains the technical specifications of the services that may be ordered under the BPA. At this time, specific accommodation or event services to be procured under any BPA resulting from this RFQ are unknown. Specific needs will depend on the needs of SNV. Individual procurement requests will be issued under the BPA agreement, as the need arises for additional services.
4. **Quotations:** Quotations in response to this RFQ must be priced at a fixed price. Pricing must be presented in Rwandan Francs. Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event and accommodation, offerors may complete the table in Sections 1 and 2. In addition, offerors responding to this RFQ are requested to submit the following:
 - a copy of their official registration or business license, including clearance from the Rwanda Social Security Board;
 - VAT Certificate
 - RDB Registration certificate
 - For hotels, documentation providing an appropriate rating of hotel issued by the relevant authority (4-star, 3-star, 2 star, etc.);
 - Cover letter with complete contact details of person/s to whom further correspondence must be sent, including name, position, email address and phone number;
5. **Taxes and VAT:**
The quotations (per unit) must be inclusive of all applicable taxes, VAT, charges, tariffs, duties and levies.
6. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the Rwandan laws and U.S. Government. SNV will not award a contract to any firm that is debarred, suspended, or considered to be ineligible
7. **Evaluation and Award:**
 - A. **Hotel Accommodation**

The award will be made to a responsible offeror in each of three categories (4-star, 3 star, and 2 star) whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Technical responsiveness/full compliance to requirements-30 Points
- Lowest price – 30 points
- Established track record in undertaking contracting arrangements similar to the requirements (please provide evidence of existing or previous similar contracts/similar services) – 30 points
- Value-added of other concessions, if any – 10 points

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SNV reserves the right to waive immaterial deficiencies at its discretion.

It is anticipated that the award will be made solely on the basis of these original quotations. However, SNV reserves the right to conduct any of the following:

- SNV may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, SNV may issue a partial award or split the award among various suppliers, if in the best interest of SNV.
- SNV may cancel this RFQ at any time.

8. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate SNV to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. This solicitation is subject to SNV's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- SNV's standard payment shall be made within thirty (30) calendar days of the receipt of an invoice
- Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). SNV anticipates issuing a BPA (or multiple BPAs). Any BPA issued as a result of this RFQ will have a minimum duration of at least 12 months.

9. Technical Specifications

SNV is seeking offers from reputable, well established and experienced firms (restaurants, event venues, etc.) and hotels, duly incorporated under the Laws of Rwanda to provide Hotel Accommodations under a Blanket Purchase Agreement (BPA), at fixed prices for a period of 12 months.

Section I: Hotel Accommodations (Room Reservations)

Item	Cost Component	Unit	Unit Price (RWF)
A	Single Standard Room (with Breakfast)		
A1	Single Standard Room (with Breakfast) (1-5 participants)	Night	
A2	Single Standard Room (with Breakfast) (6-15 participants)	Night	
A3	Single Standard Room (with Breakfast) (16-35 participants)	Night	
A4	Single Standard Room (with Breakfast) (35+ participants)	Night	
B	Double Standard Room (with Breakfast)		
B1	Double Standard Room (with Breakfast) (1-5 participants)	Night	
B2	Double Standard Room (with Breakfast) (6-15 participants)	Night	
B3	Double Standard Room (with Breakfast) (16-35 participants)	Night	

B4	Double Standard Room (with Breakfast) (35+ participants)	Night	
2	Meals		
A	Breakfast	Each	
A1	Breakfast (1-5 participants)	Each	
A2	Breakfast (6-15 participants)	Each	
A3	Breakfast (16-35 participants)	Each	
A4	Breakfast (+35 participants)	Each	
3	Lunch		
A1	Lunch (1-5 participants)	Each	
A2	Lunch (6-15 participants)	Each	
A3	Lunch (16-35 participants)	Each	
A4	Lunch (+35 participants)	Each	
4	Dinner		
A1	Dinner (1-5 participants)	Each	
A2	Dinner (6-15 participants)	Each	
A3	Dinner (16-35 participants)	Each	
A4	Dinner (+35 participants)	Each	
	Coffee break	<u>Each</u>	
	Drinks		
	Bottle of water	<u>Each</u>	
	Bottle of soda	<u>Each</u>	
	Mineral water	<u>Each</u>	
	Fresh Juice	<u>Each</u>	
5	Airport Pickup and Drop		
5.1	Airport Pickup and Drop off services	Per Person	
5.2	Group Airport Pickup and Drop	Group of 8 persons +	

Section 2: Event/Conference Services

Cost Components	PRICE IN RWANDAN FRANCS (RwF)		
	01-20 participants	20-40 participants	40 participants and above
PACKAGES			
Half day package (From 8:00-13:00) Meeting room, materials (flip charts, stand, pens, writing pads, projector and screen projector) 1 water; Coffee break and lunch.			

<p>Full day Package From 08:00-18:00) Meeting room, materials (flip charts, stand, pens, writing pads, projector and screen projector) 2 water; 2 Coffee break, lunch. Internet connection</p>			
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