

From choice, a world of possibilities

Request for Bids

Bid No: 17-IPPFAR/2022

Closing date: 07 July 2022 at 11:00 am East Africa Time.

Hotel accommodation and Conference Facilities

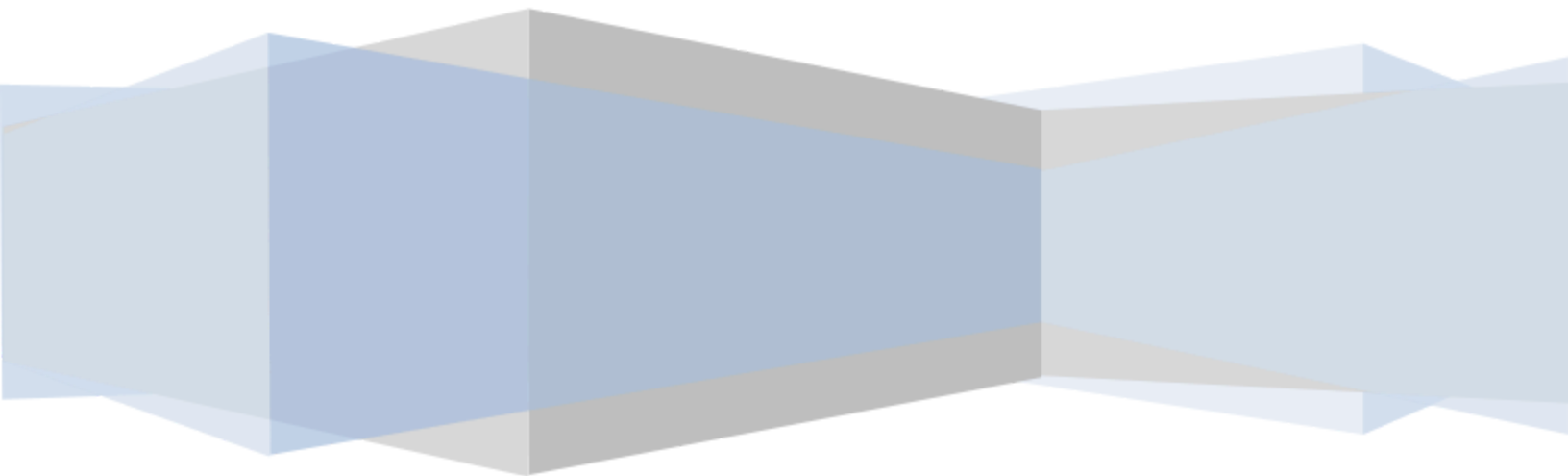
Delivery Address:

IPPF Africa Region.

Merchant Square, Block C, 5th Floor.

Riverside Drive. PO BOX 30234. Nairobi. Kenya.

Tel: +254 20 4909000. Or: +254 722 203728.



BACKGROUND

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health (SRH) service delivery organization in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. Supported by thousands of volunteers, IPPFAR tackles the continent's growing sexual and reproductive health challenges through a network of Member Associations (MAs) in 39 countries.

This information will form part of the eventual bid and must thus be complete as there will not be a chance to do so again later. It is also essential that the information supplied is both correct and true.

OBJECTIVE

The purpose of outsourcing this function is to set up an **advantageous agreement with credit facilities with competent hotels**, resulting in successful provision of hotel accommodation and conference facilities.

IPPFAR guests / delegates / participants are residents and non-residents.

CONDITIONS / REQUIREMENTS

Payment of the service provided shall be made to the Service provider after receipt of invoice by IPPFAR; payment shall be subject to verification of services provided during the month for which payment is sought.

Price adjustments shall not be allowed during the period of this contract. Annual corporate rate agreements shall be signed by both parties... however; there should be room for reduction of agreed annual rate as requested and agreed upon by both parties from time to time.

Both parties shall agree on the appointment of an arbitrator for the resolution of any disputes, failure to concur, the arbitrators shall be appointed by the chairman or vice chairman of the Institute of Arbitrators Kenya Branch (Cap 49) Laws of Kenya.

The contract shall be governed by the laws of Kenya.

IPPFAR intends to contract with a suitably qualified service provider for a period of 1 year.

TAX EXEMPTION:

The International Planned Parenthood Federation, Africa Region in its Headquarters' Seat agreement with the Government of Kenya provides for exemption of 16% VAT on hotel accommodation.

Accordingly, the successful bidder authorizes IPPFAR to deduct from the invoice any amount representing such taxes, duties or charges, unless the successful bidder has consulted with IPPFAR before the payment thereof and IPPFAR has, in each instance, specifically authorized the successful bidder to pay such taxes,

duties or charges under protest. In that event, the successful bidder shall provide IPPFAR with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

BRIBERY AND FACILITATION:

Bribery or facilitations of any sort is not acceptable and will attract a permanent ban. Any supplier/service provider that is known to have engaged in corrupt, fraudulent, collusive, or coercive practices will be rejected.

Such supplier/service provider will be blacklisted and any business dealing with such terminated for a period not less than five (5) years.

The resumption of business with a supplier/service provider involved in unethical practices would be subject to a comprehensive scrutiny, showing with documentary evidence that the supplier/service provider has discontinued the unethical practices and put in place reliable systems/procedures to ensure the situation has effectively changed positively.

PARTNERSHIP HISTORY:

IPPF BIDDER_2022	
Have you ever bid on an IPPF tender? Y/N	
If yes, in which Year?	
Have you ever provided services to IPPF Y/N; If yes give us more details	
Are you in direct or indirect contact with IPPF staff? If so, describe the nature of your relationship.	

SUBMISSION DATES

The Bid should be delivered or posted to the address specified above in hard copy. All envelopes should be sealed and clearly marked:

“PROVISION OF ACCOMMODATION AND CONFERENCE SERVICES”

“Bid No: IPPFAR/022”

FINANCIAL ARRANGEMENTS

Bidders are solely responsible for their own costs in preparing the Bids.

Payments for all services shall be made on receipt of appropriate invoices, the satisfactory completion of work.

The financial proposal shall be submitted in the format below.

PROPOSED FEE STRUCTURE FOR ACCOMMODATION AND CONFERENCE SERVICES

Unit prices should be in KSHs. (Kenyan Shilling)

CONFIDENTIALITY

- a) Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. IPPFAR reserves the right to seek clarification or verification of any information in the Bids.
- b) All information pertaining to the IPPFARO obtained by the bidder as a result of participation in this Bidding process is confidential and must not be disclosed without written authorization from the person in charge of both parties.
- c) The successful bidder will be expected to sign a Non-disclosure Agreement as part of Service Level Agreement.

OWNERSHIP OF BIDS

All Bids, including supporting documents, submitted to IPPFAR become the property of the IPPFAR.

MODIFICATION OF TERMS

IPPFAR reserves the right to add, modify or omit certain portions of the Bids scope at any time at its sole discretion. This includes the right to cancel at any time prior to entering into a contract with the successful bidder.

EVALUATION OF TENDERS & AWARD CRITERIA

- a) Only Bids received as specified above will be considered.
- b) Provide a list of five clients and references to which the company has provided similar services in the last 3 years (attach letters of references)
- c) Number of years in business of provision of accommodation & conference facilities
- d) Hotel standard rating
- e) No of conference facilities with capacity to accommodate small groups (less than 10 participants);
- f) Credit Facilities
- g) Bids will not be evaluated if the bidder's current or past corporate or other interests may, in IPPFAR's opinion, give rise to a conflict of interest.
- h) The contract will be awarded from the qualifying Bids based on the most economically advantageous proposal
- i) Any form of corruption will result in a ban
- j) Any false information given will result in a ban
- k) Support IPPF in its quest for quality service
- l) Be competitive with the financial proposal

- m) Be technically sound in relation to the field of activity
- n) Be a force of proposal and improvement about any request
- o) Be transparent and make all requested information accessible

Schedule :

IPPF TENDER_2022	
08/06/2022	Tender Notice Sharing
07/07/2022	Receipt and opening of offers
14/07/2022	IPPF BID Committee
24/07/2022	Notification of provider selection
01/08/2022	Contract / start of activities

Specific Conditions

Special conditions to be met by the service providers

Companies/firms must submit the following documents/information:

- Detailed Company Profile (Maximum 5 pages) indicating the names of the company directors
- Letter of Interest, stating why you consider your firm suitable for the roster.
- Copies of audited accounts for the previous three years (2019, 2020 and 2021)
- Copy of valid Tax Compliance Certificate
- Copy of current TIN (Tax Identification Number), and/or a TCC (Tax Compliance Certificate) For non-Kenya based firms
- Copy of Certificate of Registration/Incorporation from Registrar of Companies
- Copy of Business permit
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
 - Name of organization/agency/company for which the services were provided
 - Name, address, mobile contact, and email of primary contact
 - A brief description of service provided.
 - At least three samples of similar work deliverables done.
 - Demonstrate availability of appropriate skills among staff in sufficient numbers and experience in the region and attach their CVs

General Information

Conference package that includes in usd

- Buffet lunch served with one soft drink,
- Two teas served with assorted pastries & snacks

- Two 500ml drinking water and mints.
- Standard conference stationery - 4. flipchart boards & paper, and assorted board markers
- LCD projector & screen
- PA System with wireless mics
- A podium
- Participants writing material (pens & pads)
- Wi-Fi Internet Access
- Seating arrangement
- Buffet Lunch (if requested)
- additional option if requested

Accommodation charges; in usd

- Half board accommodation charge
- Bed & breakfast charge
- Transfer Airport-Hotel-Airport (if requested)
- additional option if requested

One page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the Organization to statements made in the proposal.

- a) Title Page listing the Bid No.:
- b) Organization Name:
- c) Postal Address:
- d) Physical Address:
- e) Telephone Number:
- f) Fax Number:
- g) Cellular Telephone Number:
- h) Email Address:
- i) Website: If any!
- j) Full Names of two Contact Persons:

Reference Sites

Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

Additional Information - Bidders may provide any other information which may be relevant to this proposal.