

INSO

INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Request for Quotation
RFQ/2023/003

Provision of Conferencing, Catering & Accommodation Services

[Opens on 07 March 2023 and closes on 21 March 2023]

International NGO Safety Organisation

INSO – South Sudan

Thong Piny Area, off Airport Road,

Near Kilimanjaro Apartments,

Plot Number 479 block 3K-South,

Florian Road,

Juba- Central Equatoria (Jubek)

South Sudan.

A blue rectangular stamp with the INSO logo and text: "INTERNATIONAL NGO SAFETY ORGANISATION ANALYSIS & ADVICE FOR HUMANITARIANS". A handwritten signature in blue ink is written over the stamp, with the text "Fabrice 07 March 2023" written next to it.

Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted **by email or in a sealed envelope (do not send two submissions!!!)**, as stated below, no later than: **21 March 2023 16:00 (Juba time)**

Instructions To the Bidder:

- A. **General considerations:** In preparing the Bid, the Bidder is expected to examine these instructions in detail. Material deficiencies in providing the information requested may result in rejection of the Bid. The Bidder will not be permitted to take advantage of any errors or omissions in these instructions. Should such errors or omissions be discovered, the Bidder must notify INSO.
- B. **Preliminary documents** (submission should include all the bellow documents)
- ✓ Quotation in accordance with the detailed specifications in this document as per each item.
 - ✓ Memorandum and Articles of Association
 - ✓ Latest operations license
 - ✓ Membership certificate and certificate of incorporation
 - ✓ Copy of ID and/or Passport of the senior representative/owner of the company and the contacts (phone, email...) of the company.
 - ✓ Up to date NRA Tax clearance certificate
 - ✓ Copy of the company profile
 - ✓ Client reference (Proof of delivery of similar services and value to clients for the last 3 years and contact
- C. **Bid validity:** all bids shall be valid for minimum 90 days after the submission deadline. In exceptional circumstances INSO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in these instructions. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid.
- D. **Payment terms:** INSO will conduct the payment after satisfactory receipt of the services based on actuals and upon submission of the invoice by the supplier.

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- E. **Delivery terms and Place**: Services will be delivered within the reserved dates after receipt of Purchase Order from INSO. The services will be delivered in Juba, South Sudan. Associated transport (if any) for the service delivery in case of catering services will be at the bidder's cost.
- F. **Evaluation of the quote**: Will be done according to the following priorities – (1) full submission of the preliminary documents-A. (2) Technical responsiveness – as per specs (3) Delivery date (4) Price, (5) Previous Experience.
- G. **Evaluation of eligibility and Qualifications**: in general bidders who meet the follow criteria may be considered qualified : (1) They are not included in INSO Sanctions lists (EU, US, UN), (2) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, (3) They have the necessary similar experience (minimum 3 years of relevant experience - submit copy of contracts or reference letters for similar services, , quality assurance procedures and other resources applicable to the provision of the services required); (4) Compliance to all provisions as stated by the World Health Organization (WHO) on ooperational cconsiderations for COVID-19 Management in the Accommodation Sector – provide a self-attestation document for this, (5) Compliance to all provisions as stated by the WHO on Covid-19 and Food Safety - provide a self-attestation document for this , (6) They are able to comply fully with INSO Terms and Conditions and INSO Supplier Code of Conduct.
- H. **Contract award**: (a) will be granted according to full submission as per this RFQ and detailed specifications and (b) the lowest priced, most technically acceptable/compliant with the offer.
- I. **Due Diligence**: INSO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: (1) Verification of accuracy, correctness and authenticity of information provided by the Bidder, (2) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; (3) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; (4) Physical inspection of the Bidder's conference halls/accommodation rooms with or without notice to the Bidder.
- J. **Responsiveness of Bid**: INSO will determine the substantial responsiveness of each Bid to these instructions. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of this RFQ, and any mandatory terms contained in the Solicitation Documents. INSO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.
- K. **Liquidated Damages**: For late delivery of Services, INSO shall be entitled to claim liquidated damages from the Contractor at its discretion. 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, INSO 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.

[07 March 2023]

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07 March 2023

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Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Note: Proposals submitted by email must be in PDF format and 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.

Send via email and with the subject line **“RFQ Conferencing, Catering and Accommodation Services”** to deliver simultaneously to the two following emails addresses:

- Operations Manager: ops.manager@ssd.ngosafety.org
- Deputy Director: deputydirector@ssd.ngosafety.org;

Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

Attn: INSO South Sudan

Thong Piny Area, off Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road, Juba- Central Equatoria (Jubek)
South Sudan

Contact for clarification (before deadlines of this RFQ only): ops.manager@ssd.ngosafety.org ;

Tel: +211921809115

About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world’s most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

Detailed Specifications – Required services.

Please, carefully read these specifications before quoting. they cover 3 majors elements:

- a. Training, conference, meeting venue**
- b. Catering services**
- c. Accommodation**

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A. For Training, Conference/meeting venue technical specification

1. Size of training room:

Option A: Minimum 100 m² (sqm) indoor

Option B: Minimum 30 m² indoor and 70 m² outside, in the shadow.

Please provide pictures of the room with the quotation. The venue's room dimensions should be suitable for the type of training, such as providing enough space for movement or creating an intimate learning environment.

2. Availability of the training venue: The training venue should be **available the day prior the first day of training from 17:30 the latest** and until 22:00. The next days the venue should be available from 06:30 to 20:30.
3. Lighting: The venue should have proper lighting and **natural light** (windows). **Please provide pictures of the room with the quotation.**
4. Accessibility: The venue should be accessible to all attendees, including those with disabilities, with features such as wheelchair ramps and/or elevators.
5. Noise level: The venue should be in a quiet area to minimize noise disruptions during the training. The venue should have adequate noise-proofing measures in place to minimize noise disruptions from outside the room or adjacent rooms. The venue should ensure that there are no other events or activities taking place in adjacent rooms that may cause noise disruptions.
6. Cleaning: The venue should have a cleaning staff to ensure that the training room clean and tidy.
7. Technical support: The venue should provide technical support to assist with any issues that may arise with the equipment or internet access during the training.
8. Furniture and equipment
 - a. Room configuration: The venue should provide flexibility in configuring the room layout to accommodate different types of training, such as a circle of chairs and groups works. The floor should be flat (no auditorium style).
 - b. Whiteboard or flip chart: The venue should provide **4 flip charts** + 20 paper sheets each + at least **4 markers per flip chart** to use during the training.
 - c. Seating: The venue should have at least **40 chairs available** and **10 tables**. The number of tables will be adapted with trainers while preparing the room (at least at 17.30 the day before the training), according to the size of the tables.
9. Amenities: The venue should provide essential amenities, including separated male and female restroom facilities and air conditioning. Bathroom is accessible from outside of the training room.
10. Print and copy facilities: The venue should provide colour printing and copying facilities for organizers to print out materials or make copies of training materials. The price per page should be known in advance.
11. Internet access: The venue should provide high-speed internet access. The venue's Wi-Fi network should have adequate security measures in place to prevent unauthorized access.
12. Audio-visual equipment: Audio-video equipment is not systematically needed. But the price for it should be indicated in case it is requested.
13. Backup power supply: The venue should have a backup power supply, such as a generator or battery backup, in case of a power outage.
14. Power outlets: The venue should have ample power outlets for attendees to charge their devices and for equipment that requires electricity.

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15. Temperature control: The venue should have a reliable temperature control system, such as air conditioning or heating, to ensure a comfortable learning environment.
16. Safety and Security
- Location: The venue should be easily accessible by public transportation or have ample parking space.
 - The venue should have adequate safety and security measures, including fire alarms, emergency exits, and security personnel, to ensure the safety of attendees.
 - Accessibility for people with allergies: The venue should have measures in place to accommodate people with allergies, such as providing hypoallergenic cleaning products and ensuring that the room is free from allergens.
 - Emergency procedures: The venue should have emergency procedures in place, such as evacuation plans or first aid kits, to ensure the safety of attendees in case of an emergency.
 - Availability of storage space: The venue should provide storage space for equipment and materials that may be required for the training.
 - Trainers can leave training low-value items in the room from one day to another (flip charts, stationaries, etc.).

B. For Catering Services Specifications.

The catering will be minimum for 14 participants per a day. Please quote the cost per meal per day per person.

Meals and refreshments:

Type	Timing	Content/ requirements
Coffee/ Tea/ Water free flow	Available all day from 07:00	• 1 table available in the training room
Morning refreshment	10:00	• Coffee/ Tea/ Water/ Fresh juice • At least one sweet and one savoury options/snacks
Lunch	12:30	• One option vegetarian • Starter/ main dish/ dessert • Soda, juice, bottled mineral water
Afternoon Water	15:30	• Bottled mineral water for each

Flexibility. The provider will accommodate change of timings and menu requests.

C. Hotel Accommodation (This shall be on need basis on case-to-case basis)

- One Single/double on a Bed and Breakfast basis with Internet access (internet cable or Wi-Fi) in the room (included in the per night price)
- Separate private room including a desk and a chair, and a private bathroom with a shower or tub, sink, and toilet.
- The room has a window or balcony, curtains or blinds for privacy, and a phone for communication with hotel staff or other guests. It provides a clean, comfortable, and relaxing environment for the guest's stay.
- Late Check in/Check out subject to availability.
- Any additional expenses like telephone, minibar, or extra days including upgrade of accommodation will be considered as personal expenses and shall be covered directly by the person.

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6. These services will be requested through INSO focal point and via PO or formal communication requests (email) and, apart from personal expenses.

Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque.
- ✓ The price should be in Dollars (USD) and be provided at the unit price per item.
- ✓ The prices quoted by the Bidder shall be fixed and the best offer.
- ✓ No price negotiations will take part after the RFQ.
- ✓ The Purchase Order shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

Principles

It is strictly prohibited to offer, promise, or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Selection Criteria

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote after review of bids against all criteria in this RFQ.

Quotations will be evaluated (in no particular order) on (i) fulfillment of specified instructions in this RFQ (ii) price (iii) quality assurance procedures and other resources applicable to the provision of the services required (iv) reliability of supplier (they have the necessary similar experience - minimum 3 years of relevant experience (v) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.

07 March 2023

For INSO South Sudan


Fabrice Lunda
Operations Manager

[07 March 2023]

