



REQUEST FOR PROPOSAL (RFP) – HOTEL SERVICES

DATE: November 13, 2023

REFERENCE: FWAR-ZD-SSD-2023-004

Dear Sir / Madam:

We are inviting a limited number of companies who applied for the ZOA Dorcas' 2022/2023 prequalification of Companies request under **CATEGORY B: SERVICES; REF: ZOA Dorcas/Services/22-23/008 - Provision of Hotel/Accommodation services, and REF: ZOA Dorcas/Services/22-23/009 – Provision of Conference facilities and Catering Services** to submit their offer for the hospitality services outlined in this RFP for the period December 2023 to December 2024.

The all-inclusive offer should include all expenses; the all-inclusive offer should clearly show a breakdown of all the different expected expenses per the service categories outlined below.

S/No.	Item/Particulars	Qty	Unit	Rate/night in SSP	Rate/night in USD
1a	Accommodation (All self-contained)				
	Single Room (Bed and Breakfast)	1	Room		
	Single Room (Half Board)	1	Room		
	Single Room (Full Board)	1	Room		
	Double Bed Room (bed and Breakfast)	1	Room		
	Double Bed Room (Half Board)	1	Room		
	Double Bed Room (Full Board)	1	Room		
1b	Describe the accessories present in these rooms (E.G. Internet, Cable TV, Room Service, Cleaning, Laundry services, Bottled water, etc.)	1	Narration		
1c	Describe the other entitlements for residents (E.G. Access to swimming, GYM, Garden, etc.)	1	Narration		
1d	Describe the location of your hotel, its proximity to the city centre/markets/airport/hospital/police/army barracks/Government buildings, access roads, etc.	1	Narration		
2a	Conference facilities	Qty	UNIT	Rate/day in SSP	Rate/Day in USD
	Conference hall hire for 1-20 persons	1	Hall		
	Conference hire for 21-60 persons	1	Hall		
	Conference hire for above 60 persons	1	Hall		
2b	Describe the package that comes with the hall hire (E.G. Beamer, flip charts, marker pens,	1	Narration		

	Microphone set/public address system, water, internet, etc.)				
2c	Describe the availability of facilities for Persons with Disability (PWDs) and attach pictures if necessary	1	Narration		
3a	Meals/snacks/drinks	Qty	UNIT	Rates in SSP	Rates in USD
	Buffet	1	Plate		
	Alacat	1	Plate		
	Coffee	1	Cup		
	Tea	1	Cup.		
	Milk Tea	1	Cup		
	Samosas (Veg & Meat)	1	Pcs		
	Chapati	1	Pcs		
	Mandazi	1	Pcs		
	Soda (300ML)	1	Bottle		
	Soda (500ML)	1	Bottle		
	Water (500ML)	1	Bottle		
4a	Support with airport pick and drop	1	Narration	YES	NO
4b	Support with CID venue clearances for conferences/workshops/training	1	Narration	YES	NO
5a	Rentals	QTY	UNIT	Rate/month in SSP	Rate/Month in USD
	Single (studio) room self-contained apartment	1	Month		
	Two Roomed (Bedroom & sitting room) self-contained apartment	1	Month		
5b	Describe the services that comes with such rental service	1	Narration		

Proposals should be submitted by **Thursday November 23rd, 2023, 02:00 Pm**, South Sudan time, via email to the address below:

ZOA Dorcas South Sudan

Email: procurement.southsudan@zoadorcas.ngo (Note that there is a . (dot) between procurement and South Sudan)

Your proposal must be expressed in the English language, and valid for a minimum period of 12 months.

In the course of preparing your proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by ZOA Dorcas after the deadline indicated above, for whatever reason, shall not be considered for evaluation. All proposals should be submitted by email, with your company name and reference number in the subject line. Kindly ensure that your proposal is on your company letter head/quotation form, that they are signed/stamped and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP.

The proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected for evaluation, and onward arrangement for a 12 months framework agreement. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by ZOA Dorcas, and the unit price shall prevail, and the total price shall be corrected. If the service provider does not accept the final price based on the re-computation and correction of errors, its proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by ZOA Dorcas after it has received the proposal. Please double check your submission.

Please be advised that ZOA Dorcas is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with a service providers preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.

ZOA Dorcas encourages every prospective service provider to prevent and avoid conflicts of interest, by disclosing to ZOA Dorcas if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

ZOA Dorcas implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against ZOA Dorcas, as well as third parties involved in ZOA Dorcas activities. You will be required to submit along with your proposal a signed ZOA Dorcas supplier code of conduct (Annex 5) even though you may have submitted during the prequalification.

ZOA Dorcas has a zero tolerance to SEXUAL HARRASMENT, EXPLOITATION & ABUSE and also to abuse against Children. Any bidder known to have indulged in such practice now or during this bidding process will be disqualified with the immediate effect.

Your company and its director(s) shall be subjected to vetting (MemberCheck) against list of listed companies or individuals on OFAC, EU, USA, South Sudan list of sanctions. Please submit a copy of the passport or Nationality ID biodata page of your company Director(s) + their email addresses together with your proposal.

Vendors doing business with ZOA will be screened on anti-corruption due diligence before ZOA confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA ERP software."

This Call for expression of interest is simply an invitation to you to submit a proposal in accordance with this call for proposal document. This Call for proposal does not constitute an offer of any kind on the part of ZOA Dorcas.

Thank you and we look forward to receiving your proposal.

Sincerely yours,



Jeroen Keuning

Country Director
ZOA Dorcas South Sudan

