

Tender Document

Supply of Conference Venue and Accommodation for 100 Participants

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo (Hosted by Adeso – African Development Solutions, www.adesoafrika.org)
Event	Completion of the Leadership Forum Meeting in Nairobi, Kenya on 17-19 April 2018
Tender Reference No.	RFQ
Subject of the Tender	Supply of Conference Venue and Accommodation for 100 Participants
Validity	So as to be received on or before 9 th March, 2018 at 5:00 PM. Prices quoted should include VAT and in Kenya Shillings.
Date	19 th February 2018

About Adeso

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

About NEAR Network

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

Tender Details

This Tender is divided into 4 sections: The Subject, Object, Evaluation and Terms and Conditions of the Tender. Please read carefully through all sections and complete the information as required. Please complete a copy of the Quotation Form with all required information. Any additional information must also be sent with the tender before the bid closing date. A specification sheet is attached as an annex.

1. Subject of the Tender:

Tender Bids are invited for the Supply of Conference Venue and Accommodation for 100 Participants. All prospective qualifying service providers are hereby invited to submit their proposals as per the attached Specification and Quotation Forms attached.

2. Organization of the Tender:

Information Details: Please read through the requirements below and provide the requested information.

- a. Bid Statement: This should take the form of a brief narrative confirming that all documentation has been included as below. It should also give a brief overview of why your company should provide the goods/services.
- b. A fully completed and signed Quotation Form.

- c. A supplier self-assessment form.
- d. Technical Records:
 - i. *Sufficient documentary proof to demonstrate the match of their goods, services or works to the technical, functional and performance specification listed in the Technical Specifications as outline in Section 1 above.*
 - ii. *Sufficient documentary proof to demonstrate the guarantees of quality they can provide and state their compliance with international standards.*
 - iii. *Proof or origin of the Vehicles.*
- e. Performance Records:
 - i. *Sufficient documentary proof to demonstrate your company's experience with this product, service or works over the past 2 years. This can include the number of service projects successfully carried out or the total volume of products sold and the return percentage (i.e. 100 were sold and 25 were returned within 1 year for repair).*
 - ii. *Sufficient documentary proof to demonstrate your aftersales service policy or package. Any additional costs should be included in the costs section and clearly defined.*
 - iii. *Suppliers should provide references from 2 previous (within the last 2 years) or current customers.*
- f. **Submission Details:** Interested suppliers who meet the requirements should submit their proposal by hard copy application in a plain sealed envelope, with the Tender Number printed on it to and addressed to:

"Tender Ref No. NEAR/2018 - Supply of Conference Facilities and Accommodation",

Adeso Headquarters – Kenya

P.O. Box 70331 – 00400

Nairobi, Kenya

M:+(254)710-607-378

T: + (254) 20-800-0881

All applications should be received on or before **5:00 pm Eastern Africa Time** on the **9th of March, 2018**. Late applications will not be accepted. If clarification is required on any point please email zmotha@adesoafrica.org.

3. Evaluation of the Tender: All bids will be evaluated according to the processes below. Adeso will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

- a. *Exclusion Criteria: Suppliers may be excluded if they do not pass our supplier self-assessment, if there is a conflict of interest with Adeso staff; or if they fail to fully disclose on required terms. Suppliers must have the Legal capacity to enter into a contract for procurement; must not be insolvent, in receivership, bankrupt or in the process of being wound up and not the subject of legal proceedings relating to the foregoing; or must not be debarred from participating in public procurement.*
- b. *Selection Criteria: Suppliers whose quotes or bids fit the technical requirements and who have proved their ability to complete the work through performance, financial and technical records will move to the next stage*

to be judged on the value of their bid or quote. The supplier must demonstrate that they have the necessary qualifications, capability experience, services, services and facilities to provide what is being procured.

- c. *Award Criteria: The value of each bid or quote will be compared to others received by Adeso. Using the Quotation Form and other information, Adeso will compare these quote or bids on price, overall cost of the product and other factors.*
 - i. ***Adeso will also examine social and environmental implications such as resource conservation; energy efficiency; whether the firm is minority or women owned or managed.***
 - ii. ***Adeso may require a contract guarantee such as a bid guarantee, bank or performance bond. Are you willing to provide this? Please clarify in your bid statement.***

Adeso reserves the right to consider other factors in this process. Adeso will clarify if a supplier has won or lost an award but will not discuss details of the process or decision, as it relates to other suppliers, with any supplier.

4. Terms and Conditions of the Tender:

- a. ***Conditions for Tender Submissions:*** *Tenders conveyed orally will not be considered. Tender submissions received after the specified closing time and date will not be considered unless the supplier provides explicit and conclusive evidence that the tender submission was delivered to the issuing office in time and, that under normal circumstances, the tender submission would not have been received late. Any tender submission that is not accompanied by the requirements stated within the tender documentation may be rejected. Any tender submissions in which information is not legible are liable for rejection. Submission of a tender shall be taken to mean that the supplier has obtained all information necessary for its accurate preparation. Adeso reserves the right to accept a tender submission for all of the items or for each or any item. Unless otherwise specified by the supplier, tender submissions shall remain valid for a period of ninety (90) days from closing date of the tender document. The supplier may be called upon to provide information additional to that shown in the tender submission. The supplier shall, within the time specified, comply with any such requests. In addition, Adeso reserves the right to interview, or inspect the premises of, any supplier prior to contract or order allocation. All tender submission information and responses to inquiries must be submitted in writing and are to follow the request format as outlined in the tender document. Content of the submission may be incorporated into, and be made part of, any contract or order between Adeso and the supplier. A supplier may submit alternatives if allowed within the tender document. Where an alternative is offered, the supplier shall include a fully detailed description, which allows its technical acceptability, methodology, time and price to be fully assessed, and to state clearly the manner in which it differs from that specified. Separate prices are required for any alternative offers. The tender submission shall include net pricing (less all discounts), including all direct and indirect costs, ensuring the standard of service called for is maintained consistently throughout the contract or order. Taxes shall not be applied to the unit pricing of goods or services in the tender submission.*
- b. ***Period Term for Tender Document:*** *Where period terms for tender documents are to be established they should not, as a general rule, run to periods in excess of three years, unless there is sound value for doing so. The period may be up to three years, or offered in one or two year segments, with options to extend to a maximum of three years.*
- c. ***Changes to Tender Documentation:*** *Interpretations shall be made in reply to queries from suppliers only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to a tender document*



under call, the Procurement and Logistics Department shall execute the issuance of an addendum. Addenda shall be forwarded to each participating supplier who obtained tender documentation. In certain cases, where the addendum requires additional time commitment from the suppliers, the tender closing date may require extension to meet the requirement and will be provided on the addendum.

- d. **Tender Submission Acceptance:** Adeso shall not be bound to accept the lowest, or any tender, and no tender shall be deemed to have been accepted unless and until notice is provided in writing by Adeso to the successful supplier in the form of a contract or order. The tender document, any subsequent written amendment, the offer, and written acceptance of the offer, shall constitute the agreement between Adeso and the successful supplier. Tender submission evaluation shall be undertaken by Procurement and Tender Management Committee and the user department, who have the relevant skills and knowledge appropriate to the value and importance of the requirement, and who are free of any conflict of interest which might undermine the objectivity of the assessment.*
- e. **Confidentiality of Tenders:** Details of tender submissions received are considered confidential. Copies may be provided for internal use by Adeso only. Non-compliance with this provision will be subject to disciplinary action.*
- f. Adeso reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers on the grounds for the Adeso action. The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination. The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer. A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future Adeso procurements.*
- g. **Notification of Unsuccessful Suppliers:** Where written tender submissions have been provided, the unsuccessful suppliers shall be advised by letter as soon as practicable after the contract or order has been awarded. Unsuccessful suppliers may ask Adeso to specify the reason(s) why their submissions were unsuccessful, to enable the suppliers to improve competitiveness in future tendering. Information should not, however, be divulged about the pricing details of the successful supplier's submission.*

PLEASE FIND THE FOLLOWING ATTACHED BELOW AS ANNEXES:

1. The Vendor Self-Assessment Form
2. The Technical Specification Sheet
3. Request For Quotation

SUPPLIER SELF-ASSESSMENT

Please complete the following assessment and submit a signed hard copy to Adeso Procurement Team.

1. Business Details

1.1 Name and Position of Responder.

1.2 Please input the following details.

Details	Main Business	Parent Company	Subsidiaries
Company Name			
Registered Address			
Company Reg. No.			
Years in Business			
VAT Number			
Phone Number			
Email			
Web-site			
No. of staff			

2. Statement of Ethical/Environmental Adherence

All suppliers must read the below and sign to demonstrate that their organizations adhere to these rules.

Labour Standards

1. Employment is freely chosen.

- a. There is no forced, bonded or involuntary prison labor.
- b. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

2. Freedom of association and the right to collective bargaining are respected.

- a. Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- b. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

3. Working conditions are safe and hygienic.

- a. A safe and hygienic working environment is provided. Adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work.
- b. Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage are provided.
- c. Accommodation, where provided, is be clean, safe, and meets the basic needs of the workers.

4. Child Labor is not be used.

- a. The International Labor Organization ("ILO") defines "child labor" as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their schooling by depriving them of the opportunity to attend school;

obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work.

- b. There is no recruitment of children and children under 18 years of age are not be employed at night or in hazardous conditions, including any work which is likely to jeopardize children’s physical, mental or moral health, safety or morals.

	The minimum age at which children can work	Possible Exceptions for Developing Countries
Hazardous Work: Any work which is likely to jeopardize children’s physical, mental or moral health, safety or morals should not be done by anyone under the age of 18.	18 (16 under strict conditions)	18 (16 under strict conditions)
Basic Minimum Age: The minimum age for work should not be below the age for finishing compulsory schooling, which is generally 15.	15	14
Light Work: Children between the ages of 13 and 15 years old may do light work, as long as it does not threaten their health and safety, or hinder their education or vocational orientation or training.	13 – 15	12 - 14

5. Living wages are paid

- a. Wages and benefits are paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher.
- b. In any event wages are high enough to meet basic needs and to provide some discretionary income.

6. Working hours are not excessive

- a. Working hours comply with national laws and benchmark industry standards.
Text available at: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?c182>
Text available at: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?c138>
- b. In any event, workers are not on a regular basis be required to work in excess of 48 hours per week and are provided with at least one day off for every 7 day period on average.
- c. Overtime is voluntary, does not exceed 12 hours per week, is not demanded on a regular basis and is always compensated at a premium rate.

7. No discrimination is practiced. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. Regular employment is provided. To every extent possible work performed is on the basis of a recognized employment relationship established through national law and practice.

9. No harsh or inhumane treatment is allowed. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.

ENVIRONMENTAL STANDARDS: Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business and should aim to address at least the following:

1. **Waste Management.** Waste is minimized and items recycled whenever practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.
2. **Packaging and Paper.** Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.
3. **Conservation.** Processes and activities are monitored and modified as necessary to ensure the conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
4. **Energy Use** All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

TRANSPORT & CARGO STANDARDS: Any transport services will be provided by a company, which adheres to the highest possible safety and employment standards and which commits to respect human rights and observe international humanitarian law. It is preferred that the company can demonstrate it has an effective ethical policy in place, particularly if the company is a broker or freight-forwarder, in order to ensure that standards are met. If the supplier of the goods is arranging transport then the supplier should ensure that transport services also meet these standards. Where air transport is required, preference shall be given to providers who are not on US or EU Safety Ban Lists and whose aircraft are registered in countries which meet the International Civil Aviation Organization's standards.

1. The supplier shall not engage the services of a transport provider known to also transport illicit or illegal goods such as narcotics or to transport arms, ammunition or other conflict-sensitive materials to or from territories subject to a UN or EU embargo.
2. The supplier shall not engage in the sale or transport of arms or conflict-sensitive supplies to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

CONFIDENTIALITY: The Candidate/Tenderer agrees to hold in trust and confidence any information or documents disclosed to it, discovered by it or prepared by it in the course of or as a result of its participation in the above-mentioned procurement procedure, and agrees that it shall be used only for the purposes of this procedure.

LEGAL CONSIDERATIONS:

1. This organization is not are not a terrorist or an organizations banned by the international community for terrorist activities; nor do they support, financially or otherwise, a terrorist or banned organization.
2. This organization is not subject to any conflict of interest in the ongoing procurement procedure for this contract with other commitments or contracts recently concluded or to be concluded either individually or through any consortium to which it might belong or through any subsidiary or related company.
3. This organization is not bankrupt or being wound up or having its affairs administered by the courts. It has not entered into an arrangement with creditors or suspended business activities and is not the subject of proceedings concerning those matters. Neither is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
4. Neither this organization, nor its senior managers, have never been convicted of any offence concerning its professional conduct by a judgment which has the force of res judicata;



5. Neither this organization, nor its senior managers, has never been proven guilty of any grave professional misconduct.
6. This organization has never failed to fulfill its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the applicable legal provisions.
7. This organization has never been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity, including coercive or collusive activities, detrimental to the EU's financial interests.

Any adherence from the above must be included, in writing, with the submission of this document. By signing and initialling all pages of this document, I the undersigned confirm the above statements to be true, except in the case where a non-adherence to one of the guidelines contained within this document, is fully justified in writing; and attached to/submitted with this document.

Name	Position	Signature	Date
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SPECIFICATION SHEET

Quantity: 100 single rooms, 1 conference room (150 seater), 2 side meeting rooms
Delivery Location: Nairobi

Please note:

Adeso will accept equivalent specifications other than the ones listed above.

Place state the following:

1. Specification details, if different from the ones above.
2. Any other additional information that may best describe your product.

Quotation Form

Please read all sections and complete the information as required. If required, you should attach more detailed technical specifications of the product, service or works you are quoting for. You should clarify the guarantees of quality and/or your company's experience with this product, service or works over the past 2 years. This can include the number of service projects successfully carried out or the total volume of products sold and the return percentage (i.e. 100 were sold and 25 were returned within 1 year for repair). If required, you should clearly outline your after sales service policy or package and any additional costs should be included in the costs section and clearly defined. The value of each bid or quote will be compared to others received by Adeso. Adeso will compare these quote or bids and consider the price and overall cost of the product, as well as other factors. Adeso will also examine social and environmental implications such as resource conservation; energy efficiency; whether the firm is minority or women owned or managed.

1. Supplier Details	Name of Vendor	
	Physical Address	
	Contact Name	
	Contact Phone Number	
	Contacts Email Address	
	Date of Offer	
	Validity of Offer	
	Terms of Payment	
2. Exclusion	Confirm that you have attached a completed supplier's self-assessment.	
	Do you have an existing personal relations with an Adeso staff member?	
3. Selection	Match to Specifications (Technical, Functional & Performance)	
	Guarantees of Quality (Compliance with International Norms)	
	Is this company experienced with this product or service?	
	What is their after- sales service like?	
	Attach 2 reference checks from other customers/Organization	
	Selected Y/N and give reason	
4. Award Criteria: price	Date and Rate of Currency Exchange	

comparison, cost-analysis and other conditions	Item No:	Description of Items	Unit	Lead-Time	Inco-term	Country of Origin	Unit Cost	Other Costs	Tax	Qty	Total	
	1											
	2											
	3											
	4											
	5											
	Total Cost						-					
	Is your organization owned by women or someone from a minority group? Give details.											
5. Supplier Confirmation of Details and Information	Supplier Stamp					I hereby confirm all the above details are correct at the time of this quotation						
	Name											
	Position											
	Signature											
	Date											

END