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**REQUEST FOR TENDER (RFT) - RFT/HACP/2025 – FWA/SS/2025/2**

**FOR PROVISION OF HOTEL AND CONFERENCE SERVICES UNDER A FRAMEWORK Agreement TO HACP NEEDS IN DIFFERENT LOCATIONS**

**DATE OF ISSUE OF THE INVITATION TO TENDER:** 20th February 2025

**SUBMISSION DEADLINE:** 15th March 2025 at 23.50pm

### **QUESTIONS / CLARIFICATIONS should be sent to:** [tenderclarifications@hacp.org.so](mailto:tenderclarifications@hacp.org.so) /+252619879892

### **FORMAT FOR SUBMISSION:** Bidder Response Document

**PART 1: Request for Tender (RFT)**

* Project Scope and Requirements
* Evaluation and Award Criteria
* Submission Guidelines and Key Information

**PART 2: Key Requirements and Technical Specifications**

* Instructions to tenderers
* Comprehensive Outline of HACP’s Specific Requirements (Including Quantities, Delivery Schedules/Locations, and Product Specifications)

**PART 3: Bidder Submission Document**

* Standard Template for Submitting Responses to this Invitation to Tender

**PART 1: Request for Tender (RFT)**

1. **Scope and Requirements**

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| --- | --- |
| Item Description | |
| Country/State | Different locations in Somalia |
| Description of goods or services | Invitation to Bid Intended for the provision of Hotel and Conference Services under a Framework Agreement. |
| Tender Outcome | The selected supplier(s) will enter into a **Framework Agreement**, under which the terms of service (e.g., indemnities, liabilities, warranties) and conditions of service (e.g., specifications, lead times) will be clearly defined.  This agreement does not obligate Horn of Africa Centre for Peace (HACP) to make any purchases or commit to specific volumes.  Any future purchases will be made through individual **Purchase Orders**, which will be governed by and linked to the original Framework Agreement. |
| Lots | |  |  | | --- | --- | | **#** | **Description** | | Lot 1 | Provision of Accommodation, Hotel and Conference Services to HACP in Benadir, Regional Administration Under Framework Agreement | | Lot 2 | Provision of Accommodation, Hotel and Conference Services to HCAP in Kismayo, Under Framework Agreement | | Lot 3 | Provision of Hotel and Conference Services to HACP in Belet-hawa-Bardhere, Under Framework Agreement | | Lot 4 | Provision of Hotel and Conference Services to HACP in Afmadow-Jubaland state, Under Framework Agreement. | | Lot 5 | Provision of Hotel and Conference Services to HACP in Hobyo - Galmudug, Under Framework Agreement. | | Lot 6 | Provision of Hotel and Conference Services to HACP in Dhusamareb - Galmudug, Under Framework Agreement. | | Lot 7 | Provision of Hotel and Conference Services to HACP in Galkayo, Under Framework Agreement. | | Lot 8 | Provision of Hotel and Conference Services to HACP in Adado, Under Framework Agreement. | | Lot 9 | Provision of Hotel and Conference Services to HACP in Baidoa, Under Framework Agreement. | | Lot 10 | Provision of Hotel and Conference Services to HACP in Wajid, Under Framework Agreement. | | Lot 11 | Provision of Hotel and Conference Services to HACP in Hudur, Under Framework Agreement. | |
| Deadline for sending questions to contracting authority | 6 days before submission deadline |
| How to send questions to the contracting authority | Questions should be sent to contact person via email above. |
| Last date on which clarifications are issued by the Contracting Authority | 3 days before submission deadline |
| Currency of Price | USD |
| Validity period of the tender (offer) | 90 Days |
| Taxation | HACP shall not assume any liability for taxes and/or other contributions payable by the Supplier on income earned and/or work performed under this Contract.  The Supplier agrees to accept exclusive liability for the payment of taxes due on any amounts paid under this Agreement. The invoice must include VAT. |
| Award Duration | 2 years |

1. **Evaluation and Award Criteria**
   1. **Essential Criteria**

The Bidder affirms that it is fully qualified, licensed, and registered to conduct business with Horn Africa Centre for Peace (HACP), in accordance with all applicable local country regulations. Additionally, the Bidder is required to submit the following documentation (where applicable):

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Means of verification and required documentation** |
| 1 | Valid Business Registration | Copy of registration in Somalia. |
| 2 | Valid Tax Compliance | Proof of Tax Payments or a copy of Valid tax clearance certificate. |
| 3 | Financial Capacity | Stamped Company Bank Statements covering a period of 3 Months prior to and including January 2025.  **Merchant/Company** Mobile Bank Account statements in the **name of the registered business** are acceptable. |

**Only bidders who provide the above documents under Eligibility Criteria will be evaluated under contract criteria.**

* 1. **Contract award criteria**

This criterion evaluates the bidder’s ability, capacity and experience in meeting the specified requirements. Bids will be assessed based on the same predefined criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Weight %** | **Scoring methodology, means of verification and required documentation** |
| **1** | **Number of rooms**  **(Include pictures of the facilities)** | **10%** | 50 rooms and above = 10 points  40 to 49 rooms = 8 points  30 to 39 rooms = 6 points  20 to 29 rooms = 4 points  11 to 19 rooms = 2 points |
| **2** | **Conference hall capacity**  **(include pictures of the facilities)** | **15%** | Conference hall with capacity of 100 to 150 persons and above = 15 points  Conference hall with capacity of 50 to 100 persons = 10 points  Conference hall with capacity up to 50 persons = 5  Conference halls must have sound and projector setup to organise presentations. |
| **3** | **Framework agreements in Providing Similar Services** | **10%** | Existing framework contract or recent local purchase orders with another international NGO  5 points per contract/LPO, max 2 contracts/LPO in the last 3 years. Total 10 points  By providing the information, the Tenderer agrees that HCAP may contact the client for verification. |
| **4** | **Experience in hosting events** | **8%** | Proof of hosting two conference events for more than 20 persons for an I/NGO, multinational corporation, government body, local authority within the last 12 months.  Maximum two event references with proofing documentation. Each 4 points, total 8 points  By providing the information, the Tenderer agrees that HACP may contact the client for verification. |
| **5** | **References and recommendations** | **15%** | Provide 3 References and where possible recommendation letters –  Preferably I/NGOs, Multinational Clients, Embassies. Provide Representative names and Contact Details. Be from the last two (2) years.  Note that HCAP will contact the references.  Each Positive referral will be awarded 5 Points |
| **6** | **Eco-friendly initiatives** | **1%** | The establishment has eco-friendly policy and initiatives.  The policy and the list of initiatives must be submitted as proof. |
| **7** | **Accessibility** | **1%** | The establishment has accessibility features to facilitate the stay of people with disabilities.  List of the features and photos must be submitted as proof. |
| **8** | **Financial Proposals and pricing** | **40%** | Lowest bid receives highest score. Other candidates’ scores are calculated proportionally based on the lowest bid.  Prices will be weight according to the percentages below;  6% = Accommodation (Full Board)  3,5 % = Accommodation (Half Board)  3,5 % = Accommodation (Bed and breakfast)  7,5 % = conference hall (150 persons)  6,5 % = conference hall (100 persons)  4,5 % = conference hall (50 persons)  6 % = Lunch  2,5% = Refreshment |

**Security Assessment**

Tenderers who are successful as a result of this tendering process will be subject to HCAP’s security assessment which will be conducted by the HACP Security Team. Contracts will be signed with only those who are found eligible after the security assessment.

**PART 2: Key Requirements and Technical Specifications**

1. **Instructions to tenderers**

**In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing the procurement contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier.**

**Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.**

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| --- | --- | --- | --- |
| **S.no** | **Item** | **Description** | **UOM** |
| 1 | Accommodation | Self-Contained single room with AC per night | Per Night |
| Self-Contained single room with AC- Breakfast Provided (Please attach breakfast menu) | Per Night |
| Self-Contained single room with AC- Breakfast, Lunch and dinner Provided (Please attach food menu) | Per Night |
| 2 | Venue Rent | Accommodate 50 Persons including Chairs, Tables, and Multimedia (Projector, Public Address System) | Per Day |
| Accommodate 100 Persons including Chairs, Tables, and Multimedia (Projector, Public Address System) | Per Day |
| Accommodate 150 Persons including Chairs, Tables, and Multimedia (Projector, Public Address System) | Per Day |
| 3 | Lunch and | Lunch - should include at least 3 Varieties of full course meals per function | Per Person |
|  | Refreshment | Refreshments - Include Tea, Coffee, Snacks, Bottled Water, Soft Drinks, sweets etc. and to be served twice within the day. Before Lunch and after lunch before end of day | Per Person |
| 4 | Flip chart with Stand | 685 \* 990 mm | Piece |
| 5 | Marker pen | (Mixed Colors) Box of 12 Pieces | Box |
| 5 | Ball Point Pens | Black (Box of 50 Pcs) | Box |
| 6 | Ball Point Pens | Blue (Box of 50 Pcs) | Box |
| 7 | Masking tape | Crepe Paper, 18, 24, 36 & 48mm | Piece |
| 8 | Notebooks | Short handbook with sizer of 5\*8 | Piece |
| 9 | Folder | Transparent, A4 Clear Document Folder | Piece |
| 10 | Stick Notes | Different Colors per pack | Pack |

A Contract will be signed with the Successful for an initial period of 1 Year, and subject to satisfactory Performance can be extended for a period of 12 Months. The tenderer can submit a tender for one, several or all lots.

|  |  |
| --- | --- |
| **#** | **Description** |
| Lot 1 | Provision of Accommodation, Hotel and Conference Services to HCAP in Benadir, Regional Administration Under Framework Agreement |
| Lot 2 | Provision of Accommodation, Hotel and Conference Services to HCAP in Kismayo, Under Framework Agreement |
| Lot 3 | Provision of Hotel and Conference Services to HCAP in Belet-hawa-Bardhere, Under Framework Agreement |
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| Lot 10 | Provision of Hotel and Conference Services to HACP in Wajid, Under Framework Agreement. |
| Lot 11 | Provision of Hotel and Conference Services to HACP in Hudur, Under Framework Agreement. |

1. **Comprehensive Outline of HACP’s Specific Requirements (Including Quantities, Delivery Schedules/Locations, and Product Specifications)**

|  |  |
| --- | --- |
|  | **Key requirements** |
| **Hotel Location** | * Accessible location, preferably close to major transport hubs (airports, bus stations). * Safe environment with nearby amenities (shops, hospitals, and restaurants). * Ample parking space for attendees and guests. |
| **Accommodation** | * Availability of standard, deluxe, and suite rooms with modern amenities. * Clean and well-maintained rooms with daily housekeeping. * In-room facilities: Wi-Fi, air conditioning/heating, satellite TV, work desk, minibar, and a safe. * Accessibility features (e.g., wheelchair ramps, elevators, and adapted bathrooms). * 24-hour reception and room service. |
| **Meals** | * Full board, half-board, or bed-and-breakfast options. * Variety of cuisines to accommodate diverse dietary preferences (vegetarian, vegan, halal, gluten-free, etc.). * Buffet and à la carte options. * Coffee/tea service, including snacks, for meetings or breaks. * Capacity to handle large groups for meal service. |
| **Conference facilities** | * Sufficiently sized meeting rooms to accommodate the group size (classroom, U-shape, or theater-style). * Audio-visual equipment: projectors, microphones, speakers, and video conferencing facilities. * High-speed internet/Wi-Fi connectivity for all participants. * Comfortable seating arrangements and climate control. * Flipcharts, whiteboards, pens, notepads, and other office supplies. * On-site technical support for equipment. |
| **Customer service** | * Friendly and professional staff with multilingual capabilities. * Efficient check-in/check-out process. * Immediate resolution of complaints or issues. |
| **Cost** | * Competitive pricing with detailed billing (room rates, meal packages, conference services). * Availability of discounts for large groups or long-term stays. |
|  | **Technical Specifications** |
| **Accommodation** | * **Room Sizes:** Minimum 20 sqm for standard rooms, 30 sqm for deluxe rooms. * **Bed Types:** Options for single, twin, queen, or king-sized beds with high-quality linens. * **Lighting:** Adequate natural and artificial lighting. |
| **Conference Facilities** | * **Room Size**: 1.5 sqm per attendee for comfort. * **Sound System**: Wireless microphones and echo-free sound systems. * **Screen**: Minimum 6x8 ft projection screen for large rooms. * **Internet Bandwidth**: Minimum 10 Mbps for video conferencing. |
| **Meals** | * **Serving Time**: Prompt service with clear scheduling (e.g., breakfast 7–9 AM, lunch 12–2 PM). * **Hygiene Standards**: Compliance with food safety regulations. * **Presentation**: Buffet setup for large groups and plated meals for formal events. |
| **General Amenities** | * **Security:** 24/7 surveillance and secure access to rooms and conference halls. * **Electricity Backup**: Uninterrupted power supply with generators. * **Sanitation:** Clean washrooms with soap, tissue, and hand dryers. |

1. **Submission Guidelines and Key Information**
   1. **Project Timeline**

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| --- | --- |
| **Activity** | **Date** |
| Release of request for tender | 20th February 2025 |
| Deadline for questions from Bidders | 10th March 2025 |
| Deadline for Bid Submission | 15th March 2025 |
| Bid opening | 20th March 2025 |
| Award Contact | 26th March 2025 |

* 1. **Submission Format and Bidder Response Document**

Email should be addressed to [**procurement@hacp.org.so**](mailto:procurement@hacp.org.so)

* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be RFT/HACP/2025 – FWA/SS/2025/2
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails. Do not copy other HACP email addresses into the email when you submit it as this will invalidate your bid.

**PART 3: Tender submission form**

Tenderers must fill in all of the yellow sections.

|  |  |
| --- | --- |
| Submitted by  (the name of the tendering company): |  |
| Contact Person: |  |

**Financial Proposal (Price and currency to be inserted by tenderer)**

Tenderers are requested to submit prices **only** for the lots they are bidding for.

Prices must be in USD, inclusive of all taxes and fees.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Description** | **UOM** | **Qty** | **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** | **Lot 5** | **Lot 6** | **Lot 7** | **Lot 8** | **Lot 9** | **Lot 10** | **Lot 11** |
| 1 | Accommodation­ | Self-Contained single room with AC per night | Per Night | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | Self-Contained single room with AC- Breakfast Provided (Please attach breakfast menu) | Per Night |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Self-Contained single room with AC- Breakfast, Lunch and dinner Provided (Please attach food menu) | Per Night |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Conference hall Rent | Accommodate 50 Persons including Chairs, Tables, and Multimedia (Projector, Public Address System) | Per Day | 1 |  |  |  |  |  |  |  |  |  |  |  |
| Accommodate 100 Persons including Chairs, Tables, and Multimedia (Projector, Public Address System) | Per Day | 1 |  |  |  |  |  |  |  |  |  |  |  |
| Accommodate 150 Persons including Chairs, Tables, and Multimedia (Projector, Public Address System) | Per Day | 1 |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Lunch | Lunch - should include at least 3 Varieties of full course meals per function. | Per Person | 1 |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Refreshment | Refreshments - Include Tea, Coffee, Snacks, Bottled Water, Soft Drinks, sweets etc. and to be served twice within the day. Before Lunch and after lunch before end of day | Per Person | 1 |  |  |  |  |  |  |  |  |  |  |  |

**Eligibility Criteria Imposed on the Tenderer**

Tenderers must provide the requested documentation according to Tender Dossier

**Eligibility Criteria Imposed on the Procurement Content**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Means of verification and required documentation** | **Confirmation by Tenderer**  **(yes/no)** |
| **1** | Valid Business Registration | Copy of registration in Somalia. |  |
| **2** | Valid Tax Compliance | Proof of Tax Payments or a copy of Valid tax clearance certificate. |  |
| **3** | Financial Capacity | Stamped Company Bank Statements covering a period of 3 Months prior to and including January 2025.  **Merchant/Company** Mobile Bank Account statements in the **name of the registered business** are acceptable. |  |
| 4 | Conference Hall | The establishment must have a conference hall which can host a minimum of 20 persons.  **Photos must be submitted as proof.** |  |
| 5 | Cancellation Notice | The tenderer must agree to free cancellation or booking change within 12 hours’ notice. |  |
| 6 | Stationary supplies for conferences | The tenderer must agree to provide stationary supplies, invoiced on actual-basis, upon the request of the contract authority.  List of sample supplies are available in Annex 2 |  |

**Contract Award Criteria**

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| --- | --- | --- | --- |
| **#** | **Description** | **Weight %** | **Tenderer Responses** |
|  | Number of rooms (Include pictures of the facilities) | 10% | State the number of rooms here.  **Provide photos as annexes** |
|  | Availability of conference hall and technical support (include pictures of the facilities) | 15% | State the size and capacity of conference halls in your establishment.  **Provide photos as annexes.** |
|  | Framework agreements in Providing Similar Services | 10% | State the names of client with whom you have framework agreements or recent local purchase orders within the last 3 years.  **Provide maximum 2 examples.**  **Provide proofing documentation as annex**. |
|  | Experience in hosting events | 8% | Give reference of the event you have hosted for more than 20 persons within the last 12 months.  **Provide maximum 2 examples.**  **Provide proofing documentation as annex.** |
|  | References and Recommendations | 15% | **Provide three (3) References** by filling out **Annex 5 with referee Information– Reference Details Form** |
|  | Eco-friendly initiatives | 1% | Provide brief information on your eco-friendly initiatives.  **Provide additional proof as annex.** |
|  | Accessibility | 1% | Provide brief information on the accessibility features.  **Provide additional proof and photos as annex.** |

**Price information on stationary supplies for conferences**

Tenderers are requested to provide price information for the below stationary items to be used in conferences. These prices will not be part of the financial evaluation and they will not be fixed in the contract.

Finn Church Aid may request the contractors to provide these items for events depending on needs. Contractors will be requested to provide invoice for the items and the costs will be covered on actual-basis.

Significant deviations from the unit prices listed below will need to be justified.

If you are applying for multiple lots, provide prices separately for each lot.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Unit** | **Qty** | **Unit Price in USD** |
|  | **Flip chart with Stand**  685 \* 990 mm | Piece | 1 |  |
|  | **Marker pen**  (Mixed Colors) Box of 12 Pieces | Box | 1 |  |
|  | **Ball Point Pens**  Black (Box of 50 Pcs) | Box | 1 |  |
|  | **Ball Point Pens**  Blue (Box of 50 Pcs) | Box | 1 |  |
|  | **Masking tape**  Crepe Paper, 18, 24, 36 & 48mm | Piece | 1 |  |
|  | **Notebooks**  Short handbook with sizer of 5\*8 | Piece | 1 |  |
|  | **Folder**  Transparent, A4 Clear Document Folder | Piece | 1 |  |
|  | **Stick Notes**  Different Colors per pack | Pack | 1 |  |

**Bidders are required to complete all sections of the below table.**

|  |  |
| --- | --- |
| **Tenderer information** | |
| Tenderer legal name: |  |
| Street name and no. |  |
| City |  |
| Postal code |  |
| Country of registration: |  |
|  |  |
| Phone no.: |  |
| Fax. no.: |  |
| E-mail: |  |
| web-site: |  |
|  |  |
| Sales Manager (name) |  |
| Director (Name) |  |
| Other contact (Title & Name) |  |

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| --- | --- |
| **General tenderer information** | |
| Nature of business – please enclose complete product information in English. |  |
| Year of Establishment |  |
| Number of full-time employees |  |
| Licensing Authority |  |
| Licence number (VAT no./TAX I.D.) |  |
| Does your company have a written statement of its environmental policy? |  |
| Please state in which languages technical documents are available: |  |
| Working language: |  |

|  |  |
| --- | --- |
| **Subsidiaries, Associates and/or Overseas Representative of the tenderer** | |
| Countries with registered office: |  |
| Countries with representation (agent): |  |
| List of International quality assurance certification held by your company: |  |
| List of local and national quality assurance certification held by your company |  |
| International trade / professional organisations of which your company is a member: |  |
| Local trade / professional organisations of which your company is a member: |  |

|  |  |
| --- | --- |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |