PRE-QUALIFICATION OF HOTELS FOR THE PROVISION OF ACCOMMODATION, CONFERENCING AND CATERING SERVICES FOR THE YEAR 2024-2026

CLOSING DATE: Friday 10\textsuperscript{th} November 2023 at 3:00pm local time
TENDER NOTICE

IUCN invites applications from competent hotels across the country for provision of accommodation, conferencing, and catering services for 2024-2026 financial years.

We thereby request for your best competitive rates as per the price schedule.

Successful bidders will be awarded a one-year contract to offer various hotel services not limited to conferencing, accommodation and catering at their quoted price.

Interested eligible suppliers are invited to apply.

Submission Format
Pre-qualification documents in plain sealed one envelope clearly marked “Pre-qualification of Hotels 2024-2026” shall be submitted to the address below and a copy emailed to tenders.rwanda@iucn.org. Your Proposal must be submitted as one PDF document. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

For submission purposes only, the address is:

Attention To
Organisation : IUCN
Building : House No.25
Location : KN 16 Ave Kiyovu
Country : Rwanda

Prequalification documents must be received by IUCN at the address specified above not later than Friday 10th November 2023 at 3:00pm local time. Any Application received after the deadline will be rejected.

All bids will be opened internally at IUCN offices. No Application shall be rejected at application opening, except for late applications.
GENERAL INSTRUCTIONS

1. You are requested to provide particulars as indicated in part II, III, IV, V, VI of this document as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

2. IUCN attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification.

3. IUCN reserves the right to visit and inspect business premises of all the applicants to verify information provided.

4. All information shall be treated as confidential.

5. This Prequalification Document is eligible for only this category.

6. Your prequalification documents should be submitted properly bound, filled and page numbered. IUCN shall not be responsible for loss of documents not bound (loose).

7. IUCN will communicate the outcome of the prequalification exercise to the applicants on the IUCN portal.

PRE-QUALIFICATION INSTRUCTIONS

Introduction
IUCN would like to invite interested candidates who must qualify by meeting the set criteria as provided by the IUCN to perform the contract of supply and delivery or provision of goods, services and works to IUCN.

Pre-qualification Objective
The main objective is to provide accommodation, conferencing and catering services to IUCN on a need basis during the stated period.

Invitation of Pre-qualification
Duly registered suppliers under the Laws of Rwanda in respect of goods, services and works are invited to submit their Pre-Qualification documents to IUCN and are required to supply mandatory information for prequalification.

Experience
Prospective hotels must have carried out successful supply and delivery of similar services to other clients of similar size.

Pre-qualification Document
This document includes documents required of prospective hotels.

Consideration for Pre-Qualification
In order to be considered for pre-qualification, prospective hotels must submit all the information herein requested.

Questions Arising from Documents
Questions that may arise from the pre-qualification documents should be directed to the following e- mail address: tenders.rwanda@iucn.org.

Additional Information
IUCN reserves the right to request submission of additional information from prospective bidders.

**PRE-QUALIFICATION DATA INSTRUCTIONS**

**Pre-qualification data forms**
The attached questionnaire forms described as part 1, II, III, IV, V, VI, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of specific category.

**Form Presentation Requirements**
The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

**Qualification**
It is understood and agreed that the pre-qualification data on prospective bidders is to be used by IUCN in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of IUCN they possess capability, experience, qualified personnel available and suitability of equipment and financial capacity sufficient to satisfactorily execute the contract for goods/services.

**Essential Criteria for Pre-qualification**

**Experience**
- Prospective bidders shall have at least 4 years’ experience in the hotel industry.
- Prospective supplier requires experience and capability to organize supply and deliver items, or service.
- IUCN reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

**Financial Condition**
- The Supplier’s is required to indicate the annual turnover for the company for the period 2021,2022.
- The supplier should indicate the value of business they can handle at any one given time.
- Potential suppliers/contractors will be prequalified on the satisfactory information given.

**Past Performance**
- Past performance will be given due consideration in pre-qualifying bidders.
- Letters of reference from past customers should be included in part IV.

**Declaration of Undertaking**
The application must include a signed off Declaration of Undertaking (see Part V).
**Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the subsequent invitation to tender which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, IUCN reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

**Premises**

The company must have a fixed Business Premise and must be registered in the country of operation. Attach copies of certificate of registration and tax compliant certificate.

**Statutory Obligations**

The applicant must show proof that it has paid all its statutory obligations and have Valid Income Tax Certificate from Rwanda Revenue Authority (RRA).

**PRE-QUALIFICATION EVALUATION CRITERIA**

**TECHNICAL EVALUATION**

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirements (Submit Evidence)</th>
<th>Refer to Part No.</th>
<th>Pass/Fail</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Prequalification registration documents</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Company Details</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Financial Position</td>
<td>III</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Past Performance &amp; Experience</td>
<td>IV</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Declaration of Undertaking</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>

**PART I : PRE-QUALIFICATION REGISTRATION DOCUMENTATION**

All firms must provide copies of the following:

- Copy of Certificate of Incorporation/Registration
- Copy of valid trading license for 2023
- Copy of tax compliant certificate for 2023 (RRA & RSSB)
- Evidence of physical registered office where applicable—Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements
- Power of Attorney indicating the Authorized Representative of the Company.
PART II: COMPANY DETAILS
Attach a company profile that addresses the following:

- Name of Chief Executive Officer/Principal Officer/Contact person
  - Name
  - Position
  - Telephone Contacts
  - Email address
- Full details of the physical location
- The company Website
- The company official email address:
- The company official telephone contacts
- Code of Conduct Policy that addresses issues of Fraud, Respect at Workplace, Child Protection among others.
- Please list the goods or services you provide specific to category number, category name applied for.

PART III: FINANCIAL POSITION / INVESTMENT
Indicate your company turnover for the previous two full reporting years (this should be similar to what was declared at the Revenue Authority). Please attach copies of audited books of accounts for the indicated period.

PART IV: PAST PERFORMANCE & EXPERIENCE
Please provide at least three letters of recommendation addressed to IUCN from organizations where your hotel has supplied similar services in the last three years. The letter should:

- Be on the recommending organization’s letterhead.
- State the type of goods and services you supplied the recommending organization and the corresponding contract values.
- Comment on performance of your hotel
- The number of years they have done business with your hotel.

PART V: DECLARATION OF UNDERTAKING

DECLARATION OF UNDERTAKING

I, the undersigned, hereby confirm that I am an authorised representative of the following hotel:
Registered Name of Hotel (the “Hotel”): __________________________
Registered Address (incl. country): ________________________________
Year of Registration: ___________________________________________

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested. Where the Proposal includes Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.
I further confirm that the following statements are correct:

1. The Hotel is duly registered in accordance with all applicable laws.
2. The Hotel is fully compliant with all its tax and social security obligations.
3. The Hotel and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Hotel agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Hotel’s staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Hotel nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Hotel acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Hotel with immediate effect.
8. The Hotel is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Hotel complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Hotel is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Hotel agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Hotel has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples’ rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization’s (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

______________________________________________________
Date and Signature of authorised representative of the Proposer

______________________________________________________
Name and position of authorised representative of the Proposer
## PART VI: PRICE SCHEDULE

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>UoM</th>
<th>Qty</th>
<th>Rate exclusive of all taxes</th>
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<tbody>
<tr>
<td>1</td>
<td>Single bed and breakfast</td>
<td>Pax</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Single full board</td>
<td>Pax</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Single half board</td>
<td>Pax</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Single full board inclusive of conference package</td>
<td>Pax</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Double bed and breakfast</td>
<td>Pax</td>
<td>1</td>
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<tr>
<td>6</td>
<td>Double full board</td>
<td>Pax</td>
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<td></td>
</tr>
<tr>
<td>7</td>
<td>Double half board</td>
<td>Pax</td>
<td>1</td>
<td></td>
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<tr>
<td>8</td>
<td>Double full board inclusive of conference package</td>
<td>Pax</td>
<td>1</td>
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<tr>
<td>9</td>
<td>Full day conference package</td>
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<tr>
<td>10</td>
<td>Half day conference package</td>
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<td>11</td>
<td>Breakfast meeting</td>
<td>Pax</td>
<td>1</td>
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<tr>
<td>12</td>
<td>Buffet lunch</td>
<td>Pax</td>
<td>1</td>
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<tr>
<td>13</td>
<td>Buffet dinner</td>
<td>Pax</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mineral water – 500ml</td>
<td>Bottle</td>
<td>1</td>
<td></td>
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<tr>
<td>15</td>
<td>Mineral water – 1lit</td>
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<tr>
<td>16</td>
<td>Soda – 300ml</td>
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<td>17</td>
<td>Juice - glass</td>
<td>Glass</td>
<td>1</td>
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<tr>
<td>18</td>
<td>Tea + snacks</td>
<td>Pax</td>
<td>1</td>
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<tr>
<td>19</td>
<td>Projector hire</td>
<td>Per Day</td>
<td></td>
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<tr>
<td>20</td>
<td>Outside catering services – any additional applicable charges?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Number of rooms</td>
<td></td>
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</tr>
<tr>
<td>22</td>
<td>Number of Conference rooms</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>23</td>
<td>Capacity of each conference room</td>
<td></td>
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<tr>
<td>24</td>
<td>Indicate if you have internet connection in the conference rooms</td>
<td>FREE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NB:**
- Indicate whether Prices are Inclusive or Exclusive of VAT where Applicable.
- Indicate if you agree to supply as per credit policy of payment within 30 days after delivery.
- Indicate what the conference package entails.