Request for Quotations (RFQ) for Blanket Purchase Agreement (BPA)

RFQ Number: PAR_BPA_2019_001
Issuance Date: 29 May 2019
Deadline for Offers: 15 June 2019 by 17:00 (Local Time)
Description: Provision of accommodation, conference facilities and catering services in Dhaka, Bangladesh
For: Bangladesh Promoting Advocacy and Rights (PAR)
Funded By: United States Agency for International Development (USAID), Cooperative Agreement No. AID-720-388-18-CA-00003
Implemented By: Counterpart International Inc.
Number of anticipated awards: Multiple

Section 1: Instructions to Offerors

Introduction: The Promoting Advocacy and Rights (PAR) Project is a USAID program implemented by Counterpart International in Bangladesh. The goal of the Promoting Advocacy and Rights (PAR) is to Counterpart International, a leading international development organization is currently implementing the five-year USAID-funded program in Bangladesh “Promoting Advocacy and Rights (PAR)”. The program will support the creation of a more inclusive, resilient, and evidence-driven Bangladeshi civil society. The project’s goal is to provide civil society with the skills, technology, financial resources, and connections to global networks that will enable it to work in partnership with the Government of Bangladesh (GOB) to advance good governance.

As part of the approved project activities, Counterpart required provision of accommodation, conference facilities, catering (meals, refreshment) in Dhaka for events (meeting, trainings, workshops, interviews) that all PAR activity will conduct in the future for its beneficiaries in order to achieve its organizational goals and objectives.

The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc purchases of accommodation, conference facilities, catering in Dhaka, Bangladesh. As a result of this RFQ, the Counterpart, PAR Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPA—-to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the Counterpart, PAR Project to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next twelve (12) months. The Vendor shall furnish the supplies/services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for supplies/services ordered through ordering documents issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.
Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received either by e-mail or in hard copy, no later than 15 June 2019 by 17:00 hours (Local Time).

An electronic submission must be sent to procurement.par@counterpart.org and no later than the due date and time listed in the timeline of the RFQ. The Subject line of the quotation email must be “PAR_BPA_2019_001, Accommodation, Conference Facilities, Catering in Dhaka, Bangladesh” Quotations submitted by e-mail must be limited to a maximum of 4 MB, virus-free e-mail transmissions. They must be free from any of virus or corrupted contents, or the quotations shall be rejected. It shall remain offer’s responsibility to ensure that the quotation will reach the address above on or before the deadline.

Quotations that are received by Counterpart after the deadline indicated above, for whatever reason, shall not be considered for evaluation and will be returned back to the vendors without opening if received in hardcopy otherwise, vendor will be informed via e-mail about offers received after the RFQ's closing date and time.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 hours (local time) on by email to procurement.par@counterpart.org Questions and requests for Sunday 09 June 2019 clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the PAR Activity Project. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in BDT. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery:** The delivery location for the items described in this RFQ is Dhaka, Bangladesh. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the
delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), **22 CFR §228**. The cooperating country for this RFQ is Bangladesh.

   Offerors may **not** offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

8. **Taxes and VAT:** As USAID project in Bangladesh Counterpart-PAR will neither pay nor withhold VAT. This obligation will be settled through issuing an NBR VAT coupon. However, in accordance with Bangladesh government rules, Counterpart will deduct applicable income tax from the consultant’s invoice, which will be duly deposited to government treasury. A copy of challan confirming this payment will be provided to you in due course.” All other taxes of every nature and kind, including without limitation social security, business, or property taxes, will be the sole responsibility of the Consultant. Counterpart will have no obligation to the Consultant with regards to any matters related to the Consultant’s tax obligations in the United States or any other country.

9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and it is determined via a trade – off analysis to be the best value based on application of the following evaluation criteria:

- **Safety and Security** (Must meet criteria mentioned in Section 3 of this RFQ-Security Department may also conduct a site visit and will provide their feedback accordingly)-**30 points**
- **Accommodation, Conference Facilities availability** (number of single and double rooms, conference venues, locations and venue’s compatibility with the specifications), and catering menu (Food options/variety)-**20 points**
- **Past performance:** Vendors need to provide detailed description of at least 3 years relevant/similar past services of United Nations and International NGOs, including but not limited to the name, address, contact details, total amount of award, period of performance and any other supporting documents-**25 points**
- **Facility cleanliness and administrative responsiveness.** 5 points
- **Price/Cost Reasonableness:** total cost, assessment of overall price and price reasonableness including descriptions of no-show policies. Prices should represent fair and reasonable current market rates. Value will be assessed on the daily rates provided and competitiveness of all prices provided-**20 points**

    **Total No. of Score=100**

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Counterpart may or may not waive an immaterial deviation or defect in a quotation. Counterpart’s
waiver of an immaterial deviation or defect shall in no way modify the RFQ or excuse an offer from
full compliance with RFQ specifications.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis
of these original quotations. However, Counterpart reserves the right to conduct any of the
following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror
  prior to award.
- While preference will be given to offerors who can address the full technical requirements of
  this RFQ, Counterpart may issue a partial award or split the award among various Vendors, if
  in the best interest of the PAR Project.
- Counterpart may cancel this RFQ at any time.
- Counterpart may reject any and all offers, if such action is considered to be in the best interest
  of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a
party to this solicitation and the offeror agrees that any protest hereunder must be presented—in
writing with full explanations—to the PAR Project for consideration, as USAID will not consider
protests regarding procurements carried out by implementing partners. Counterpart, at its sole
discretion, will make a final decision on the protest for this procurement.

11. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any
way obligate Counterpart, the PAR Project, or USAID to make an award or pay for costs incurred by
potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart’ standard terms and conditions. Any resultant award will
be governed by these terms and conditions; a copy of the full terms and conditions is available upon
request. Please note the following terms and conditions will apply:

(a) Counterpart’ standard payment terms are net 30 days after receipt and acceptance of any
commodities or deliverables. Payment for ordering documents issued under any BPA resulting
from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and
identified in the corresponding BPA award; payment will not be issued to a third party.

(b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA).
The PAR Project anticipates issuing a BPA (or multiple BPAs) under which specific ordering
documents can be issued—on an as-needed basis—at the pricing levels established in the BPA.
When the need arises for the commodities/services described in the BPA, the PAR Project will
issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of
this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for
that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will
have a minimum duration of at least 12 months. The Vendor shall furnish the supplies/services
described in any ordering documents issued by the PAR Project under the BPA. The PAR Project
is only obligated to pay for supplies/services to the extent ordering documents are issued under
any BPA resulting from this RFQ.

(c) No commodities or services may be supplied that are manufactured or assembled in, shipped
from, transported through, or otherwise involving any of the following countries: Burma
(Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

(d) Any international air or ocean transportation or shipping carried out under any award resulting
from this RFQ must take place on U.S.-flag carriers/vessels.
(e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

(f) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

Counterpart has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.
Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

☐ A brief outline of the company, including:
  a. Full legal name and address of the company or individual;
  b. Full name of the legal representative (President or managing director) of the company (not applicable for individuals)
  c. Year business was started or established.

☐ Detailed description of past experiences providing similar services to International NGOs.

☐ Name, address, and telephone number of three business references, and approval to contact the listed reference. Counterpart reserves the right to request and check additional reference.

☐ Official quotation, including specifications of offered services (see Section 4 for example format)

☐ A copy of Offer’s registration of business license (see Section 1.5 for more details)

☐ A copy of offerer’s bank account information

☐ A copy of any certificates or certifications of its food safety and food handling practices

☐ Official quotation, including specifications of offered equipment (see Section 3 for example format)

☐ Copy of offeror’s registration or business license (see Section 1.5 for more details)
Section 3: Specifications and Technical Requirements

Counterpart is soliciting quotations from eligible vendors for as-needed, ad hoc procurement of accommodation, conference facilities and catering services in Dhaka, Bangladesh for PAR Activities related events. As a result of this RFQ, Counterpart anticipates issuing one or more blanket purchase agreements (BPAs) to establish specific pricing levels and parameter for ordering these services. Prospective Vendor may quote for one or more of these services. Offerors are requested to provide per unit quotations containing the information below on official letterhead or official quotation format.

1.1 The Prospective Vendor shall provide accommodation (single rooms and double rooms) based on the number of guests requiring rooms. Both double rooms and single rooms shall be furnished with all required facilities such as good quality beds with mattress and bed sheets, Wi-fi internet, TV with cable or satellite services, bottled mineral water, tea, heating and cooling system, and any other amenities supplied to hotel's guests.

1.2 Conference Venue: The facility must have conference /briefing halls, with tables and chairs, to accommodate different number of people. The conference room must provide an overhead projector with screen, podium, microphone, and a sound system. Offerors are requested to provide maximum capacity of their conference facilities. Access for people with disabilities is highly preferred.

1.3 Training Room Space Requirements;
- Sufficient space in U shape, theater style or roundtables for 20-50 participants;
- Sufficient space for 3-5 breakout groups of up to 20 people each for large conferences;
- For small workshop, space is needed for 5 breakout groups of 5 peoples (need NOT have separate rooms, but sufficient space for separate working groups)
- Full uninterrupted power supply
- Heating and Cooling air conditioning
- Screen
- Flipcharts and markers
- Strong signal for high speed wireless internet
- One large white board
- One Projector screen
- Possibility of sticking paper to walls (preferred)

1.4 Security: The facility must meet the requirements listed below;
- The facility must have security upgrade (perimeter walls, steel access and gates)
- The facility shall utilize proper and consistent access control procedure specifically checking for weapons and explosive devices carried by person/vehicles entering the premises
- The facility shall employ early warning systems such as CCTV monitoring angles of approach to the property
- The facility shall be located so as to have adequate stand off from the main road to ensure minimal injury to personnel inside the building in the event of a traditional vehicle borne Improvised Explosive Device (IED) detonation outside the location
- The facility shall utilize properly trained armed security guards on the premises to repel a direct armed attack on the venue, thus buying time for personnel in the venue to access safe rooms and or emergency exits
• The facility shall have adequate emergency measures (safe rooms, bunkers, delay mechanisms, emergency survival equipment, supplies and medical trauma kits)

1.5 Fire and Safety: The Prospective Vendor’s facility shall comply with applicable fire and safety codes and regulations.

1.6 Parking: The facility must have a secured parking garage that can accommodate suburban utility vehicle (SUV)

1.7 The hotel or conference facility should not be undergoing renovation or remodeling during the time of the event

1.8 The number of rooms and meals requested may change up to and including the day of the event. It is expressly understood that Counterpart will only be billed for the actual numbers of rooms occupied and meals consumed.

1.9 The meals menu for each event might be different. The prospective vendor/s are requested to provide the details of each menu they offer and provide a price per person.

1.10 The facility must be cleaned, sanitized and follow generally accepted food safety standards.

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per unit quotations containing the information below on official letterhead or official quotation format. In the events this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Counterpart.

Section 4: Detailed Specifications and Requirements/Price Schedule:

Prospective vendor/s are requested to provide their quotations based on table below. Prospective vendor/s can submit their quotations on their company letterhead or using the table below:

Price for Accommodation:

<table>
<thead>
<tr>
<th>Sl. #</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Single Room (including breakfast and internet)</td>
<td>Per room, per night</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Double Room, tow beds (including breakfast and internet)</td>
<td>Per room, per night</td>
<td></td>
</tr>
</tbody>
</table>

II. Price for Conference Package:

3. Package for up to 25 people:

a. Conference Room Per room, per day

b. A/V Equipment (Projector, screen, microphones, speaker, etc.) Per item per day (list unit price)

c. Lunch Per person per day
d. Dinner Per person per day
e. Other (Please specify) (list unit price)

4. Package for up to 150 people:

   Conference Room Per room, per day

   A/V Equipment (Projector, screen, microphones, speaker, etc.) Per item per day (list unit price)

   Lunch Per person per day

   Dinner Per person per day

   Other (Please specify) (list unit price)
Notes:

1. The majority of PAR events are expected to host up to 100 participants, and sufficient conference room space for 4 breakout groups, for up to 25, is needed. Therefore, the availability of large conference rooms will be preferred but will not have impact on the scoring and evaluation.
2. Bidders must include reservation and cancellation policy.
3. Any other information you feel provides good information about your facility.
4. See Meals and Refreshments section below for more information on requirements.

**Meals and Refreshments Minimum Requirements:**

<table>
<thead>
<tr>
<th>Timing</th>
<th>Exact timing of meal and refreshments breaks will be advised in advance of the training workshop</th>
<th>Price per person or specific other pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Sufficient bottled mineral water to be available for all meals+ in the training room + in accommodation rooms for all attendees</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>For Example: Cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water</td>
<td></td>
</tr>
<tr>
<td>Morning break</td>
<td>Tea, coffee, cookies or seasonal snacks</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>For Example: Rice, vegetables, meat, salad, and dessert, water</td>
<td></td>
</tr>
<tr>
<td>Afternoon break</td>
<td>Tea, coffee, cookies or seasonal snacks</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>For Example: Rice, bread, vegetables, meat, salad, and dessert, water</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Menu A</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Menu B</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Menu C</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

The prospective vendor/s should be able to provide catering for meeting/events as necessary. In case the vendor/s will be expected to prepare and transport the food offsite and to provide heating and/or refrigeration equipment necessary to maintain services temperature. The vendor is expected to provide food for participants over the course of 2 or 3 days. Therefore, the selected vendor must serve a variety of foods that differ from day to day rather than to have the same menu items each day. The Vendor shall include any certificate or certifications of its food safety and food handling practices with its quote.

Delivery time (after receipt of each order): __________ Calendar days
Section 4: Offer Cover Letter

(Must be submitted on the organization’s commercial letterhead)

To: Counterpart International, Inc.
    Procurement Office
    Dhaka, Bangladesh Reference:

RFQ No. PAR_BPA_2019_001

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or PAR project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: ________________________________

Name and Title of Signatory: ________________________________

Date: ________________________________

Company Name: ________________________________

Company Address: ________________________________

Company Telephone and Website: ________________________________

Company Registration or Taxpayer ID Number: ________________________________

Does the company have an active bank account (Yes/No)? __________

Official name associated with bank account (for payment): _______________