



Iraq Governance and Performance Accountability Project (IGPA)/Takamul

Request for Quotation (RFQ)

RFQ-DAI-IGPA-EBL-19-071-Venue & Accommodation Services-Sulaymaniya

Issue Date: May 23, 2019

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, Babylon-Warwick Hotel, ProcurementIGPA@dai.com, IGPAProcurementINBOX@dai.com, should immediately contact IGPAProcurementINBOX@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be distributed via IGPAProcurementINBOX@dai.com.

1. Request for Quotation – Services

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals to supply and deliver Hotel Services & Facilities in support of program implementation. The Service Provider will provide Venue & Accommodation Services in Sulaymaniya for IGPA activities, as outlined below:

1. RFQ No.	RFQ-DAI-IGPA-EBL-19-071
2. Issue Date	May 23, 2019
3. Title	Venue and Accommodation Services in Sulaymaniya
4. Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Erbil Office Erbil Italian Village 1, villa No 70 IV 33 DAI Erbil Office ProcurementIGPA@dai.com
5. Deadline for Receipt of Questions	May 27, 2019, 4:00 PM Baghdad Time
6. Deadline for Receipt of Proposals.	June 1, 2019, 4:00 PM Baghdad Time
7. Contact Person	IGPAProcurementINBOX@dai.com
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows: Blanket Purchase Agreement (BPA) Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFQ. The vendors should offer unit prices for each line item in attachment A -Price Schedule for one month and the blank purchase agreement will cover service for one year duration from the date of award, So Vendor will be responsible for providing service detailed in this RFQ with it is terms and conditions within the same price.

2. Request for Quotation - Service

<p>10. General Instructions to Offerors</p>	<p>“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFQ. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.</p> <p>Offerors wishing to respond to this RFQ must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFQ. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.</p> <p>Proposals are due no later than, June 1, 2019, 4:00 PM Baghdad Time, sealed hard copy to be submitted to below address:</p> <p>Erbil- Italy City -1, Villa No.70 DAI Erbil Office</p> <ul style="list-style-type: none"> • Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. <p>Offerors shall submit sealed hard copy to Erbil- Italy City -1, Villa No.70- DAI Erbil Office.</p> <p>The RFQ number and title of the activity must be stated in the subject line of the cover letter. All proposals submitted in hardcopy shall be sealed and labeled with the RFQ Number.</p> <p>The submission to DAI of a proposal in response to this RFQ will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFQ and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.</p> <ul style="list-style-type: none"> • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of 30 days. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter • Offerors shall complete Attachment A: Price Schedule template.
<p>11. Questions Regarding the RFQ</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely</p>

	through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
12. Scope of Work Requirements for Technical Acceptability	Scope of work requirements details will be listed within the attachment C.
13. Determination of Responsibility	DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:
14. Geographic Code	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. • Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a proposal in response to this RFQ, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.

15. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
16. Compliance with Terms and Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
17. Procurement Ethics	<p>By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>

1.1 Attachment A: Price Schedule

Item #	Item Name	Description	Quantity	UNIT	Unit Price in USD	Total Price in USD
1	Accommodation	Accommodation for single room (bed and breakfast)	60	Days		
2	Coffee Break	Coffee Break	120	Each		
	Transportation	Carpool Transportation From airport to hotel and from hotel to airport (Round trip per person)	30			
3	Lunch	Lunch	60	Each		
4	Dinner	Dinner	60	Each		
5	Venue	Providing a venue hall with capacity of approx. (20-50+) persons including all audio & video display, data show projector, screen, flip chart stands, Internet connectivity, with proper seating furniture. Availability of Technician in case of technical issues may arise with heating, cooling, ventilation, projectors, etc.	10	Days		
GRAND TOTAL IN UNITED STATES DOLLARS						\$

Period of Performance: one year from the date of signing the Blanket Purchase Agreement (BPA).

General Notes:

- The vendor will receive the payment for accommodation based on the actual number of the persons who will stay overnight in the hotel. Vendor will supply a detailed list of guests based on check-in ledger with completed invoice for payment.
- The vendor will receive the payment for the lunch based on the actual number of the persons who will take lunch.
- The vendor will receive the payment for coffee break based on the actual number of the persons who will take coffee break.
- The vendor should accept wire transfer as the payment method.

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We, the undersigned, provide the attached proposal in accordance RFQ -DAI-IGPA-19-071
_____ dated _____ Our attached proposal is for the total price of
_____ (figure and in words).

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of
Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any
discussions.

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal / Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Detailed Scope of Work

The vendor/Service provider should provide the following services as detailed below under the Terms and Conditions of the Blanket Purchase Agreement (BPA):

- The vendor will demonstrate that it has sufficient and capable staff to facilitate the event at a tactical level and coordinate with conference/event facility staff and manage the various activities that are taking place at the venue.
- Vendor must demonstrate its ability to coordinate logistics arrangements with the IGPA- Erbil office and to institute contingency plans for any travel disruptions that may occur with the flexibility of cancellation.
- Vendor to provide materials, such as name tags, direction signage to meeting location, required no. of flip chart stands, Markers, Sufficient Heating/ Cooling service/ ventilation for the venue, data show, sounding system, sufficient Wi-Fi and internet access to all participants.
- Vendor to secure the training materials and equipment at the premises
- Vendor to comply with business ethics.
- IGPA- Erbil Office Point of Contact will Schedule and attend pre-conference meetings with the Vendor's POC prior to starting the event. Vendor shall allow a walk through and express their willingness to take into consideration a recommendation by IGPA team to better serve the venue purpose.
- Ensure all rooms to meet specified and agreed-upon requirements and all other contractual obligations.
- There is no minimum limit of accommodation, the vendor will receive payment based on the actual number of persons who will stay overnight while attending the IGPA activities, and/or when they take lunch, coffee break, and/or dinner.
- The vendor, while providing accommodation services for IGPA activities, should accept wire transfer as the payment method.