

Background: IPA is a research and policy Non-Governmental Organization (NGO) that discovers and promotes effective solutions to global poverty problems. IPA designs, rigorously evaluates, and refines these solutions and their applications together with researchers and local decision makers, ensuring evidence is used to improve the lives of the world’s poor. Since being founded in 2002, IPA has worked with over 400 leading academics to conduct over 500 evaluations in 51 countries.

IPA Rwanda was established in 2013 and has multiple active projects spanning Education, Agriculture, Finance, and Health. IPA Rwanda predominantly implements randomized evaluations in collaboration with the academics, the Government of Rwanda and other development NGOs to evaluate the impact of new development concepts to help inform future government policy and development projects. IPA Rwanda has restricted grant income of approximately 1.2- 1.4m USD per year.

1. Synopsis of the Request for Quotation

IPA Rwanda invites qualified vendors to submit quotations for provision of **hotel service** as follows:

1. RFQ No.	RFQ No. 006/11/11/2024/HS
2. Issue Date	November 5 th , 2024
3. Title	Provision of Hotel Services
4. Issuing Office	Innovations for Poverty Action (IPA), Rwanda Plot 1123, KK23/KK387, Kicukiro (IPA Rwanda office map), Phone: +250 788 345 894 www.poverty-action.org
5. Deadline for Receipt of Questions	November 8 th , 2024
6. Point of Contact for Questions	iparwandaprourement@poverty-action.org
7. Deadline for Receipt of Quotes.	November 12 th , 2024, at 5PM
8. Submission Address	RWA_proposals@poverty-action.org
9. Anticipated Award Type	A firm-fixed-price contract Issuance of this RFQ in no way obligates IPA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.

10. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to IPA considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 4, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.
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2. Request for Quotation

1. General Instructions to Bidders	<ul style="list-style-type: none"> • Quotes must be received by November 12,2024, at 5PM. Late offers will be rejected except under extraordinary circumstances at IPA’s discretion. • Bidders shall submit quotes electronically via RWA_proposals@poverty-action.org • Bidders shall sign and date their quotation. • Bidders shall complete Attachment 1: Price Schedule template. Value Added Tax (VAT) shall be included in the proposed price.
2. Questions Regarding the RFQ	<p>Each Bidder 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 through the Issuing Office and must be submitted in writing 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 Bidders.</p>
3. Technical Specifications and requirements for Technical Acceptability	<p>1. The list of services required is provided in Attachment: 1: Price Schedule.</p>
4. Determination of Responsibility	<p>IPA will not enter into any type of agreement with a vendor prior to ensuring the service provider responsibility. When assessing a vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Present a company profile showing your <u>Hotel Rating (Stars)</u>. 2. Provide copies of the business registration certificate issued by authorized Rwandan government institution 3. A certificate of non-receivable or receivable from the Rwandan Revenue Office (RRA) notified / online in color or original valid 4. A certificate of non-royalty or royalty towards the “Rwanda Social Security Board RSSB” notified or original valid
5. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment Terms and Conditions.</p>

6. Procurement Ethics	By submitting an RFQ, Bidders certify that they have not/will not attempt to bribe or make any payments to IPA 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 Bidders or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445.
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1.1 Attachment 1: Price Schedule

1	Accommodations	Unity Price (VAT Inclusive)
1.1.	standard single rooms	
2	Conference facilities	Unity Price (VAT Inclusive)
2.1	Full day conference package (meeting room, 2 coffee breaks per day, open buffet lunch, flip charts and Marker, pens & notepads, 2 bottled water, Audio visual equipment (Sound mixer, microphones, speakers, projector, screen projector ...)	
	Total	

Price schedule: The above price will revise after one year

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____ Our attached quote 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 quote shall be binding upon us subject to the modifications.

We understand that IPA is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment 2: Terms and Conditions

1. The Request for Quotes is not and shall not be considered an offer by IPA.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
5. All procurement will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
6. IPA reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotations for such rejection or cancellation of the procurement.
7. IPA reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. All information provided by IPA in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response.
11. All Responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.

1.3 Attachment 3: Detailed hotel requirement

#	Hotel Name	Obligatory/Desirable
1	Hotel Rating: (2 to 3 Stars)	yes
2	Hotel location Must be in Bugesera District/Muhanga District/Rubavu District/Huye District and Musanze District.	
	Driving distance from IPA Office (Kicukiro District)	Any Distance
3	Hotel Security (acceptable, unacceptable)	
	Availability of emergency exits	yes
	Exit & Safety equipment signs	yes
	Fire & Panic alarm system	yes
	Smoke detection system in each room and other premises (lobby, hallways, dining area, kitchen, parking lots, etc)	yes
	Fire extinguishers on each floor and in public areas	yes
	Fire escape ladders and stairs	yes
	Availability of safety boxes in all rooms	yes
	Availability of sufficient Security Guards on duty 24 hours	yes
	First Aid Kits	yes
4	Hotel Staff	
	Reception opened, accessible by phone 24 hours from inside and outside	yes
	Bilingual staff (Kinyarwanda/English)	yes
	Systematic complaint management system	yes
5	Standard single room quality and facilities	
	Availability of individual WC/bathroom facilities	yes

	Room cleaning frequency (min 1 time per day)	yes
	Telephone availability (local and international calls)	yes
	Dressing mirror, place to put the luggage/suitcase	yes
	Wired or wireless Internet access in the room	yes
	Mirror and place for luggage (suitcases)	yes
6	Hotel Facilities	
	Outside look of a hotel (building, adjacent territory)	yes
	Inside look of a hotel (interior, cleanness) (+ or -)	yes
	Breakfast buffet or breakfast menu card via room service	No
	Parking area	yes
	Airport transfer availability	No
	Lobby with seats and beverage service	yes
	Wireless Internet access in public areas (lobby, hallways, dining area, etc.)	yes
	Conference Facilities	
	Conference rooms (equipment, cleanness, temperature)	yes
	Wireless Internet connection in Conference rooms (availability, speed)	yes
	Arrangement of coffee-breaks	yes

Done at Kigali on November 05, 2024

IPA Rwanda