Request for Proposals

Procurement of Services

For the

Accommodation and Conference Facilities for African Continental Free Trade Area (AfCFTA) Secretariat

Procurement Number: AfCFTA/AHRMD/NC/2023/0005

Date of Issue: 4th December 2023
REQUEST FOR PROPOSALS

Procurement Number: AfCFTA/AHRMD/NC/2023/0005

To: Potential Service Providers

Date: 4th November 2023

The African Continental Free Trade Area (AfCFTA) Secretariat invites you to submit your Technical and Financial Proposal for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Proposals (RFP).

SECTION A: REQUEST FOR PROPOSAL

1) Description of Services and Location
Accommodation and Conference Facilities for the AfCFTA Secretariat, Accra.

2) Currency of Proposal
GH₵.

3) This will be a framework contract

4) The service provider will be awarded for an initial period of TWO years with a possibility of extension up to a maximum of TWO years on yearly basis, based on satisfactory performance.

5) Proposals must be valid for ninety (90) days from the Return by Date given below.

6) Proposals and supporting documents as specified in Section B must be in folders which must be secured passwords.

7) Requests for clarification should be received by no later than 15th December 2023.
The address for clarifications is Tender.afcfta@au-afcfta.org; Cc: Jessica.Lawson@au-afcfta.org and Nadia.Amoako-Gyampah@au-afcfta.org

8) Additional Information: Interested eligible tenderers may obtain further information from the AfCFTA Secretariat’s Website https://au-afcfta.org/bids.

9) The deadline for submission of Proposals is Wednesday, 10th of January 2024 at 11:00 hours GMT. Technical proposals shall be opened on Wednesday, 10th of January 2024 at 11:30 hours GMT in the virtual presence of proposers or Legal Representatives. The password for the technical offer will be provided by each proposer during the Technical Proposal opening session. Therefore, the presence of the Proposer or its legal representative is mandatory.

10) Technical and Financial Proposals must be submitted through email: Tender.afcfta@au-afcfta.org; Cc: Jessica.Lawson@au-afcfta.org, Nadia.Amoako-Gyampah@au-afcfta.org

11) Payments will be made in accordance with the below order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.

Signed: ………………………………… Name………………………………
Title/Position:………………………………………..
For and on behalf of the Purchaser
Section B: Technical Proposal Submission Form

Your Proposal is to be returned on this Form by completing and returning Sections B, and including any other information and certification as stated within this RFP on your letterhead.

1) Description of Services and Location
   Interpretation Services of the AfCFTA Secretariat, Accra.

2) Currency of Proposal ……
3) Services will commence within ................ days from date of Purchase Order.
4) Services to be completed by ............ days from the date of Purchase Order.
5) Validity period of this Proposal is ............days from the Return by Date.
6) We enclose the following document(s) as required by the Purchaser:
   - Valid tax certificate;
   - Valid business registration documents – Must be licensed company.
   - ONE (1) Original and ONE Copy of the Technical and financial proposal
   - Other relevant information indicated in the TOR (Refer to TORs attached for details)
   - Health Certificate/ Food and Drugs Board Certificate or equivalent according to National Authorities.
   - Current Audited Financial Statement/Audited Account (2020-2022)

The above information i.e. [6] are pre-qualification criteria.

7) We confirm that our Proposal is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Proposal referenced above.

8) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

9) We confirm that payment terms are acceptable.

Authorised by:

Signature: ______________________  Name: ______________________
Position: ______________________  Date: ______________________

Authorised for and on behalf of:

Company: ______________________
Registered Address and seal:

..............................................................................................................
..............................................................................................................
EVALUATION CRITERIA: Provision of Accommodation and Meeting Facilities Services

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>**1. Company Profile (Indicate number of Stars *<strong>)</strong></td>
<td></td>
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<tr>
<td>a) Hotel chain (2pts) or stand-alone (1pt)</td>
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<td>b) Financial capacity (5pts)</td>
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<td>c) Star reference</td>
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<td>d) Accommodation capacity (3) and room type (2pts)</td>
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<tr>
<td>e) Conferences capacity (3pts) and others services (interpretation boxes, PA systems, IT equipment) (2pts)</td>
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<tr>
<td>f) Transport facilities (airport pick-up) (2pts)</td>
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<td>g) Restaurant facilities (3)</td>
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<td></td>
<td>20 points</td>
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<tr>
<td><strong>2. Experience of the Accommodation and Conferences Facilities the provision of similar services minimum three (3 years) with UN Agency and/ or International organization/companies/Embassies/Diplomatic offices.</strong></td>
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<tr>
<td>a) Nature of services (similar in nature) (5pts)</td>
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<td>b) Contract value and scope and size. (5pts) (Recommendation Letter to be provided)</td>
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<tr>
<td></td>
<td>10 points</td>
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<tr>
<td><strong>1. Key personnel</strong></td>
<td></td>
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<tr>
<td>a) Organizational Structure</td>
<td></td>
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<tr>
<td></td>
<td>10 Points</td>
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<tr>
<td><strong>2. Security Policy and Evacuation Plan</strong></td>
<td></td>
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<tr>
<td>a. Number of Security Personnel (5pts)</td>
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<tr>
<td>b. Medical Facility / Personnel (5pts)</td>
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<tr>
<td>c. Security and Safety Policy (document to be provided) (5pts)</td>
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<tr>
<td>d.</td>
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<td></td>
<td>15 Points</td>
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<td><strong>3. Site Visit (Facilities and Amenities)</strong></td>
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<tr>
<td></td>
<td>15 Points</td>
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<tr>
<td><strong>Total Technical Proposal</strong></td>
<td>70</td>
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<td><strong>Total Financial Proposal</strong></td>
<td>30</td>
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<tr>
<td><strong>Minimum Passing Point (Technical Proposal)</strong></td>
<td>50</td>
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</tbody>
</table>

*Similar star rated companies will be evaluated together*
SECTION C: FINANCIAL PROPOSAL SUBMISSION FORM

Schedule of Rates and Prices (to be priced by Service provider)

Hotel Information RFP No.
Hotel name
No. of star rating

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Services</th>
<th>Unit Price (exclusive of VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accommodation - Standard Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bed &amp; Breakfast</td>
<td></td>
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<tr>
<td></td>
<td>Half Board</td>
<td></td>
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<tr>
<td></td>
<td>Full board</td>
<td></td>
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<tr>
<td>2</td>
<td>Accommodation - Suite room</td>
<td></td>
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<tr>
<td></td>
<td>Bed &amp; Breakfast</td>
<td></td>
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<tr>
<td></td>
<td>Half Board</td>
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<tr>
<td></td>
<td>Full board</td>
<td></td>
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<tr>
<td>3</td>
<td>Accommodation - Junior Suite room</td>
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<tr>
<td></td>
<td>Bed &amp; Breakfast</td>
<td></td>
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<td></td>
<td>Half Board</td>
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<td></td>
<td>Full board</td>
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<tr>
<td>4</td>
<td>Accommodation - Deluxe room</td>
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<td></td>
<td>Bed &amp; Breakfast</td>
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<td></td>
<td>Half Board</td>
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<td></td>
<td>Full board</td>
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<td>5</td>
<td>Accommodation - Executive Room</td>
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<td></td>
<td>Bed &amp; Breakfast</td>
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<td></td>
<td>Half Board</td>
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<td></td>
<td>Full board</td>
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<tr>
<td>6</td>
<td>Accommodation - Executive Suite</td>
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<td></td>
<td>Bed &amp; Breakfast</td>
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<td></td>
<td>Half Board</td>
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<td></td>
<td>Full board</td>
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<tr>
<td>7</td>
<td>Accommodation - Presidential Suite</td>
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<td>Bed &amp; Breakfast</td>
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<td></td>
<td>Half Board</td>
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<td></td>
<td>Full board</td>
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<tr>
<td>8</td>
<td>Accommodation - 1-bedroom apartment</td>
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<tr>
<td></td>
<td>Bed &amp; Breakfast</td>
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<td></td>
<td>Half Board</td>
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<td></td>
<td>Full board</td>
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<tr>
<td>9</td>
<td>Accommodation - 2-bedroom apartment</td>
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<td></td>
<td>Bed &amp; Breakfast</td>
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</tbody>
</table>
| 10 | Accommodation - 3-bedroom apartment  
    | Bed & Breakfast  
    | Half Board  
    | Full board  |
| 11 | Full Day Conference Package  
    | (Two coffee Breaks and Lunch)  |
| 12 | Full Day Conference Package  
    | (One coffee Breaks with Lunch)  |
| 13 | Full Day Conference Package  
    | (Two coffee Breaks without Lunch)  |
| 14 | Full Day conference Package with  
    | (Two Coffee Breaks) Lunch and Dinner  |
| 15 | Full Day conference Package (Two Coffee Breaks, Lunch and Cocktail reception)  |
| 16 | Half Day conference Package with  
    | Cocktail reception  |
| 17 | Half day conference package  |
| 18 | Airport Pick up and Drop off  |
| 19 | Hire of Break Out rooms for 10 pax 25 pax and more than 25 pax  
    | 10pax  
    | 25pax  
    | More than 25  |
| 20 | Hire of Secretarial Room  |
| 21 | Hire of Secretarial Room (with laptop and photocopier machine)  |

**Authorised By:**

Signature: __________________________ Name: __________________________

Position: __________________________ Date: __________________________

(DD/MM/YY)

Authorised for and on behalf of:

Company: __________________________