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# Request for Proposals

## Procurement of Services

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

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

**Date of Issue: 4<sup>th</sup> December 2023**

# REQUEST FOR PROPOSALS

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

To: **Potential Service Providers**

Date: **4<sup>th</sup> 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 GHS.**

### 3) **This will be a frame work 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 **15<sup>th</sup> December 2023**.

The address for clarifications is [Tender.afcfta@au-afcfta.org](mailto:Tender.afcfta@au-afcfta.org); Cc: [Jessica.Lawson@au-afcfta.org](mailto:Jessica.Lawson@au-afcfta.org) and [Nadia.Amoako-Gyampah@au-afcfta.org](mailto: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, 10<sup>th</sup> of January 2024 at 11:00 hours GMT**. Technical proposals shall be opened on **Wednesday, 10<sup>th</sup> 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](mailto:Tender.afcfta@au-afcfta.org); Cc: [Jessica.Lawson@au-afcfta.org](mailto:Jessica.Lawson@au-afcfta.org) [Nadia.Amoako-Gyampah@au-afcfta.org](mailto: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:

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

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

*\*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

Item No.	Description of Services (Append detailed requirements, explanations and/or Terms of Reference as necessary)	Unit Price (exclusive of VAT)
1	Accommodation -Standard Room	
	Bed & Breakfast	
	Half Board	
	Full board	
2	Accommodation -Suite room	
	Bed & Breakfast	
	Half Board	
	Full board	
3	Accommodation -Junior Suite room	
	Bed & Breakfast	
	Half Board	
	Full board	
4	Accommodation -Deluxe room	
	Bed & Breakfast	
	Half Board	
	Full board	
5	Accommodation - Executive Room	
	Bed & Breakfast	
	Half Board	
	Full board	
6	Accommodation - Executive Suite	
	Bed & Breakfast	
	Half Board	
	Full board	
7	Accommodation - Presidential Suite	
	Bed & Breakfast	
	Half Board	
	Full board	
8	Accommodation - 1-bedroom apartment	
	Bed & Breakfast	
	Half Board	
	Full board	
9	Accommodation - 2-bedroom apartment	
	Bed & Breakfast	

	Half Board	
	Full board	
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: - \_\_\_\_\_