

TENDER NOTICE; Provision of accommodation, conference venue and hotel services for Anticipatory Action Simulation Exercise

SIGN OF HOPE is announcing **an open tender** for the provision of accommodation and conference venue & package services to undertake the Anticipatory Action Simulation Exercise.

1) ABOUT THIS TENDER PROCESS

Context of the tender process

Hoffnungszeichen | Sign of Hope e.V. (SoH) is a humanitarian and development organisation promoting Human Rights, providing Humanitarian Assistance and Development Cooperation in several countries around the world. Based in Constance, Germany, SoH is dedicated to helping those in distress and exploited people worldwide. In Northern Kenya, South Sudan and Ethiopia, SoH implements a project funded by the German Federal Foreign Office (GFFO) to support severely food insecure communities through improved access to MPCA, WASH, protection services, food support and capacity building in partnership with Caritas Marsabit, Merti Integrated Development Program (MID-P), Catholic Diocese of Rumbek, Score and ECC-SDCO Soddo.

Invitation to tender

Sign of Hope requires the provision of accommodation, conference venue and hotel services for the staff and partner organisations staff and relevant stakeholders for anticipatory action Simulation Exercise workshop to be held in Kenya for the Multi-Country Cross Border Humanitarian Emergency Lifesaving Project (HELP) for severely food insecure population in Kenya, Ethiopia and South Sudan.

This tender is open to all legally-constituted companies that can provide the requested service and have legal capacity to deliver in the country, or through an authorized representative.

Procurement process

Open Tender Procedure

Purchaser

SIGN OF HOPE

Terms of contract

One-Off Contract

Submission of Quotations

Deadline: Quotations have to be submitted on or before **4th September 2024, 3:00PM EAT** (Eastern Africa Time)

Submission of bids

All interested bidders are invited to submit their bid in electronic form only, to the email address tenders@sign-of-hope.org with the subject line GFFO-2024 AA SIMULATION EXERCISE on or before 4th September 2024, 3:00PM EAT.

All documents shall be encrypted PDF documents. The password for the documents shall be shared in a separate e-mail to tenders@sign-of-hope.org on 4th September 2024, after 3:30PM EAT but before COB 5:00PM EAT. If bidders fail to submit a password, their offer will not be considered.

Accepted currencies of the quotations: All prices shall be quoted only in KES

Accepted languages of the offers: English.

Questions?

In case of any need for clarification, please write to tenders@sign-of-hope.org .

2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

A) Scope of work/services:

Provision of accommodation, conference and hotel services as detailed in Annex 2.

No Lots.

Alternative offers will not be accepted.

SIGN OF HOPE reserves the right to award the contract based on the first and non-negotiated quotation.

B) Eligibility criteria

Interested service providers must meet the following eligibility criteria to participate in this tender;

1. Hoteliers must have an establishment within Nairobi/Nairobi Metropolitan (Nairobi, Machakos, Kajiado and Naivasha) regions.
2. Legal registration proving that the bidder is authorised to offer hospitality services and carry out business under the Kenyan law
3. The bidder agrees to comply with SoH Policies as detailed in Annex 1
4. The bidder is not listed on any sanction lists or supplier blacklists

Mandatory Requirements

1. Proof of hotel facilities physical address within Nairobi/Nairobi Metropolitan (Nairobi, Machakos, Kajiado and Naivasha) regions.
2. Copy of valid Certificate of Incorporation/Registration
3. Current Tax Compliance Certificate issued by the Kenya Revenue Authority
4. Valid single business permit/ trading license
5. Copy of brochure detailing all the features and facilities of the Hotel (Accommodation, Conferences and Hotel facilities)
6. Copy of Valid Health licenses for the Hotel–Medical certificate & Food hygiene certificate
7. Attachment of Classification Certificate from Tourism Regulatory Authority (Indicate if Classified or not classified) and any star ratings accredited by relevant body or other similar accreditations/awards.
8. Relevant experience, demonstrating a proven track record in hosting pan African conferences and excellent hotelier services
9. Capacity to provide the specified services for the number of Pax and services as per Annex 2 demonstrated by previous contracts or orders.
10. Self-declaration that the bidder has not been debarred from participating in Public Procurement in Kenya due to contravention of any part of Section 41 of The Public Procurement and Asset Disposal Act No 33 of 2015.
11. Signed Supplier Declaration as detailed on Annex 1
12. Resources and Facilities: Possess the necessary resources, staff and equipment to facilitate successful conclusion of the conference.

C) Timeframe

Activity	Date
Invitation to tender	27 th August 2024
Bidder questions regarding the tender until	3 rd September 2024
Submission of bids until;	4 th September 2024,3:00PM EAT
Password submission	4 th September 2024,3:30PM-5:00PM EAT
Information about planned awarding	9 th September 2024
Site Visit & Familiarization of amenities	10 th September 2024
Award of Contract	11 th September 2024
Binding Period, day until which the quotations have to remain valid	9th October 2024
Provision of services in the period of;	16th September-21st September 2024

D) Application process

This is an open tender procedure. All interested bidders are requested to submit their bid in electronic form only, to the email address tenders@sign-of-hope.org with the subject line GFFO-2024 AA SIMULATION EXERCISE on or before 4th September 2024, 3:00PM EAT. Bids received after deadline will not be considered. If offers are incomplete, bidders may be able to hand in missing documents within a deadline upon request by the Procurement Officer via tenders@sign-of-hope.org. Sign of Hope reserves the right to extend the deadline for submission, if necessary.

E) Required documents

- Provide all documents needed to fulfil requirements under B
- Technical proposal (as per Terms of Reference above).
- Financial proposal, incl. payment terms in KES.
- Documents confirming the right to provide the required services (e.g. company registration, certificates, licenses, etc.).
- Signed supplier declaration form as per Annex 1 and signed self-declaration.
- At least three references for hosting conferences of similar size(not older than 3 years)
- Previous contracts and orders fulfilled of similar scale

Additional information:

1. The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with VAT being stated separately).
2. All prices shall be quoted in KES.
3. All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
4. Accepted languages of the offers: English.
5. Please also state the reference number GFFO-2024 AA SIMULATION EXERCISE in your cover letter
6. The provided document scans must be legible and of good quality.
7. The bidder is responsible for the accuracy of the information provided in the proposal.
8. The bidder agrees that Sign of Hope does not return materials submitted at any stage of the tender or cater for any cost incurred while preparing the bids
9. **The contract will be set up by Sign of Hope. A contract set up by bidders won't be accepted.**

Evaluation of quotations and award criteria

The contract will be awarded to the supplier whose quotation offers the lowest price for the required services upon the evaluation of price ,technical evaluation and background check.

Award Criteria

Award Criteria	
Price	50%
Proven prior experience and expertise	20%
Payment terms & conditions. Including discounts	15%
Reputation and accreditations (Star Ratings and Awards)	10%
Cancellation Policy	5%

The price will be assessed according to the stated price in the quotation including discounts.

G) Award

The winner of the tender process will be selected within 7 working days from the deadline-with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results will be communicated to all participants no later than 5 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within a day from the moment when such a winner is selected.

In the event of a possible extension of the tender deadline by Sign of Hope, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.

Annex 1: Supplier Declaration¹

We, _____ (name of company) hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,
9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g., sexual exploitation and abuse and child protection policy) as found in [Acting responsibly | Hoffnungszeichen e.V.](#)

Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp

Annex 2; Scope of Services

PROVISION OF ACCOMMODATION, CONFERENCE VENUE AND HOTEL SERVICES

No.	Description of service	Specifications	Unit	Qty	Rate per Pax/Trip
1	Half-Board Accommodation (Executive Room)	Provision of Single Occupancy for 5 days (Check-In 16 th September to Check-Out 21 st September) Inclusive of; Buffet Breakfast Buffet Dinner Free flow of soft drinks	Pax	*6	
2	Half-Board Accommodation (Standard Room)	Provision of Single Occupancy for 5 days (Check-In 16 th September to Check-Out 21 st September) Inclusive of; Buffet Breakfast Buffet Dinner Free flow of soft drinks	Pax	*47	
3	Full Day Conference Package	Provision of full day conference package for 4 days(17 th -20 th September) inclusive of the following; i) Mid-morning and afternoon beverages with assorted snacks. AM TEA: - Brewed coffee/Tea/Hot milk/hot Chocolate & One protein snack/One pastry snack/One non-veg snack. PM TEA: - Brewed coffee/Tea/Hot milk/hot Chocolate & One protein snack/One pastry snack/ One non-veg snack. ii) Provision of drinking water (1 Liter) in BOTH the morning and in the afternoon sessions iii) Buffet lunch inclusive of one soft drink. SOUP: - One soup with garlic bread SALADS AND DRESSINGS: - One marinated salad, Two fresh salads, Four dressings MAIN MEAL: - Three starches, Two meats proteins, One vegetable, One vegetarian, Two dessert, Assorted fruits iv) Stationery (pens, writing pads, whiteboards, whiteboard markers 3 pcs any color, permanent marker pens 3pcs any color, flipcharts & flipchart holder) v) LCD projector and Wi-Fi vi) Public Address System vii) Break-away rooms for at least 20pax	Pax	*53	
4	Airport Transfers	Provision of taxi services to/from airport. 7-seater vehicle or larger provided.	Trip	*8	

*Subject to Change but Maximum Number of Participants confirmed to be no more than 53