# Invitation to Tender

Tender Reference: Jordan – Conference – Aug 24

Tender Title: Provision of Conference Facilities and Hotel Accommodation Services on Long Term Agreement (LTA) Basis in Jordan, Amman & Dead Sea for 5 Stars Hotels

Tender Local Currency: JOD

Date: 25th of August 2024

# Summary

WFD JORDAN is seeking a contractor to provide conference facilities and hotel accommodation services on Long Term Agreement (LTA) Basis in Jordan, Amman & Dead Sea for 5 Stars Hotels

# Overview

Westminster Foundation for Democracy (“WFD”) is the UK public body dedicated to supporting democracy around the world. Operating internationally, WFD works with parliaments, political parties, and civil society groups as well as on elections to help make political systems fairer, more inclusive and more accountable is implementing the ‘Support to Democratic Reforms in Jordan’ programme, which aims to promote a more participatory, inclusive, and accountable democratic process. Through enhancing women and youth’s engagement and strengthening democratic institutions, the programme will ensure that young men and women participate meaningfully in the democratic life and that political parties are strengthened to create an enabling environment for increased participation and responsiveness to diverse groups. The programme also aims to support the HoR in exercising its core parliamentary functions with greater professionalism, effectiveness, inclusivity and accountability

# Aim of this Invitation to Tender

WFD is issuing this Invitation to Tender (“**ITT**”) to a range of potential contractors of goods and/or services and would welcome a **bid** from your organisation **Primary Services:**

1. Meeting package
2. Hotel accommodation and rates
3. Audio/visual & other equipment rental rates
4. Transportation to and from the airport

**Secondary Services:**

1. Provision and installation of interpretation equipment
2. Provision of consecutive and simultaneous interpreters/translators, mainly from Arabic into English and vice versa.

# Bid submission

All bids should be submitted by **12th Sep 2024**, 14:00 in writing, and must comply with the requirements of this ITT, and must include the information requested in the Bid Requirements below.

The bid should be sent electronically and addressed to: [Jordan@wfd.org](mailto:Jordan@wfd.org). The same email address should be used for any questions related to this ITT.

By submitting a bid, you agree to comply with WFD’s standard terms and conditions for tendering and key policies, which are found [here](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering), and WFD’s [Code of Conduct](https://www.wfd.org/policy/code-conduct).

# Detailed Specification

## Objective/ Background

WFD office in Jordan regularly organizes conferences, workshops, seminars and meetings (“Events”) in respect of its Programme implementation in Jordan and other locations within Jordan. Likewise, hotel accommodation (rooms reservation) may be requested for guests/visitors/staff travelling to Jordan from time to time.

To achieve cost efficiency from economies of scale while ensuring outstanding quality of services, WFD Jordan wishes to conclude a Long-Term Agreement(s) (LTA) for a maximum period of one (1) year for the provision of conference facilities, refreshment items and hotel accommodation (rooms reservation) services with a vendor(s) specialized in this area of services.

The successful vendor(s) (hereinafter referred to as the "Contractor(s)”) shall be contracted for an initial period of one (1) year, and the contract shall be renewable on annual basis until the end of the EU Jordan Programme in November 2026, upon satisfactory evaluation of performance. WFD Jordan will select one or more qualified contractor(s) based on the results of competitive process and may issue contracts with any of these in the framework of the resulting LTA. The LTA(s) shall not guarantee an estimate volume of sales on the part of WFD and is to be understood as a non-exclusive agreement.

# Deliverables -Scope of Services

The LTA(s) will list unit prices for essential activities/ items proposed by the contractor(s) during the tender. The contractor(s) will be requested to provide quotations for a specific Terms of Reference using the initially agreed unit prices. Below is a statement of the main items in the scope of services requested by WFD.

The services are to be provided only within Amman & Dead Sea (Jordan).

Physical facilities and amenities e.g. conference facilities, provision of refreshment items, staff, hotel rooms, conference rooms are locally available in locations to which bidder has applied for and offered the financial proposal.

# Primary Services

* Provision of suitable venues for organizing conferences, meetings, seminars.
* Provision of pointers, laptops (possibility of using webcams for online guests), printers, photocopy machine, wireless handheld microphone, data show, screen, podium, cable extension, etc.
* Provision of meals, coffee-breaks, mineral water during the events, and management of all catering requirements.
* Arranging of events space: ensuring requested tables disposition and the provision and installation of information signs.
* Provision of equipment necessary for events conduction such as simultaneous interpretation system as well as renting and installing additional electronic and audio-visual equipment.
* Provision of onsite IT support with audio/ visual equipment
* Provision of workshop consumables (flipchart paper & flipchart stand and set of markers, note pads, pens, etc).
* Provision of direction signs.
* Provision of hotel accommodation for participants when required.
* Provision of transportation for participants when required.
* Provision of additional support services such as: printing and copying of information materials, when required.
* Provision of high-speed wireless internet access at the venue.
* Copying and /or printing of information materials for the participants when needed
* Free parking for participants.

**Secondary Services**

To be provided only if requested, in addition to regular services above:

* Photos and audio/video production when required.
* Airport transportation for guests.
* Provision of professional simultaneous translation services when required.
* Provision of onsite IT support with interpretation equipment

**Service Quality:**

The awarded contract service provider is expected to provide the best service quality as follows:

* Meeting facilities, including break out rooms throughout the event.
* Clean and safe rooms.
* Availability of admin staff to support throughout the event and to respond to requests without delays.
* Availability of technical staff available to support on IT related matters throughout the event.

# Timeline

1st October 2024 – 31st of September 2025. The contract shall be renewable on annual basis until the end of the EU Jordan Programme In November 2026.

# Reporting & Working arrangements

* The Contractor will work closely with the WFD Jordan team and report to the team on a need's basis.
* The Contractor should arrange for a project manager or event coordinator to liaise with WFD throughout the term of this arrangement and shall provide regular updates on logistics and planning.

# Payments Terms

LTA will serve as legal umbrella for the contractual relationship, but every confirmed order for a particular event will be placed through a separate Purchase Order. While booking is done well in advance, the contractor is required to make the service available to WFD only upon the confirmed /approved purchase order or Contract.

Note: WFD releases the payment to contractor upon successful completion of requested services stipulated in the TOR within 30 days from time of services completed and submission of service invoices.

# Bid process

## Timescale

Below is the proposed timescale for the tendering process. Please note the dates are indicative and subject to change.

|  |  |
| --- | --- |
| Description | Date |
| Issue ITT | *27th Aug 2024* |
| Closing date for receipt of completed tender proposals | *12th Sep 2024* |
| Shortlisting of bids | *19th Sep 2024* |
| Contractor(s) interviews/presentations to tender committee (if applicable) | *23rd Sep - 25th Sep 2024* |
| WFD announces preferred Contractor | *26th Sep 2024* |
| Contract finalised and signed | *30th Sep 2024* |

**Bid requirements**

In general, the bid should include the following:

1. Organisational profile including printed brochures and product catalogues relevant to the goods and/or services being procured.
2. Room reservation capacity (maximum number of participants)
3. Certificate of incorporation/ business registration
4. Proposed solution and how it meets the specifications
5. Financial bid-price form for two locations in Amman and the Dead Sea
6. References from current clients
7. Provide a link or copy of your company’s latest audited annual accounts with the bid.
8. Confirmation of compliance with the general terms and conditions of the tendering.

**Proposed solution:**

* Clear explanation as to the proposed approach to meeting the specification set out in this ITT.

**Financial Bid-Price Schedule**

* Currency of the Bid: JOD Jordanian Dinar
* The bidder is required to prepare the price schedule form: the price form must provide a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.
* For price evaluation, WFD will only consider the standard room rate – single (or the lowest category room – single) rate and full day meeting package for 1- 30 participants and 31-75 participants, 76 -150 participants and above 150 participants. Rest of requirements where only one price option will be fully evaluated.
* The price of the LTA is valid for one year from the date of signing of the LTA. In the event the LTA is extended beyond initial 1 year, the prices may be subject to revision and mutual advance agreement between the contractor (s) and WFD. The revision will have its basis from the prevailing market price analysis.
* The prices quoted must remain valid for at least 1 year, failing which the Financial Proposal renders invalid, and it will not be considered and compared.
* Price schedule template consist of two locations in Jordan; one in Amman (1) and the other in the Dead Sea (2). Please fill in either (1) or (2) or both (if applicable).
* Separate accounting of VAT and/or any other applicable tax, duty, or charge.
* Detailing of any discount applied in view of WFD’s not-for-profit status.

**References:**

* The bid should include details of three references relating to similar goods/services provided in the last three years. Please note – referees will only be contacted once Preferred Bidder status is assigned.

**Confirmation of acceptance of General Terms and Conditions of Tendering:**

* All bidders will be deemed to have accepted the [WFD Terms and Conditions of Tendering](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering) and confirmed their compliance.

**General:**

All bidders should also note the following:

* all bids should be submitted in English;
* all bids should be submitted in electronic form only;
* This ITT and the response may be incorporated in whole or in part into the final contract;
* Only information provided in response to questions set out in this documentation will be taken into consideration for the purposes of evaluating the ITT;
* Bids which are poorly organised or poorly written, such that evaluation and comparison with other submissions is notably difficult, may exclude the bidder from further consideration; and
* Any bids which do not fully comply with the requirements of this ITT may be disregarded at the absolute discretion of WFD.

**Returnable Bid Documents checklist**

|  |  |  |
| --- | --- | --- |
| **Financial Bid** |  |  |
|  | 1-Price Schedule Form Amman |  |
|  | 2-Price Schedule Form Dead Sea |  |
|  | 3-Price in Jordanian currency JOD |  |
| **Technical Bid** |  |  |
| A-Bid Documents | 1-Organisational profile  2-Business Registration,  3-Financial Bid: Price schedule form for one or two locations  4-References  5-Link or copy of latest audited annual accounts. |  |
| B-Confirmation | Confirmation of compliance with General Terms and Conditions of Tendering |  |
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**Evaluation criteria**

*WFD does not provide a mathematical formula by which bids will be weighted evaluated, but the procurement committee will usually consider the following criteria, among others in the evaluation of all responses:*

* *Quality of bid document.*
* *Value for money and pricing factors*
* *Service offer and solution fit to specification*
* *Quality, capacity, and track-record of bidders based on references*
* *Professional profile, track record, and references*
* *Relevant experience.*

WFD will score each criterion using the following table:

|  |  |
| --- | --- |
| 0 | The proposal submitted omits and fundamentally fails to meet WFD’s scope and specifications. Insufficient evidence to support the proposal to allow WFD to evaluate. **Not Answered** |
| 1 | The information submitted has a severe lack of evidence to demonstrate that WFD’s scope and specifications can be met. Significant omissions, serious and/or many concerns. **Poor** |
| 2 | The information submitted has some minor omissions in respect of WFD's scope and specifications. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. **Satisfactory**. |
| 3 | The information submitted provides some good evidence to meet the WFD’s scope and specifications and is satisfactory in most respects and there are few concerns. **Good.** |
| 4 | The information submitted provides good evidence that all of WFD's scope and specification can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. **Very Good.** |
| 5 | The information submitted provides strong evidence that all of WFD's scope and specification can be met and the proposal exceeds expectation i.e. exemplary in the industry. Provides full confidence and no concerns. **Outstanding** |

## Tender Queries

Any questions related to this tender should be addressed to [Jordan@wfd.org](mailto:Jordan@wfd.org).

Equal Information

Should any contractor raise a question that is of general interest, WFD reserves the right to circulate both question and answer to other respondents, either via WFD’s website or by email. In this event, anonymity will be maintained.

## Other information

If the potential contractor believes that there is additional information that has not been requested in the ITT but is relevant to your bid, please include that information as a separate attachment and explain its relevance to this ITT.