# Invitation to Tender

Tender Title: Provision of conference facilities, hotel accommodation, venue and catering services in Manila, Philippines, with inclusive date of January 17 to 20, 2025.

Tender Local Currency: Philippine Peso

# Summary

WFD Bangsamoro is looking for hotel supplier to provide conference facilities, hotel accommodation, venue and catering services in Manila, Philippines for the period covered January 17-20, 2025.

# 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.

. We are a problem-solving, practitioner-led organisation that offers:

* High quality and impactful regional and country programmes that directly support the full spectrum of institutions in political systems to develop inclusive political processes, more accountable political systems, protection of rights and freedoms, and more pluralistic societies;
* Specialist analysis, research, and advice to inform policy makers on a range of democratic governance issues via its Centre of Expertise; and
* International elections observation on behalf of the UK.

# Aim of this Invitation to Tender

WFD is issuing this Invitation to Tender (“**ITT**”) to a range of potential suppliers of services and would welcome a **bid** from your organisation. We are looking for a following information:

1. Venue Conference package
2. Hotel accommodation and rates
3. Audio/visual and other equipment rental rates
4. Transportation to/from the airport
5. Cancellation Policy
6. Other hotel facilities

# Bid submission

All bids should be submitted by 23:59 **January 1, 2025,** in writing, 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: **Cynthia C. Guerra at *Cynthia.Guerra@wfd.org.***

The same email address should be used for any questions related to this ITT.

WFD’s standard terms and conditions for tendering and key policies are found at [Policies | Westminster Foundation for Democracy (wfd.org)](https://www.wfd.org/governance/policies) and you can find a copy of WFD’s Code of Conduct at [Code of Conduct | Westminster Foundation for Democracy (wfd.org)](https://www.wfd.org/policy/code-conduct).

# Detailed Specification

## Objective

WFD Bangsamoro seeks the services of a supplier that can provide venue in Metro Manila for an upcoming Female Fellowship for the Bangsamoro (FFB) retreat 4 and graduation on January 17-20, 2025 and in a way that represents value for money, keeps people safe, and mitigates negative environmental impact.

## Minimum Specifications:

The services are to be provided on within Metro Manila, Philippines. The listed requirements below should be available in locations to which bidder has applied for and offered the financial proposal:

1. **Hotel accommodation with the following room category, schedule and quantity as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Category** | **Quantity** | **Check-in date** | **Check-out date** |
| Deluxe King | 31 | 17th January 2025 | 20th January 2025 |

1. **Venue, meals and refreshments**

Venue requirements, including:

-Capacity to accommodate 50 participants

-adequate space for registration and secretariat.

-Built-in LCD Projector, LCD Screen, screen pointer, 4pcs wireless hand-held microphones

-With light and ventilation

-With cable extensions

-High speed internet connectivity

-Whiteboard

Schedule of event and meals requirements, including:

-Lunch and dinner in buffet set-up

-All meals are strictly no-pork, no wine

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Type of meals** | **Quantity** | **Table arrangement** |
| 17th January 2025 | Dinner | 24 pax | U-shape |
| 18th and 19th January 2025 | AM Snacks, Lunch, PM Snacks | 31 pax | U-shape |
| 18th and 19th January 2024 | Dinner | 24 pax | U-shape |

Refreshments: Shall include flowing coffee in the whole duration of event proper

1. **Technical and Logistical support:**

-On-site IT technician throughout the event to provide any technical assistance needed

-IT technician to assist during technical run, a day before the event proper

-Appropriate signage/screen for the event

-Acess to business centre for any printing and copying needs

1. **Other hotel requirements:**
* Be located within a secure area of Metro Manila
* Transportation for staff and participants when required
* Offer comprehensive security measures, including:

-scanning of incoming vehicles

-metal detectors at the main entrance

-continuous security monitoring within the vicinity

-on-site security personnel to manage access

## Timeline

The activity will be held on 17-20 January 2025.

## Working arrangements

The Supplier will be expected to always work remotely with WFD Bangsamoro logistics team and report to the team on a need’s basis.

Then Supplier shall assign a sales representative/coordinator to work closely and remotely with WFD Bangsamoro Logistics team throughout the term of this arrangement and shall provide necessary updates on logistics and planning.

## Payment terms

Payment will be made after the satisfactory delivery of the required services. The supplier shall provide billing invoice together with supporting documents such as guest folio and banquet receipts. Payment processing will start from the receipt of the billing invoice up to 14 working days.

The quotation for this tender shall be in a currency that the accounts payable of the supplier is based in.

## Minimum experience and expertise

# The Supplier with previous experience of handling big events/workshops including high-level participants.

# 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 | *December 18, 2024* |
| Deadline for supplier questions | *December 21, 2024* |
| Closing date for receipt of completed tender proposals | *January 1, 2025* |
| Shortlisting of bids | *January 6, 2025* |
| Supplier interviews/presentations to tender committee (if applicable) | *January 8, 2025* |
| WFD announces preferred supplier | *January 13, 2025* |
| Contract finalised and signed | *January 14, 2025* |

## Bid requirements

In general, the bid should include the following:

1. Organisational profile
2. Proposed solution and how it meets the specification
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of Tendering

### Organisational profile:

* Company profile, including brief history and financial overview
* Case studies/credentials demonstrating relevant experience and skills profile
* Commitment to corporate social and environmental responsibility
* Names and brief biographies of key staff

WFD is particularly keen to receive bids from organisations which are – or are working towards becoming – living wage employers and that have a broadly representative and balanced Board from gender and ethnicity perspectives.

### Proposed solution:

* Clear explanation as to the proposed approach to meeting the specification set out in this ITT.
* Detailed project plan for the onboarding and implementation process, including timelines, assumptions and dependencies, resourcing and risks.

### Financial proposal:

* Full breakdown costings for the proposed solution
* Separate accounting of any 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 two 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:

* By submitting a bid, you confirm acceptance to [WFD’s General Terms and Conditions for Tendering](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering) which can be found on our website.

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.

## Evaluation criteria

*WFD intends to shortlist providers based on their response to this ITT and will use the following scoring criteria.*

|  |  |
| --- | --- |
| *Description* | *Score*  |
| *Service offer and fit to specification* | *30 %* |
| *Indicative Service Level Agreement*  | *20 %* |
| *Value for Money* | *30%* |
| *Relevant experience and commitment to corporate social and environmental responsibility*  | *20 %* |
| ***Total Weighting*** | ***100 %*** |

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 *Cynthia Guerra at Cynthia.Guerra@wfd.org.*

## Equal Information

Should any supplier 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.

## Annual reports

Please provide a link or copy of your company’s latest audited annual accounts with the bid.

**Expected contract duration**

WFD expects to award a contract for a three-year period, subject to an annual review.

## Other information

If the potential supplier 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.