



ممول من الاتحاد الأوروبي
Funded by the European Union



Arab Republic of Egypt
Ministry of Social Solidarity

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/MoSS/06/2024	Date: 22 April 2024
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

The ‘Strengthening the Institutional and Human Resources Capacities of the Ministry of Social Solidarity’ Project kindly requests your quotation for the provision of “Hotel Reservation Services in Cairo governorate” as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Breakdown of Training figures

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)



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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by THE PROJECT.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by THE PROJECT. THE PROJECT is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>THE PROJECT reserves the right to cancel the procurement process at any stage without any liability of any kind for THE PROJECT, upon notice to the bidders or publication of cancellation.</p>
Deadline for the Submission of Quotation	<p>May 6th 2024 @5:00 PM Cairo local time</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: sihc@moss.gov.eg</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other</p> <p>Bid submission address sihc@moss.gov.eg</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25 MB ▪ Mandatory subject of email: RFQ/MoSS/06/2024- Hotel Reservation Services ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. <p>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
Cost of preparation of quotation	<p>The Project shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>The PROJECT strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to THE PROJECT staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, THE PROJECT: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a PROJECT contract.</p>
Conflict of Interest	<p>THE PROJECT requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to THE PROJECT if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own</p>



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	<p>interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of THE PROJECT staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to THE PROJECT's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of the Contract.
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract: The project reserves the right to cancel the PO 24 hours prior to proposed booking dates.
Eligibility	<p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by THE PROJECT.</p> <p>Bidders must have the legal capacity to enter a binding contract with THE PROJECT and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in Egyptian Pounds .
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between THE PROJECT and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process.</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder or</p>



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	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	All prices must: <input checked="" type="checkbox"/> be exclusive of VAT (Services required are VAT Exempted. Do not include VAT in invoice)
Language of quotation	Arabic language
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed. <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements, and submission of payment documentation. <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	Ms. Amira Abdallah E-mail address: sihc@moss.gov.eg Any delay in THE PROJECT's response shall be not used as a reason for extending the deadline for submission, unless THE PROJECT determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	E-mail address: sihc@moss.gov.eg Requests for clarification from bidders will not be accepted any later 1 May 2024 . Responses to request for clarification will be communicated directly to all bidders by 4 May 2024 .
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract



ممول من الاتحاد الأوروبي
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	<input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	THE PROJECT is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, THE PROJECT reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order Upon awarding the Purchase Order, the company or vendor is obliged to coordinate all the details with the Project Team.
Policies and procedures	This RFQ is conducted in accordance with the PROJECT's Policies and Procedures.
Expected date for contract award	9 May 2024



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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods and Services:

*** All payments are exempted from VAT, as the project is exempted from VAT. Letter from the Egyptian Tax Authority (ETA) will be provided by the project to the selected vendor.**

Item No	Minimum technical requirements	Unit	Price/Unit	Quantity	Total
1	Availability to secure 25 single rooms for 25 persons' accommodations in Cairo, for 2 Nights from 10/05/2024-12/05/2024- Egyptians only. Check-in should be on Friday 10 th of May and check-out on Sunday 12 th of May. Rooms should be half-board, including breakfast and dinner. Any other expenses will be paid directly by participants.	25	Single room.	25	
2	1 conference hall and services in Cairo governorate, with overall capacity of 140-150 participants on Saturday, 11th of May 2024.	Meeting room rental fees/day		1 day.	
3	1 coffee break, with an overall capacity of 130-150 participants on Saturday 11th of May 2024.	Pax/per day		130-150 pax	
4	1 lunch break with an overall capacity of 130-150 participants on Saturday 11th of May 2024.	Pax		130-150 pax	
5	1 conference hall and services in Cairo governorate, with overall capacity of 90-100 participants on Sunday 12th of May 2024.	Meeting room rental fees/day		1 day.	
6	1 coffee break with an overall capacity of 90-100 participants on Sunday 12th of May 2024.	Pax/per day		90-100 pax	



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7	1 lunch break with an overall capacity of 90-100 participants on Sunday 12th of May 2024 .	Pax/per day		90-100 pax	
8	Equipment required for the 2 days (11th and 12th of May 2024): 1 Data Show Internet Access 1 big Screen 1 flip chart 2 microphones 235 Notepads 1 head table 1 podium 1 sound system	Lumpsum		1	



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Arab Republic of Egypt
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ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Please include NAME.	
RFQ reference:	RFQ/MoSS/06/2024	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Quality Assurance Certification (e.g., ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable	<input type="checkbox"/> Yes <input type="checkbox"/> No



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energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Bank Information		Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.		
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.



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Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.



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ANNEX 3: TECHNICAL AND FINANCIAL OFFER –GOODS & SERVICES

Bidders are requested to complete this form, sign it, and return it as part of their quotation. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	PLEASE Include NAME	
RFQ reference:	RFQ/MoSS/06/2024	Date: Click or tap to enter a date.

Currency of Quotation: EGP					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Other Charges (specify)					
Total Final and All-inclusive Price					
Total Price shall not include VAT or any taxes as project is tax exempt					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.



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I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company

Company Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature:

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised

Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.