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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/MoSS/04/2026	Date: 01 July 2026
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

The Project “Strengthening the Institutional and Human Resource Capacities of the Ministry of Social Solidarity” kindly requests your quotation for the provision of hotel venue reservation in, Cairo Governorate (Nasr City), logistical arrangements in Cairo Governorate, and printing services, as further detailed in Annex 1 of this Request for Quotation (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

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and 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: Muhammad Hamdy

Title: Finance and Procurement Officer

Date: 1 July 2026



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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by THE PROJECT. 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. 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.
Deadline for the Submission of Quotation	08 July 2026
Method of Submission	Quotations must be submitted as follows: ☒ Dedicated Email Address ☐ Courier / Hand delivery ☐ Other Bid submission address: sihc@moss.gov.eg ◆ 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: 2MB ◆ Mandatory subject of email: RFQ/MOSS/04/2026 ◆ 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". It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	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.
Supplier Code of Conduct, Fraud, Corruption,	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.
Gifts and Hospitality	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.



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Conflict of Interest	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 interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. 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. 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.
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 Ministry of Social Solidarity.
Special Conditions of Contract	☒ Cancellation of PO/Contract: The project reserves the right to cancel the PO 24 hours prior to proposed dates.
Eligibility	It is the Bidder's responsibility to ensure that its employees, joint venture members, subcontractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by THE PROJECT. 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
Currency of Quotation	Quotations shall be quoted in EGP
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	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one



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	of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or 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; 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 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: ☒ be exclusive of VAT (VAT Exempted. Do not include VAT in invoice)
Language of quotation	English language.
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ 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	☒ Not Permitted.
Alternative Quotes	☒ Not permitted.
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	☐ Passing Inspection [specify method, if possible] Complete Installation ☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	Ms. Amira Abdallah- Administrative Assistant 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	Requests for clarification from bidders will not be accepted any later 5th July 2026 . Responses to request for clarification will be communicated directly to all bidders by 6th July 2026 .
Evaluation method	☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.



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Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☐ Comprehensiveness of after-sales services ☒ Earliest Delivery /shortest lead time 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	☒ Purchase Order Upon awarding the Purchase Order, the company/vendor shall coordinate all the details with the Project Team
Expected date for contract award.	09 July 2026



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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods and Services:

Provision of hotel venue reservation, logistical arrangements, and printing services in Cairo Governorate, with the hotel venue to be located particularly in Nasr City, for the Training on Governance and Anti-Corruption for employees of the Ministry of Social Solidarity, organized in cooperation with the National Anti-Corruption Academy.

All payments are exempted from VAT, as the Project is exempted from VAT. A 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	Group A: Availability to secure 18 single rooms for accommodation in a 4-star hotel, on half-board basis, located in Nasr City, Cairo governorate, for the period from 12th July 2026 to 14th July 2026. Please provide the rate per room per night for the mentioned dates.	Single room		18	
2	Group B: Availability to secure 19 single rooms for accommodation in a 4-star hotel, on half-board basis, located in Nasr City, Cairo governorate, for the period from 14th July 2026 to 16th July 2026. Please provide the rate per room per night for the mentioned dates.	Single room		19	



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3	Group C: Availability to secure 50 single rooms for accommodation in a 4-star hotel, on half-board basis, located in Nasr City, Cairo governorate, for the period from 3rd August 2026 to 6th August 2026. Please provide the rate per room per night for the mentioned dates.	Single room		50	
4	Transportation / Shuttle Service Provision of shuttle/bus transportation for participants accommodated at the selected hotel under this RFQ from the hotel to the training venue, the National Anti-Corruption Academy, and back, as required on 12, 13, 14, 15, and 16 July 2026, and on 3, 4, 5, and 6 August 2026. The shuttle service shall operate according to the following schedule, unless otherwise agreed with the Project: Departure from the hotel to the training venue (National Anti-Corruption Academy): 8:00 a.m. Departure from the National Anti-Corruption Academy back to the hotel: 4:00 p.m. The service shall cover the number of participants specified above for each relevant accommodation period. The bidder shall propose the most appropriate type, number, and capacity of vehicle(s), ensuring safe, comfortable, and timely transportation of all participants.	Day / round trip			



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5	. Design and printing of six roll-up banners, including the training title, project logo, and partners' logos, to be communicated and agreed upon with the Project team and the MoSS.	Each		6	
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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/04/2026	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):	☐ Yes ☐ 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):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable	☐ Yes ☐ No



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energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
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	
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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	
☐	☐	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.

Date: Click or tap to enter a date.



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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 bid along with Annex 2: Quotation Submission Form. 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:	Click or tap here to enter text.	
RFQ reference:	RFQ/MoSS/04/2026	Date: Click or tap to enter a date.

Currency of the 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					
Training 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	☐	☐	Click or tap here to enter text.
Warranty and After-Sales Requirements	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.



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Payment terms	☐	☐	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	☐	☐	Click or tap here to enter text.

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.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: 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 Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.