

## TENDER NOTICE: EAB-ER-KEN23.01-29

SIGN OF HOPE is announcing an **open tender for the provision of a venue for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop**

### 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 and conference services for the staff and partner organisations staff for early action protocol for anticipatory action 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 time supply

#### Submission of Quotations

**Deadline:** Quotations have to be submitted on or before 29<sup>th</sup> November 2023, 12:00hrs EAT

#### 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](mailto:tenders@sign-of-hope.org) with the subject line **EAB-ER-KEN23.01-29 Tender for provision of a venue for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop** on or before **29<sup>th</sup> November 2023, 12:00hrs EAT**. All documents shall be encrypted PDF

documents. The password for the documents shall be shared in a separate e-mail **on 29<sup>th</sup> Nov 2023 at 2pm EAT**. If bidders fail to submit a password protected document, 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](mailto:tenders@sign-of-hope.org).

## 2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

### A) Scope of work/services: Provision of a venue for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop

No.	Item Description	Units	UOM	Quantity	Specifications
1	Full board accommodation	Person	Rooms and meals	2	Check in 1 <sup>st</sup> Dec 2023 check out 3 <sup>rd</sup> Dec 2023 (2 days)
2	Full board accommodation	Person	Rooms and meals	2	Check in 2 <sup>nd</sup> Dec 2023 Check out 3 <sup>rd</sup> Dec 2023 (1 day)
3	Half board accommodation	Person	Rooms and meals	2	Check in 3 <sup>rd</sup> Dec 2023 Checkout 7 <sup>th</sup> Dec 2023 (4 days)
4	Half board accommodation	Person	Rooms and meals	2	Check in 3 <sup>rd</sup> Dec 2023 Check out 12 <sup>th</sup> Dec 2023 (9 days)
5	Half board accommodation	Person	Rooms and meals	43	Check in 3 <sup>rd</sup> Dec 2023 Check out 13 <sup>th</sup> Dec 2023 (10 days)
6	Half board accommodation	Person	Rooms and meals	2	Check in 4 <sup>th</sup> Dec 2023 Check out 12 <sup>th</sup> Dec 2023 (8 days)
7	Half board accommodation	Person	Rooms and meals	2	Check in 4 <sup>th</sup> Dec 2023 Check out 13 <sup>th</sup> Dec 2023 (9 days)
8	Half board accommodation	Person	Rooms and meals	3	Check in 7 <sup>th</sup> Dec 2023 Check out 13 <sup>th</sup> Dec 2023 (6 days)
9	Conference Package	Days	Conference package	9	4 <sup>th</sup> Dec 2023 to 12 <sup>th</sup> Dec 2023 which include (Projector, WIFI, flip chart holders, whiteboards, writing pads, pens, 1 litre water, snacks, <b>Deluxe meal package</b> -(AM TEA : - Brewed coffee/Tea/Hot milk/hot Chocolate & One protein snack/One pastry snack/One non-veg snack 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, One soft drink, PM TEA: - Brewed coffee/Tea/Hot milk/hot Chocolate & One protein snack/One pastry etc). (54 persons)
11	Full board accommodation	Person	Room and meals	2	Check in 13 <sup>th</sup> Dec 2023 to Check out 14 <sup>th</sup> Dec 2023 (1 day)

The provision of a **VENUE for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop** will be supplied in the month of December 2023 on 1<sup>st</sup> Dec 2023.

**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:

#### Mandatory requirements

1. Copy of valid Certificate of Incorporation/Registration
2. Current Tax Compliance Certificate issued by the Kenya Revenue Authority
3. Relevant experience, demonstrating a proven track record in provision of Hotel and Conference services
4. Capacity to provide the specified services as per the technical specification/terms of reference
5. 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
6. Resources and Facilities: Possess the necessary resources, equipment to facilitate a conducive environment for provision of a **VENUE for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop** as per the technical specification.

### C) Timeframe

Activity	Date
Invitation to tender	27 <sup>th</sup> Nov 2023
Bidder questions regarding the tender until	28 <sup>th</sup> Nov 2023
<b>Submission of quotations until:</b>	29 <sup>th</sup> Nov 2023, 12:00hrs EAT
<b>Submission of Password</b>	29 <sup>th</sup> Nov 2023 @2pm and not later than 14:00 hrs
Information about planned awarding	30 <sup>th</sup> Nov 2023
Award of Contract	30 <sup>th</sup> Nov 2023

Binding period, day until which the quotations have to remain valid	31 <sup>st</sup> Dec 2023
Delivery of EAB-ER-KEN23.01-29 <b>VENUE for Anticipatory Action Training &amp; Preparedness for Effective Anticipation and Response Assessment workshop</b>	1 <sup>st</sup> Dec 2023

#### 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](mailto:tenders@sign-of-hope.org) with the subject line **EAB-ER-KEN23.01-29 provision of a VENUE for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop** on or before **29<sup>th</sup> Nov 12:00PM 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 as communicated by the procurement officer. 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 carry out the relevant activity (e.g. company registration, certificates, license etc.).
- Signed supplier declaration form as per annex 1
- At least three references for similar projects (not older than 3 years).

#### Additional information:

- The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with applicable taxes being stated separately).
- All prices shall be quoted in KES.
- All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding the bid price shall not be covered.
- Accepted languages of the offers: English.
- Please also state the reference number **EAB-ER-KEN23.01-29 Tender for the provision of a venue for Anticipatory Action Training & Preparedness for Effective Anticipation and Response Assessment workshop** in your cover letter
- The provided document scans must be legible and of good quality.
- The bidder is responsible for the accuracy of the information provided in the proposal.
- The bidder agrees that Sign of Hope does not return materials submitted at any stage of the tender.
- The contract will be set up by Sign of Hope. A contract set up by bidders won't be accepted.

#### F) Evaluation of quotations and award criteria

The contract will be awarded to the bidder whose quotation offers the lowest price for the required services upon the evaluation of both price and technical evaluation.

Award Criteria	
Price	50%
Payments terms & conditions	25%
Cancellations policy	15%
Availability	10%

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 1 working day 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 2 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.

## Annexes 1 Supplier Declaration

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 are 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 on the following links

[code of conduct rev. 03.00 seite 1.jpg \(2241x2596\) \(hoffnungszeichen.de\)](#)

[antifraud anticorruption policy rev. 03.00 english seite 1.jpg \(2192x3555\) \(hoffnungszeichen.de\)](#)

[psea\\_policy seite 1.jpg \(2480x3506\) \(hoffnungszeichen.de\)](#)

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