



REQUEST FOR QUOTATION

RFQ Title: Accommodation and Conference Services for FY23 Staff Planning Workshop

RFQ Number: 2022-PACT/02/09

Date of Solicitation: September 15, 2022

Submission Date and time: September 2022

Closing Date and time: September 19, 2022, 11:59 pm (Dar es Salaam, Tanzania)

A. Introduction

Pact is an international nonprofit that works in nearly 40 countries building solutions for human development that are evidence-based, data-driven, and owned by the communities we serve. Our vision is thriving, resilient and engaged communities leading their own development. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact.

We are a recognized global leader in creating social impact. Our staff have a range of expertise in areas including capacity development, public health, governance, civil society, climate change adaptation and mitigation, energy, women's economic empowerment, fragile states, artisanal and small-scale mining communities, monitoring and evaluation, microfinance, and more. Visit us at www.pactworld.org.

ACHIEVE is a five-year, USAID-funded global cooperative agreement with the dual objectives of attaining and sustaining HIV epidemic control among at-risk and hard-to-reach pregnant and breastfeeding (PBF) women, infants, children, and youth, as well as mitigating the impact of HIV/ AIDS and prevent HIV transmission among these populations; and supporting the transition of prime funding and implementation to capable local partners to meet the PEPFAR goal of 70% of funding to local partners.

ACHIEVE is a consortium of leading organizations in the global HIV/AIDS response and organization capacity strengthening, led by Pact. Pact is joined by core partners Jhpiego, Palladium, No Means No Worldwide, and WI-HER. ACHIEVE implements a four-year activity (October 2020 to April 2024) that aims: (1) to improve national- and community-level social welfare systems to sustain support for orphans and vulnerable children (OVC) and families affected by HIV and (2) to strengthen the capacity of local organizations to deliver OVC services and (3) to deliver high-quality OVC services and DREAMS interventions for AGYW 9-14 years.

B. Requirement/Technical Specification

Pact Tanzania through ACHIEVE project, is looking for the following accommodation and conference services to facilitate its FY23 Planning Workshop:

Date	Quantity/Pax	Services Needed	Requirement
September 26, 2022	Up to 77	Check-In Accommodation +	
September 27, 2022	Up to 77	Conference Package Accommodation +	BB + Conference package includes (tea, lunch, evening refreshment, 2 break-out rooms, standby masks, and sanitizers)
September 28-29, 2022	Up to 71	Conference Package Accommodation +	The conference package includes (tea, lunch, evening refreshment, 2 break-out rooms, standby masks, and sanitizers)
September 29, 2022	Up to 71	Dinner + Dinner Venue	3-course dinner and venue
September 30, 2022	Up to 71	Check Out	

C. Eligibility

To be considered for the award, Vendors must be currently legally operating in Tanzania, and the quotation must include all of the following information:

- Ability to meet or exceed the Requirements/Technical Specifications outlined in Section B;
- Ability to deliver the items/services specified in Section B no later than the date(s) required.

D. Submission Instructions

The following information is to be included by the vendor in the quotation:

1	A completed quotation coversheet.
2	A quoted price for each item or service specified in TZS. This price should be all-inclusive of warranty, delivery, and taxes, if applicable
2	The validity period of the offer (Offer should be valid for at least 45 days).

3	Credit Payment Term; Pact is the preferable payment with 1-month credit after delivery of goods.
4	Indicate delivery duration weeks to supply and deliver goods after PO issue.
5	Your quotation must be on the official letterhead with an authorized signature and stamp.
6	Specifications of the products offered in Section C are fully addressed.

Please submit a quotation through procurementTZ@pactworld.org

All quotes must be in Tanzanian Shillings. The deadline is 11:59 pm EAT Monday September 19 2022.

E. Evaluation Criteria

Pact will award a contract from this solicitation to the responsible vendor whose quote will be the best value for Pact, price, and other factors considered. The following factors shall be used to evaluate offers:

- Technical capability of the item offered to meet the Pact's requirements;
- Price;
- Past performance;
- Special features of the supply or service required for effective program performance;

F. Disclaimers

1. Late or incomplete bids will **not** be accepted.
2. The quote that complies with all the specifications/requirements and offers the lowest price and all other evaluation criteria indicated here shall be selected.
3. Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time
4. Pact may reject any or all proposals received.
5. Issuance of solicitation does not constitute award commitment by Pact.
6. Pact reserves the right to disqualify any quotation based on the vendor's failure to follow solicitation instructions.
7. Pact will not compensate Vendors for their response to the solicitation.
8. Pact reserves the right to issue an award based on the initial evaluation of applications without further discussion.
9. Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
10. Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.

11. Pact may contact Vendors to confirm the contact person, address, and proposal submitted for this solicitation.
12. Pact may contact listed past performance references without notice to the Vendor. Pact also reserves the right to contact other past performance information sources that the Vendor did not list in the proposal.
13. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that non-disclosure agreements bind all reviewers.