



# **Strengthening Democratic Governance and Accountability Project (SDGAP)**

Request for Proposal

SDGAP-BPA-RFP-0004

Procurement Accommodations and Hotel Services – Colombo, Kandy, Galle,  
Jaffna, Kalutara (EXTENSION)

Issue Date: 7 May 2018

**WARNING:** Prospective Bidders who have received this document from a source other than the SDGAP Project, should immediately contact [SDGAPProcurement@dai.com](mailto:SDGAPProcurement@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Bidder who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

## 1. Synopsis of the Request for Proposal

DAI, implementer of the USAID funded Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka, invites qualified vendors to submit Proposals to supply and deliver Accommodation and Hotel services in Colombo, Kandy, Jaffna, Kalutara, and Galle, as follows:

1. RFP No.	SDGAP BPA RFP 0004
2. Issue Date	7 May 2018
3. Title	Procurement Accommodations and Hotel Services Various Locations (EXTENSION)
4. Issuing Office & Email/Physical Address for Submission of Quotes	SDGAP – Colombo SDGAPProcurementInbox@dai.com No. 4 Cambridge Terrace, Colombo 07, Sri Lanka
5. Deadline for Receipt of Quotes.	<b>22 JUNE 2018</b> 5.00 pm local Colombo time
6. Point of Contact	SDGAPProcurement@dai.com
7. Anticipated Award Type	DAI anticipates awarding a Blanket Purchase Agreement. This is only the anticipated type of award and may be changed as a result of negotiations.  Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

## 2. Request for Proposal

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Proposal submissions are due <b>22 June 2018 5.00 pm</b> local Colombo time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes in English in hard copy, in a sealed envelope, OR electronically via SDGAPProcurementInbox@dai.com email.</li> <li>• in case of electronically submission must be mailed with the subject line: "<b>RFP NO. BPA RFP 0004, Procurement Accommodations and Hotel Services</b>"</li> <li>• Proposal shall be sealed in an envelope, and shall be clearly labeled as "<b>RFP NO. BPA RFP 0004, Procurement Accommodations and Hotel Services</b>".</li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one (1) year for the price provided (12 months from BPA signing date).</li> <li>• Bidders shall sign and date their Proposal.</li> <li>• Offeror should submit the catalogue/detailed specification of facilities and amenities (wherever required)</li> <li>• Bidders shall complete <b>Attachment C: Price Schedule template</b>. Value Added Tax (VAT) shall be included on a separate line.</li> <li>• These services are not eligible for VAT exemption under the DAI prime contract.</li> <li>• Offerors may respond with price Proposals for all or some types/categories of room sizes and facilities within their locations.</li> </ul>
<p>10. Questions Regarding the RFP</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> <li>1. DAI seeks vendors to provide Accommodation and Hotel services for the requirements listed in Attachment A for <b>Colombo, Kandy, Jaffna, Kalutara, and Galle</b>. In addition to meeting the requirements listed above, offerors are required to meet or exceed the significant non-cost factors listed throughout this RFP.</li> <li>2. Please see Appendix A for details technical specifications.</li> </ol>

	<ol style="list-style-type: none"> <li>3. A Physical inspection may be made by SDGAP team for evaluation of infrastructural set up, amenities, fixtures and fittings as part of evaluation process.</li> <li>4. The services delivery date will be start on an around June 1, 2018 and BPA will run for 12 months.</li> <li>5. Provide a detailed list of services provided and a unit cost as requested in <b>Attachment A: Scope of Work</b>.</li> <li>6. Legal Documents: Trade License, Tax Certificate, VAT registration and other legal valid Business Certificate as per the Sri Lankan government rules and regulations.</li> <li>7. Past performance reference list (attachment D).</li> <li>8. Location of Hotel/Guest house in one of the following locations: Colombo, Kandy, Jaffna, Kalutara, and Galle</li> </ol>
9. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the Sri Lanka.</li> <li>2. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>3. Ability to comply with required or proposed delivery or performance schedules.</li> <li>4. Evidence of a DUNS number (explained below and instructions to obtain the DUNS number in Attachment E).</li> <li>5. Have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.</li> <li>6. Have a satisfactory past performance record.</li> <li>7. Have a satisfactory record of integrity and business ethics.</li> <li>8. Be qualified and eligible to perform work under applicable laws and regulations.</li> <li>9. Previous working experience with SDGAP or SDGAP partners, (if applicable).</li> </ol>
10. Geographic Code	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries"; excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a></li> </ul>

	<p>respectively.</p> <ul style="list-style-type: none"> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFP, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
11. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment F: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment G: Self-Certification for Exemption from DUNS Requirement</p>
12. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment E.</p>
13. Procurement Ethics	<p>By submitting a Proposal, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a>.</p>

## **2.1 Attachment A: Scope of Work**

DAI seeks hotel and guest house lodging services for SDGAP/partner activities that could happen in Colombo, Kandy, Jaffna, Kalutara, and Galle. Hotels/Guest Houses may have different category names of rooms. The more amenities and facilities than the basic facilities in each category of room will have added advantage. The basic facilities and standards of different room category are stated below.

The services will be covered under a Blanket Purchase Agreement (BPA), an umbrella agreement between both parties outlining pre-negotiated rates for each specified service. The BPA itself will not include an obligated amount or minimum ordering requirements; actual orders for goods will be made through individual Release Orders (or other method as may be negotiated between the two parties) which will indicate a quantity and total price based on the pre-negotiated rates established in the BPA.

### **a. BASIC STANDARDS OF SELECTION PROCES:**

The amenities, services, standards of each hotel are different from each other. We shall evaluate the category of hotel based on the basic standards/facilities stated below.

#### **STANDARDS OF HOTEL:**

##### **THREE STAR STANDARD:**

Reception open for at least 16 hours. Room service accessible by phone 24 hours from inside and outside.

Guest waiting area in the reception/front desk area.

Clean and tidy room, room cleaning service at least once in a day.

Electricity supply for 24 hours.

Elevator for 24 hours.

24 hours security service, firefighting set up, close circuit camera monitoring system.

Beverage offer in the room.

Free bathroom supplies (e.g: soap, toothpaste, tooth brush, shampoo)

Telephone in the room.

Television in the room with at least Sri Lankan TV channels.

Internet access in the room or in the public area.

Heating facility in the bathroom, hair-dryer, cleansing tissue.

Dressing mirror, place to put the luggage/suitcase

Laundry and ironing service.

Systematic complaint management system.

Restaurant.

Conference Room/Event Hall.

Car parking.

##### **FOUR STAR STANDARD HOTELS:**

Reception opened 24 hours, accessible by phone 24 hours from inside and outside. Bilingual staff (e.g. (Sinhala/Tamil), English)  
Lobby with seats and beverage service.  
Breakfast buffet or breakfast menu card via room service.  
Minibar or 24 hours beverages via room service.  
Bathtub in the bathroom, imported bathroom fittings.  
Complimentary pick up and drop off.  
Free Wi-Fi  
Laundry & Dry cleaning  
24 hours Restaurant.  
Free Car Parking.  
Hotel Limousine on rental basis.  
Banquet & Conference Room.  
Rooms and Wheel chair for disabled  
Health Club & Spa Center.  
Business Center.  
Credit card settlement.  
Full load automatic generator.  
24 hours elevator.  
Central Air-conditioning.  
Currency Exchange.  
Close circuit camera monitoring system.  
24 hours security, firefighting, evacuation system.

**FIVE STAR (LUXURY) STANDARD HOTELS:**

24-Hour Front Desk, multilingual staff.  
Spacious lobby with several seats and beverage service.  
Personalized greeting for each guest with fresh drinks and fruit basket in the room.  
Minibar and food and beverage offer via room service during 24 hours.  
Personal care products in flacons.  
Business Center.  
Outdoor Heated Swimming Pool.  
Executive Club Lounge.  
Fitness studio, Spa and Beauty Salon.  
Free internet and Wi-Fi service.  
Cash Machine (ATM).  
Currency Exchange Service.  
Credit card settlement.  
Service Express.  
Safe Deposit Boxes.  
24-Hour Security, close circuit camera monitoring.

Smoke Detectors.  
Shoe Shine Service.  
Multilingual Staff.  
Dry Cleaning Service.  
Concierge Desk, pageboy service.  
Certified security system, firefighting and evacuation system.  
Sundry Shop.  
24 Hours electricity supply.  
24 hours elevator service.  
Central Air Conditioning.  
24 hours multi cuisine restaurant.  
Rooms and Wheel chair for disabled  
Free Car Parking.  
Complimentary buffet breakfast.

### **TYPES OF ROOMS IN GENERAL**

Hotel rooms are classified by the number of beds in them, the size and the amenities that they offer, and their rates vary accordingly. There are three basic room categories for a hotel: the Standard AC or Deluxe AC, Family room or Super Deluxe or Premium room and the Suite.

Workshop/Participant Guest room expectations/availability: Room accommodations for workshop participants are almost always double occupancy with two separate beds for each participant. Must be standard room or equivalent and should have internet connectivity, telephone landline, hot and cold shower, toilet and bath, closet for clothes, television, a table and chair and must be fully airconditioned.

Reserve and check in / check out workshop participants to SDGAP activity/ies.

Expected services linked to the above include:

- Room reservation based on room list
- Room check in/ check out

### **b. BASIC DEFINATION OF ROOM TYPES:**

#### **STANDARD AC/DELUXE AC ROOM**

The Standard AC/Deluxe AC room should have the basic amenities, usually a king size bed, an AC, a television, coffee maker, telephone, desk, closet and private bathroom with necessary both room supplies.

#### **SUPER DELUXE/FAMILY ROOMS/PREMIUM**

Comparatively larger rooms with two or more king size beds. Or A double room that has king-size beds in each room. Family rooms/Super Deluxe/Premium rooms offer sitting areas/sofa set . Super Deluxe/



Family/Premium rooms are more commonly found as suites than as one large room with several beds in it.

## **SUITE**

A suite is like a micro apartment inside the hotel. The suite is much larger than a standard. It has bedrooms, living area and may have a kitchenette. The best type of suite is the executive or presidential suite. They are very spacious with the best views and amenities that hotel has to offer. Executive or Presidential suite is the most luxurious room in the hotel. Standard suites are more luxurious than a standard room of course but may cost only slightly more than the Super Deluxe/Family Room or Premium rooms.

### **c. Offer Requirements**

All offers must contain or address the following requirements:

1. Pricing schedule for all of the services identified in Section A - B above in Attachment A
2. Confirmation that invoicing/payment can be settled within 10 business days upon receipt of accurate invoice identifying all services provided against which DAI Global LLC will remit payment
3. Confirmation that the vendor can comply with all requirements/policies identified in this RFP
4. Minimum of four (4) references to whom the offeror has provided similar services (see attached Past Performance Template: Attachment D).
5. Name and qualifications of proposed Account Manager who will service DAI's account and availability beyond normal business hours, weekends, public holidays etc.
6. Description of information/documentation required of DAI in order for the vendor to perform the required services, i.e., Purchase Orders, conforme, contract, etc.

### **d. Evaluation Criteria**

Offers will be evaluated according to the following criteria:

1. Provision of all information required under Attachment A Section C, "Offer Requirements";
2. Prices offered for the services/ requirements listed under Attachment C: Price Schedule
3. Ability to provide the required services in accordance with requirements established in Attachment A Section A-B above;
4. Proposed Account Manager and processes for servicing DAI;
5. Demonstration of a minimum of 3 years of experience providing similar services in the Sri Lank;
6. Demonstrated ability to perform Customer Service /Reliability/Accuracy

- a. Promptness
  - b. Experienced/accommodating staff
  - c. Accessibility
7. Method for requesting services (i.e. on-line, e-mail, phone, etc)

## 2.2 Attachment B: Cover Letter

We, the undersigned, provide the attached quote in accordance RFP # \_\_\_\_\_ dated \_\_\_\_\_.

Our attached quotes are for the unit prices in Attachment C.

I certify a validity period of 12 months for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

### 2.3 Attachment C: Price Schedule

(If the service is not provided, kindly indicate 'n/a')

Item Number	Item Name/Room Type	Specifications (detail description of the room including complementary facility, if any. List number of facilities) <b>Mandatory Questions to Answer:</b> <b>Does the room night unit price include breakfast and or dinner? Occupancy of room? Provide quote for Room rate without half board and then with half board (if available).</b>	Number of rooms available	Unit	Unit Price (in Rp –VAT exempt)
1		Breakfast Included?  Occupancy?  Dinner Included?		Room tariff per night excluding VAT	
2		Breakfast Included?  Occupancy?  Dinner Included?		Room tariff per night excluding VAT	
3	<i>Insert more rows below if you have more type or rooms</i>	Breakfast Included?  Occupancy?  Dinner Included?		Room tariff per night excluding VAT	

<i>B. VAT</i>		
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#### ***2.4 Attachment D: Past Performance Form***

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title/Customer	Description of Services/goods provided	Location Province/District	Client Name & Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

## 2.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

**2.6 *Attachment F: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors***  
Email [SDGAPProcurement@dai.com](mailto:SDGAPProcurement@dai.com) for this attachment, DUNS Number is mandatory for any awarded bidder and is needed prior to Blanket Purchase Agreement release completion.

**2.7 *Attachment F: Self Certification for Exemption from DUNS Requirement***  
Email [SDGAPProcurement@dai.com](mailto:SDGAPProcurement@dai.com) for this attachment, self-certification for offerors who made less than \$300,000 in gross profit in 2017 is mandatory for any awarded bidder and is needed prior to Blanket Purchase Agreement release completion.