



Arab Republic of Egypt  
Ministry of Social Solidarity



ممول من الاتحاد الأوروبي  
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## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/MoSS/01/2023	Date: 13 February 2023
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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 Aswan 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

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: Dr. Ahmed Saada

Title: Acting Project Manager

Date: 13/02/2023



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## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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>
<b>Deadline for the Submission of Quotation</b>	<b>27/02/2023 @5:00 PM Cairo local time</b>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <b>sihc@moss.gov.eg</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 2MB</li> <li>▪ Mandatory subject of email: RFQ/MoSS/01/2023-Hotel Reservations</li> <li>▪ 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".</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	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.
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	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



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	<p>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.</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>
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract: The project reserves the right to cancel the PO 24 hours prior to proposed booking dates.
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>EGP</b>
<b>Joint Venture, Consortium or Association</b>	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.
<b>Only one Bid</b>	<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> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> </ul>



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	<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> <p>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.</p>
<b>Duties and taxes</b>	<p>All prices must:</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT (VAT Exempted. Do not include VAT in invoice)</b></p>
<b>Language of quotation</b>	Language in English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> <b>Annex 2:</b> Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> <b>Annex 3:</b> Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>30</b> days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<p><input type="checkbox"/> <b>Permitted</b></p> <p><input checked="" type="checkbox"/> <b>Not Permitted</b></p>
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> <b>100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</b>
<b>Conditions for Release of Payment</b>	<p><input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> <b>Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</b></p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Contact Person for correspondence, notifications, and clarifications</b>	<p><b>Ms. Amira Bayoumy</b> E-mail address: <a href="mailto:sihc@moss.gov.eg">sihc@moss.gov.eg</a></p> <p>Any delay in <b>THE PROJECT's</b> response shall be not used as a reason for extending the deadline for submission, unless <b>THE PROJECT</b> determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later <b>24<sup>th</sup> February 2023</b>.</p> <p>Responses to request for clarification will be communicated <b>directly to all bidders</b> by <b>26<sup>th</sup> February 2023</b>.</p>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</b>



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<b>Evaluation criteria</b>	<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 <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	THE PROJECT is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <b>Purchase Order</b>
<b>Policies and procedures</b>	This RFQ is conducted in accordance with the PROJECT's Policies and Procedures.
<b>Expected date for contract award.</b>	28 <sup>th</sup> February 2023.