



Monrovia, 28/06/2023

Supplier: \_\_\_\_\_

Subject: Request for tender\_ **Lodging Services**

Project: CAD-L

Ref. project: 14819

Reference: 06D/2023\_QR\_CAD-L 14819

## **1. BACKGROUND:**

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

## **2. PURPOSE:**

With reference to the above mentioned project, AIFO Liberia is requesting tender for accommodation to its staff & Partner. To achieve the most competitive rates possible, while receiving the highest level of quality.

## **3. SCOPE OF SERVICE:**

- Provide Quality accomodation services for AIFO Liberia staff and guests.
- Provide Quality Food and drinks to AIFO Liberia staff and guests when needed.
- AIFO Liberia reserves the right to approve all accomodation.
- Accomodation services will be provided as and when requested (signed PO or a email) by AIFO Liberia.
- The service provider's staff must ensure cleanliness
- AIFO Liberia will not be held responsible in any way for the damages, losses, theft of equipment or any valuables of the contractor or injury of his/her employees while in the execution of their duties.

## **4. SUBMISSION REQUIRMENT:**

- The economic offer for the supply of the products described in Annex 1;
- Supplier Declaration (Annex 2);
- General information about the Bidder (Annex 3);
- Quotation for the product;
- Valid Business Registration;
- Tax Clearance up to date;



**NOTE: All the required documents should be signed and stamped in all pages.**

## **5. EVALUATION CRITERIA:**

- The procedure will be carried out according to the principles of transparency, proportionality, equality of treatment, traceability equal treatment and non-discrimination.
- The selection will be based according to the best value for money principle.

**Further information (will be considered in the evaluation process):**

- Price in USD;
- Duration of the offer for 12 months;
- Time of delivery of the products;
- Every supplementary cost/taxes must be evidenced separately;
- The payment will be done by Cheque of bank transfer Or Mobile Money transfer;
- **No cash payment are allowed;**
- No advance payment will be made;

## **6. SUBMISSION DEADLINE:**

All submissions must be sent to AIFO Liberia via email to [procurement.liberia@aifo.it](mailto:procurement.liberia@aifo.it) by Wednesday 12th July 2023, **16:00 PM**. And hard copies in **close envelope** to:

AIFO Liberia Office  
Opposite Joy of Learning International School  
Jallah Town Road, Sinkor, Monrovia-Liberia  
Monrovia, Liberia

**If preferable, please advise on whether AIFO should pick up your quotation from your office.**

**NOTE: Late submissions will not be considered.**

## **7. CONTACT INFORMATION:**

For any inquiries regarding this tender, please contact:

Name: Willie Dada Peters  
Email: [willie.peters@aifo.it](mailto:willie.peters@aifo.it)  
Phone: 0775-269-125/0770-541-719/0886-541-719

Note: The offer must be released to the kind attention of:

AIFO Liberia  
Adminstartion Department  
Opposite Joy of Learning International School  
Jallah Town Road, Sinkor, Monrovia-Liberia  
Monrovia, Liberia

## Annex 1

### Description of service

S/No.	Item Description	Estimated Quantity	Unit price
01	Single bedroom with Break fast included	1	
02	Single bedroom without Break fast	1	
03	Double room with breakfast included	1	
04	Double room without breakfast	1	

#### Specifications:

- Self-contained room with amenities e.g., bathroom, toilet, wardrobe, toiletries and working toilet.
- Quality of service – meals (vegetarians, non-vegetarian and Halal), hotel staff
- Cleanliness of the rooms – beddings, carpets, furniture with proper aeration.
- Safe and secure environment
- Safety of valuables – should have a lockable door or in house arrangement.
- Easily accessible
- Smoking and non-smoking environment
- Reliable Wi-Fi
- Extras – TV in room with Air Conditioning or fan
- Flexibility of hotel – check in and check out times



## Annex 2

### Exclusion criteria in the Contract Award procedures

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
  - Fraud
  - Corruption
  - Participation in Criminal organizations
  - Illicit funds clening or terrorism funding
  - Child labour or human trafficking

Yours faithfully

Place.....date ...../...../.....

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### Annex 3

## GENERAL INFORMATION ABOUT THE BIDDER

(To be submitted attached to the quotation)

1 - Company Name

2 - Company Business

3 - Representative Name

4 - ID card number (Attach the copy)

5 - Address

6 - Contact Number (mobile)

7 - Email address