

## REQUEST FOR QUOTATION (RFQ)

### Hotels Accommodation, Conference and Event Management Services

Research and Development Solutions Pvt. Ltd.	Date: May 3, 2024
	Reference: RFQ/RADS-05-2024/030

Dear Sir/ Madam,

We kindly request you to submit your quotation for hotel accommodation, Conference, and Event Management Services, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations should be submitted on or before **May 10, 2024**, via email or courier mail to the below-mentioned address.

#### **Organization:**

Research and Development Solutions (RADS) is a Pakistan-based private sector research organization established in 2007 and is working in public health/mother-child health. Our head office is in Islamabad at:

**Roshan Aaj Centre, Asad Market,  
I-9/4, Islamabad, Pakistan.**

**Tel: +92 51 485 9482**

**Email: [saadat@resdev.org](mailto:saadat@resdev.org)**

**Website: [www.resdev.org](http://www.resdev.org)**

## **Technical Specifications**

Research And Development Solutions is seeking offers from reputable, well established and experienced hotels to provide Accommodation, Conference and Event Management Services as Long Term Agreement basis, at fixed prices for a period of 12 months, with possible extension for further two years upon satisfactory performance and delivery of the services.

The required services are:

1. Accommodation (Room Reservation)
2. Food & Beverages

### **Scope of Services**

The Long Term Agreement to be procured under this RFQ would be used by RADS in different cities like Islamabad, Gujranwala, Lahore and Kasur. Once the service provider and RADS enter into this long term agreement, RADS would request quotations for specific requests based on the program activities.

After the quotation is accepted, a contract would be signed between selected service provider and RADS via courier mail or simple email message. Variations from the quotation will be promptly communicated by the service provider to RADS, but in any event before invoicing. Once issued an invoice, the Service Provider will allow on the agreed credit period for payment. The Service provider needs to use all due care and diligence to do clear invoicing and to keep the RADS entity informed well in advance of variations from the initial order.

Through this process, RADS will identify and establish long term agreement with 03-04 hotels/guest houses in each city.

#### **1. Event and Conference Organizing Services**

The Supplier shall have in its current premises all necessary equipment and facilities, and shall have sufficient number of experienced and professionally trained experts and staff to handle minimum requirements of RADS. The successful Supplier that will be contracted to serve the needs of RADS shall have the following minimum qualifications:

- Be duly licensed by the Government, for Event and Conference Organizing Services
- Maintain a good track record in serving national / international organizations and multinational corporations.
- Employ competent and experienced staff.
- Be financially capable of rendering services to RADS.
- Be willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.
- The successful hotel shall also be required to dedicate a person to respond to RADS professional needs and requirements

## **2. Accommodation (Room Reservation)**

- The Supplier shall make reservations for lodging and accommodation when requested. This service shall include initiating and confirming reservations. The booking confirmation should include all-inclusive or any other type of rate requested and at which the reservation is made.
- The Supplier shall make sure and use their best effort to host and facilitate the accommodation of RADS participants.
- The Supplier shall ensure the rooms / accommodation availability over the contractual year, covered by the long term agreement, to be offered to RADS participants within the offered rate

### **Cancellation Provision:**

#### **1. For Event Management**

- In case of cancellation of event, a prior notice of 12 hours shall be given in advance and no cancellation charges will be paid. Payment will be made on the services used.
- In case of less than 12 hours prior notice of cancellation for event, hotel has to specify the % of charges to be paid

#### **2. For Room Reservation**

- In case of cancellation of rooms with 12 hours prior notice, no cancellation charges should be applied and paid.
- In case of less than 12 hours prior notice of cancellation of rooms, hotel has to specify the % of charges to be paid

### **Criteria for Evaluation of Proposals:**

- Technical responsiveness/Full compliance to requirements and lowest price
- Full acceptance of the contract general terms and conditions
- Soundness and Feasibility of proposal
- Availability of required services
- Value-added of other discounts/concessions, if any

### **Basic requirements for the service provider:**

Experience and track record in development and management of business events and conferences/trainings organizing with national and international organizations.

- All applying hotels/guest houses shall be legally registered entities in Pakistan.
- Hotels/Guest houses rated between 2 to 3 stars will be preferred.
- Have an accommodation capacity of over 30 rooms and venue capacity for at least 20-50 people (only for hotels).
- Have parking space

### **Exclusion Criteria:**

Please note that we will be unable to include your quote in the bidding process;

- If the quotation is not properly sealed
- If the quotation is not properly stamped, signed, and dated on the company letter head
- If the quotation was received after closing date and time
- In case of incomplete information, Pre-qualification documents will be rejected and disqualified from scrutiny & evaluation process

- Annex 2 (Price Schedule Form) is mandatory to fill and attached with Pre-Qualification documents

### **Documents to Submit:**

Legal registration of hotel

- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.
- A profile of a hotel (including size, location, areas of expertise, years in business, etc.), proving the following minimum requirement of general work experience. □ Filled price schedule form all three tables (Annex 2)

### **Payment Terms:**

- Rates quoted by the suppliers should be inclusive of all taxes and duties
- Payments against goods/services shall be made through Crossed Cheque or any other banking instrument
- Taxes shall be withheld in accordance with applicable Tax Laws
- Payment shall be processed within 15 to 20 Days of receiving valid invoice and satisfactory services

### **Facilities Provided by RADS:**

The supplier shall work closely with RADS Admin Department. All queries shall be directed to the RADS focal person for the respective event.

### **Quality Control:**

- The supplier shall establish a system to monitor on a regular and continual basis the quality of services provided to RADS.
- RADS reserves the right to conduct its own quality control assessment

### **Queries & Submission:**

RADS will only respond to written questions and queries regarding this Pre-qualification bidding through the email address: [saadat@resdev.org](mailto:saadat@resdev.org) and Contact: **0300-9519098 / 0337-1212033, 051-4859482** by **COB May 10, 2024**.



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Muhammad Saadat  
Sr. Admin. Officer  
Research and Development Solutions (RADS)

**Research And  
Development  
Solutions (Pvt) Ltd.**

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
(This form must be submitted only using the supplier's official letterhead)

We, the undersigned, hereby accept in full the RADS general terms and conditions and hereby offer to supply the items listed below in conformity with the specifications and requirements of RADS as per RFQ Reference No. RFQ/RADS-05-2024/030:

**Table 1: Accommodation and Meal services with technical specifications and requirements**

All prices/rates quoted must be inclusive of all applicable taxes and rates are made per item/per day as follows:

S. No	Item Description	Total Rooms	Unit	Unit Price
<b>1.</b>	<b>Rooms</b>			
1.1	<b>Single Occupancy with AC/Heater (Per Day)</b> With complimentary of the following: - Daily Breakfast, - (2) Pcs Daily Pressing with Dupatta etc, - (1) Mineral Water Large Bottle Daily in the room, Check-In: 12-05-2024 Check Out: 16-05-2024 (4 days)	08	Nos	
1.2	<b>Twin Sharing Occupancy with AC/Heater (Per Day)</b> With complimentary of the following: - Daily Breakfast, - (2) Pcs Daily Pressing with Dupatta etc, - (1) Mineral Water Large Bottle Daily in the room, Check-In: 12-05-2024 Check Out: 16-05-2024 (4 days)	32	Nos	
<b>2.</b>	<b>Meals</b>			
2.1	<b>Lunch with (2) Teas (Buffet)</b> From: 13-05-2024 To: 16-05-2024 (4 days)	76	Nos	
2.2	<b>Meeting Hall No. 1:</b> From: 13-05-2024 To: 16-05-2024 (4 days)	01	Nos	
2.3	<b>Meeting Hall No. 2:</b> From: 13-05-2024 To: 16-05-2024 (4 days)	01	Nos	
2.4	<b>Meeting Hall No. 3:</b> From: 13-05-2024 To: 16-05-2024 (4 days)	01	Nos	
2.5	<b>Meeting Hall No. 1: Multimedia Screen:</b> From: 13-05-2024 To: 16-05-2024 (4 days)	01	Nos	<b>(Complementary)</b>
2.6	<b>Meeting Hall No. 2: Multimedia with Screen Screen</b> From: 13-05-2024 To: 16-05-2024 (4 days)	01	Nos	
2.7	<b>Meeting Hall No. 3: Multimedia with Screen Screen</b> From: 13-05-2024 To: 16-05-2024 (4 days)	01	Nos	
2.8	<b>Stationery:</b> <b>Pen, Writing Pad, Board Marker, Permanent Marker, White Board, Flip Charts with Stand</b>			<b>(Complementary)</b>
2.9	<b>Sound System with (2) Mics for Hall No. 1, 2 &amp; 3</b> 13-05-2024 To: 16-05-2024 (4 days)			
<b>Comments:</b> (Write your comments regarding the serial number)				

**Table 3: Offer to provide the relevant requirements with terms and conditions.**

Other information pertaining to our quotation is as follows:	Your Responses		
	Yes, we can provide	No, we cannot provide	If you cannot provide the requested services, pls. indicate alternate offer (You can attach)
RADS terms and conditions, package of services	Yes		
Duration of Quotation	10 days		
Evidence of legal registered status and bank account / NTN	Yes		

Note: Additional variations/changes will be negotiated and agreed upon in writing by the respective or relevant parties.

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Signature of the Supplier's Authorized Person

Name:

Designation:

Date: