



**USAID-FUNDED  
STRENGTHENING ENTREPRENEURSHIP AND ENTERPRISE DEVELOPMENT PROJECT  
SEED**

**REQUEST FOR QUOTATIONS (RFQ) # SEED- BPA 006-2019  
Accommodation, Meeting Services**

DATE OF ISSUANCE	June 12, 2019
DEADLINE FOR QUESTIONS	June 18, 2019
DEADLINE FOR SUBMISSION OF OFFERS	June 25, 2019
SUBMISSION OF OFFERS	<p><b>OFFERS MUST BE SUBMITTED BY EMAIL TO:</b></p> <p><b>Marwa El-Attar, Operations &amp; Training Manager:</b>  <a href="mailto:melattar@seedegypt.org">melattar@seedegypt.org</a></p> <p><b>Mohamed Yousry, Director of Operations:</b>  <a href="mailto:myousry@seedegypt.org">myousry@seedegypt.org</a></p>

**OFFERS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF QUOTATION WILL BE REJECTED**

**Funded By:** United States Agency for International Development (USAID),

**Contract No.** AID-263-C-16-00003

**Implemented By:** AECOM International Development

**PART A: INSTRUCTIONS TO OFFERORS**

**1. INTRODUCTION:**

The USAID SEED Project is a USAID program implemented by AECOM International in Egypt. AECOM is the prime contractor for the USAID-funded Strengthening Entrepreneurship and Enterprise Development (SEED) Project. The project will focus on strengthening the development of micro, small and medium enterprises (MSMEs) and entrepreneurship. More specifically, the purpose of the project is to increase employment and income of MSMEs, and entrepreneurs by: (1) stimulating entrepreneurship and innovation; (2) enhancing formalization of private enterprises; (3) improving services to MSMEs, especially those owned by women and youth; (4) integrating MSMEs and entrepreneurs in progressive value chains; and (5) addressing enabling environment policy reform initiatives to facilitate MSME development that is aligned to the Government of Egypt's (GOE) plans and commitment, and subject to the emergence of champions who will advocate for these reforms.



As part of project activities, the USAID SEED requires services of accommodation and meeting services as per the attached specifications **PART B**.

**2. PURPOSE AND REQUIRED GOODS/SUPPLIES:**

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed, ad hoc Hotel services per attached list in **PART B**. As a result of this RFQ, the USAID SEED Project anticipates issuing a blanket purchase agreements (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these services. This will allow the USAID SEED Project to issue specific Work Orders, on an as-needed basis, for the procurement of these services till the end of April 2020.

**3. GENERAL INSTRUCTION FOR SUBMISSION:**

- a) Offerors are responsible for ensuring that their offers are received by AECOM in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.
- b) Offer Deadline and Protocol: Offers must be received no later than **June 25, 2019**; Offers must be submitted by email to the address mentioned on the cover page of this document.
- c) The Offerors shall submit their offer by email in PDF format. All emailed offers must be emailed to the above-mentioned email address. All copies must be stamped and signed by the Offeror's authorized representative.
- d) Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will not be considered.

**4. QUESTIONS:**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **June 18, 2019** by email to the address mentioned on the cover page of this document. Questions and requests for clarification—and the responses thereto—that AECOM believes may be of interest to other Offerors will be circulated maximum by Sunday June 23, 2019 COB 17:00 pm to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by AECOM will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of AECOM or any other entity should not be considered as an official response to any questions regarding this RFQ.

**5. QUOTATIONS:**

The per-unit pricing in quotations in response to this RFQ must be priced on a **fixed-price**, all-inclusive basis in Egyptian Pounds (EGP), excluding all local taxes.

**6. OFFERS VALIDITY PERIOD:**

Offers must remain valid for **not less than six months** after the offer deadline.

**7. SUBMISSION INSTRUCTIONS:**

- Organizations responding to this RFQ are requested to submit a copy of their valid official registration/ **سجل تجارى** and Tax Card/ **بطاقة ضريبية**



- Offerors may bid on one or more Categories of required services.

**8. TAXES AND VAT:**

VAT should be calculated in a separate line, as it will be deducted when payment processed, given that the SEED Project is exempted from paying VAT. USAID SEED will provide the potential supplier with "Exemption Certificate".

**9. ELIGIBILITY OF OFFERORS:**

By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. AECOM will not award a contract to any firm that is debarred, suspended, or considered ineligible by the U.S. Government.

**10. EVALUATION, SELECTION CRITERIA AND AWARD:**

Award(s) will be made to responsible Offerors whose offers follows the RFQ instructions, meet the eligibility requirements, and meet or exceed the minimum required detailed specifications, and are judged to be the best value based on the following criteria:

- 1- Price 50%**
- 2- Hotel Profile (to be evaluated by Hotel category) 50%**

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified.

AECOM reserves the right to waive immaterial deficiencies at its discretion and may conduct negotiations with and/or request clarifications from any offeror prior to award.

Negotiation: Best and final price quotations are requested from all Offerors. It is anticipated that award will be made solely based on these original quotations. However, AECOM reserves the right to conduct any of the following:

While preference will be given to Offerors who can furnish the supplies in accordance to the requirements of this RFQ, AECOM may issue a partial award or split the award among various suppliers, if in the best interest of the USAID SEED Project.

AECOM may cancel this RFQ at any time and may reject any and all offers, if such action is considered to be in the best interest of AECOM.

**11. TERMS AND CONDITIONS:**

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AECOM, the USAID SEED Project, or USAID to make an award or pay for costs incurred by potential Offerors in the preparation and submission of an offer.

This solicitation is subject to AECOM' standard terms and conditions. Any resultant award will be governed by these terms and conditions; please note the following terms and conditions will apply:



(a) **PAYMENT:**

AECOM' standard payment terms are **net 30 days** following AECOM SEED receipt, inspection, and acceptance of any commodities. Payment for Work Orders issued under any BPA resulting from this RFQ will only be issued to the awardee(s) for this RFQ in the corresponding BPA award(s); payment will not be issued to a third party.

(b) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

**PART B SPECIFICATIONS:**

#	ITEM / DESCRIPTION	Unit Price EGP	Remarks
<b>1-Accommodation</b>			
1.1.1	Single room on B/B Basis (Egyptians' Rate)		
1.1.2	Single room on B/B Basis (Foreigners' Rate)		
1.2.1	Double room on B/B Basis (Egyptians' Rate)		
1.2.2	Double room on B/B Basis (Foreigners' Rate)		
<b>2- Banquet</b>			
2.1	Light Coffee Break		
2.2	Heavy Coffee Break		
2.3	Ongoing Coffee break		
2.4	Ongoing Tea & Coffee Break (with no food)		
2.5	Lunch		
2.6	Dinner		
<b>3- Equipment</b>			
3.1	Sound System		
3.2	Clip Microphone		
3.3	Wireless Microphone		
3.4	Wire Microphone		
3.5	Data Show		
3.6	Internet/WIFI		
<b>4- Meeting Package</b>			
4.1	Full day Meeting Package with two Coffee Breaks		
4.2	Half day meeting package with one Coffee break		
<b>5- Parking Fees</b>			