

7 June 2023

Request for Quotation

The International NGO Safety Organisation is issuing this RFQ to invite suitable bidders to submit bids for a long-term agreement from 24 July to 16 December 2023 for the:

Provision of a Training Facility, plus Accommodation and Catering Services in the Lviv Area

RFQ No: UKR/HTC/2023/0001

Critical Dates:

RFQ Issuing Date: 07 June 2023

RFQ Closing Date: 25 June 2023 Time 23:59 CET

Confidentiality Statement

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1. Background

The [International NGO Safety Organisation \(INSO\)](#) is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in Ukraine since 2015.

INSO is exclusively funded by institutional donors and provides a range of services to NGOs in more than 16 countries operating in conflict-affected areas, including security information and advice, training, and crisis management support.

The INSO vision is a strong, safe, and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners, and beneficiaries.

The INSO mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

2. Tender Requirements

INSO has a requirement for a training facility which includes training rooms, accommodation, and full catering.

INSO has been contracted by the Bureau for Humanitarian Assistance (BHA) to deliver a 'Humanitarian Environment Individual Safety Training' (HEIST) course, fourteen (14) times between 25 July and 15 December 2023. The schedule of the sessions is listed below.

This training will be delivered to humanitarian staff working in Ukraine with each session being four (4) days in duration. The participants will arrive in the afternoon of the day before the session starts and leave in the afternoon/ evening after the session finishes.

3. Detailed Requirements

Tentative dates for the 14 sessions

The training facility must be 100% available for INSO sole use during the following tentative dates in 2023:

- | | |
|------------------------------|-----------------------|
| 1. 25 to 28 July | 7. 26 to 29 September |
| 2. 08 to 11 August | 8. 10 to 13 October |
| 3. 15 to 18 August | 9. 24 to 27 October |
| 4. 29 August to 01 September | 10. 07 to 10 November |
| 5. 05 to 08 September | 11. 14 to 17 November |
| 6. 19 to 22 September | 12. 21 to 24 November |

13. 05 to 08 December

14. 12 to 15 December

Due to the nature of the training, it will not be possible to share the training venue with any other party whilst the sessions are being conducted.

Each session is four (4) days long and there are fourteen (14) sessions planned, thus, the total number of days that the training facility will be required is fifty-six (56) days (i.e. 14 sessions x 4 days/each).

Training Facility Requirements

Site Location

The training facility venue is to be within a 45-minute drive from the Lviv train station. Ideally, the Site should be in a sparsely populated area where loud noises during the day will not disturb neighbours.

The delivery of the training course requires both interior and exterior training spaces as described below:

- **Exterior:** The venue must have an outside space of approximately ten-thousand square meters (10,000 m²) to conduct simulation exercises involving thirty (30) people and driving a car, ideally around a building. The outside space should ideally not be fully visible to the neighbours.
- **Interior:** The venue must have at least two (2) training/ meeting/ conference rooms, one (1) of at least one hundred square meters (100 m²), and the other one of at least eighty square meters (80 m²).

Internal Storage

The venue must have a secure storage area of approximately fifteen square meters (15 m²) where INSO can securely store all training equipment. This also includes storage of all equipment and supplies between the sessions.

The storage area must only be accessible to designated INSO staff and not shared with either other clients, or venue staff.

Accommodation

The venue is to provide twenty-four (24) bedrooms, each with a private full bathroom, for single occupancy. INSO will also consider venues with at least 18 bedrooms. The proposal should clearly state how many bedrooms are available onsite.

Housekeeping, including cleaning, basic toiletries and linens must be provided daily.

The bedrooms should be secured with an electronic key card system and a physical lock that can be manipulated from inside of the room or similar locking solutions.

The table below shows the accommodation requirements for each session:

Accommodation Requirements	Day before the session	Day 1	Day 2	Day 3	Day 4	TOTAL
Nights Accommodation Required	24	24	24	24	0	96

Therefore, the total number of nights of accommodation required for the fourteen (14) sessions is one thousand three hundred forty-four (1,344) nights (i.e.14 sessions x 96 nights/session).

Catering

On-site catering must be provided. This includes full breakfast, coffee breaks, lunch, and dinner for twenty-four (24) people daily during the sessions.

The table below provides the catering requirements for the fourteen (14)-sessions by type of meal.

Total number of people/ session	24					
Nb of sessions planned for 2023	14					
Catering Requirements	Day before the session	Day 1	Day 2	Day 3	Day 4	TOTAL
Breakfast	0	336	336	336	336	1344
Morning coffee break	0	336	336	336	336	1344
Lunch	0	336	336	336	336	1344
Afternoon coffee break	0	336	336	336	336	1344
Dinner	336	336	336	336	0	1344

Examples of various menus are required to be included with the submitted bid. These menu examples need to demonstrate the ability to have various food options and cater to dietary restrictions/ preferences.

Internet

There must be a quality wireless broadband internet at the venue which is accessible in all private and common interior areas, particularly in the training rooms and the bedrooms. Internet extending to the outside training area is desired.

International NGO Safety Organisation (INSO)

Site Safety, Security and Hygiene

The venue must comply with the specifications below, and all applicable safety, security, and hygiene laws and regulations.

Fire Safety

The venue must have:

- Functioning fire suppression system, fire alarms, smoke detectors, and fire extinguishers, compliant with local fire safety regulations.
- emergency evacuation plans and clearly marked evacuation routes in all areas.
- regular fire safety inspections and maintenance of fire safety equipment.

Health and Hygiene

The venue must:

- adhere strictly to local health and hygiene regulations, including food safety standards.
- provide regular cleaning and disinfection of all areas, including guest rooms, bathrooms, public spaces, and high-touch surfaces no less than once a day.
- provide hand hygiene facilities, such as hand sanitisers and handwashing stations, in prominent locations throughout the Site.
- have adequate ventilation systems in all areas to ensure good air quality.
- ensure regular maintenance and inspection of HVAC systems to prevent the spread of airborne contaminants.
- implement health and safety training programs for all staff members.

Backup Electricity source

The venue must have a backup electricity supply systems to ensure uninterrupted operation during power outages giving the site 24/7 supply of electricity.

Safe Room (shelter)

The venue must have a safe room easily accessible below the ground's surface to hold thirty (30) persons in case of an air alarm.

Other Venue Requirements

The venue must meet INSO Security Standards (See Annex D). A detailed site visit will be conducted by an INSO team, as part of the Technical Evaluation of the bids.

The venue should be equipped with surveillance cameras and security personnel to ensure the safety of guests and prevent unauthorised access.

4. Bid Submission Requirements

Bid Validity

All bids must be valid for a period of thirty (30) days. The bid validity period must be stated in the financial proposal.

Bid Documentation Requirements

The Bid is to include the Technical and Financial Proposals, and all documents identified below.

Technical Proposal

The Technical Proposal must include the following documents:

- ✓ A cover letter from a company principal with the Power of Authority (POA) to represent the company. Attached to the letter must be the following documents:
 - Copy of the senior representative ID.
 - Copy of the company registration.
 - Official evidence of business address such as utility bill or bank letter.
 - The INSO Supplier Registration form (Annex A) has been duly completed and signed.
 - The INSO Code of Conduct duly signed.
- ✓ A document outlining how the bidder meets the requirements specified above in Part 3 'Detailed Requirements'. Please include the following points:
 - Address each of the respective 'Requirements' individually demonstrating how these are covered/complied with, including a detailed technical description of the venue.
 - Photos of the venue (indoor and outdoor areas).
 - Any limitations. Restrictions, and/or considerations that INSO must be aware of.
- ✓ Examples of breakfast, coffee breaks, lunch, and dinner menus
- ✓ Notice of any relevant Terms & Conditions required for any resulting contract
- ✓ Customer references/testimonials as relevant

Financial Proposal

- ✓ Financial proposal with the costs (see Annex B).
- ✓ The price should be quoted excluding VAT, but if VAT is charged, the percentage must be stated in the proposal.
- ✓ All bids must be in Ukrainian hryvnia (UAH)
- ✓ The Financial bid must state that the bid validity is at least thirty (30) days

All bid documents must be saved in pdf file and attached to the bid email. Links to documents stored on cloud hosts will not be evaluated and may result in the bid not being accepted.

Bid Submission Deadline

The tender closes at 23:59 CET on 25 June 2023.

Bids received after this time will not be accepted or evaluated.

Tender Questions and Answers and Notice of Intention to submit a Bid

Please send an email to the address below advising us of your intention to bid.

procurement@ngosafety.org

Any request for clarification regarding the RFQ or questions on the RFQ must be sent to the above email address by 23:59 CET Monday 19 June 2023. All questions and answers will be shared with all bidders.

Bids sent to the above email address will not be accepted.

Method of Submitting Bids

All bid submissions must be submitted electronically in pdf document(s) to the INSO Electronic procurement tender box at:

rfq@ngosafety.org

No other method of bid submission or sending to another INSO email address will be accepted.

5. Tender Evaluation Process

All bids will be kept unopened until after the tender closing date. A Tender Evaluation Committee will open all bids and apply the following process:

- ✓ Administration Compliance check: to ensure all tender requirements have been complied with, and all required documentation has been received.
- ✓ Technical Evaluation: A comprehensive evaluation of all Technical Proposals received against the criteria stated in Part 2 'Tender Requirements' and Part 3 'Detailed Requirements'.
 - The Technical evaluation will also include an inspection of the proposed venue.
 - This venue inspection is planned for either Tuesday 27 June or Wednesday 28 June 2023.
- ✓ Financial Evaluation: A comprehensive financial evaluation of only the Technical Proposals deemed acceptable at the Technical Evaluation stage.
The Financial evaluation is based on the Financial Proposal and the criteria that will be applied is 'best value for money' for the venue that best fits the detailed requirements.

Notification of Tender Result

All bidders will be informed of the outcome of their proposal within twenty (20) calendar days of the tender closing date.

6. Conditions for Submission of Bids

Submission of Bids

Bidders are solely responsible for ensuring that the full Bid is received by INSO in accordance with the RFQ requirements, prior to the specified date and time above (Part 4 'Bid Submission Requirements'). INSO will consider only those Bids received prior to the closing date and time specified and any Bids received after that time will not be considered.

Only bids submitted in pdf format will be accepted at the Administration Compliance check.

Currency

The currency of the Bid must be in Ukrainian hryvnia (UAH).

Language

All correspondence and documents related to the Tender must be in English. Official supporting documents and examples of menus can be provided in their original language.

Presentation

Bids should be typewritten, if handwritten they should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All Bids must be signed by a duly authorized representative of the Bidder.

Acceptance

INSO reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc; c) not received in the correct tender email address ; and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closure.

Award of Contracts

This RFQ does not commit INSO to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by INSO. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of INSO and the successful Bidder.

INSO may award contracts for part quantities or individual items. INSO will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. INSO reserves the right to cancel any RFQ, to reject any or all Bids in whole or in part, and to award any contract.

Collusive Bidding and Anti-competitive Conduct

Bidders and their employees, officers, advisers, agents, or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relation to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

in respect of this RFQ or procurement process, or any other procurement process being conducted by INSO in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information

is commercial information confidential to INSO, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

Improper Assistance

Bids that, in the sole opinion of INSO, have been compiled:

- With the assistance of current or former employees of INSO, or current or former contractors of INSO in violation of confidentiality obligations or by using information not otherwise available to the public, or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal INSO information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to INSO, or
- Contrary to these terms and conditions for submission of a Bid,

shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from INSO, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFQ was an official, agent, servant, or employee of, or otherwise engaged by, INSO and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFQ relates.

Corrupt Practices

All INSO Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Bidders attention is drawn to the INSO Code of Conduct (Annex C) which will be an integral part of any contract award between the INSO and the Bidder.

Conflict of Interest

A Bidder must not, and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of INSO and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any INSO contract a conflict of interest arises, or appears likely to arise, the Bidder must notify INSO immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of INSO, or cases in which any INSO official, employee or person under contract with INSO may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as INSO may reasonably require to resolve or otherwise deal with the conflict to the satisfaction of INSO.

Withdrawal/Modification of Bids

Requests to withdraw a Bid shall not be honoured. If the selected Bidder withdraws its Bid, INSO shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, INSO shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the INSO suppliers List.

A Bidder may modify its Bid prior to the RFQ closure. Any such modification shall be submitted in writing to the RFQ bid email address, marked with the original Bid number stating 'Modification' in the Subject line. No modification shall be allowed after the RFQ closure.

Annexes

- A. INSO Suppliers Registration Form
- B. Financial Proposal
- C. INSO Code of Conduct
- D. INSO Safety and Security Standards

ANNEX B

FINANCIAL PROPOSAL for RFQ No: UKR/HTC/2023/0001

Bidders Name:

The above company hereby submits the following bids in relation to the INSO RFQ
UKR/HTC/2023/0001

No.	Description	Unit of Measure	Quantity of Units	Unit Price UAH	Total Price UAH
1.	Accommodation	night	1,344		
2.	Catering – Breakfast	meal	1,344		
3.a	Catering – Lunch	meal	1,344		
3.b	Catering – Dinner	meal	1,344		
3.c	Catering – Coffee Break	meal	2,688		
4.	Training Venue	day	56		
5.	Other costs Please state				
				Sub- Total (UAH):	
				VAT	
				Grand Total (UAH):	

I hereby certify that the above submitted bid prices are valid for a period of thirty (30) days.

Signature: _____

Name: _____

Position: _____

(Company Stamp)

Date: _____