

## Request for Quotation

**Date:** 6/14/2022

**Subject:** Sept 2022 Leadership Meeting Dinner needs Venue and/or Caterer

**General Requirements:** The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Specifications Sheet is also attached.

TechnoServe is seeking a venue for the 2022 Leadership Meeting Closing Reception & Dinner in September. The reception & dinner will include approx. 120 attendees. The reception would be for approx. 45 mins with beer and wine followed by a buffet dinner, a short program, and then dessert.

TNS will accept quotes from venues that can provide catering in-house, as well as quotes from venue-only and catering-only providers that could be separately contracted.

**Delivery:** TechnoServe requests that the requested goods be provided on or before the date listed below, and be delivered to the below address:

**Date:** 9/8/2022

**Address:** 1777 North Kent Street

Suite 1100

Arlington

VA

22209

**Criteria for Selection:** TechnoServe's evaluation of quotes will be based on the factors set out below. At the sole discretion of TNS, the quotes may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the purchase to the vendor whose quote is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award the purchase to any vendor where there is indication of a lack of business integrity.

	<b>Max Points</b>	<b>Criterion</b>
1.	35	Price, inclusive of all delivery, fees, taxes, and other charges
2.	40	Quality of goods, factoring in vendor reputation
3.	10	Payment terms
4.	15	Delivery terms, relative to requested-by date

**Quote  
Instructions:**

All quotations must:

- Contain a detailed cost with applicable taxes and other charges clearly identified.
- Provide requested payment terms and conditions.
- Describe the qualifications, experience, and capabilities of the firm in providing the type of services being requested by this RFQ.
- Provide at least 3 references for similar procurements with a description of the goods provided and the dates of delivery.
- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the vendor.
- A brief outline of the company and services offered, including:
  - Full legal name, jurisdiction of incorporation, and address of the company.
  - Full legal name and country of citizenry of company's President, Chief Executive Officer, and/or all other principal officers of the company.
  - Year the business was established.

To ensure consideration, all quotes must be submitted in the language, currency, and by the due date noted below:

**Language:** English

**Currency:** USD

**Due Date:** 6/24/2022

**Submission  
Instructions:**

All quotes must be emailed to the address below with your quote attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. To ensure the integrity of this procurement exercise, DO NOT email your quote to any employee of TechnoServe or deliver your quote in hard copy to a TechnoServe office.

**Failing to strictly adhere to these instructions may make your quote ineligible for consideration.**

**Email:** buy+US+P0011777@tns.org

**Questions:**

Questions relating to this RFQ may be directed to the below email address. TechnoServe does not guarantee that questions will be answered, nor that questions and answers will be distributed to all others :

**Email:** dlape@tns.org

**Terms and Conditions:**

- The Request for Quotation is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
- All unresponsive quotes will be rejected.
- All quotes will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFQ.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any quote or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting proposals for such rejection or cancellation of the RFQ.
- TechnoServe reserves the right to accept all or part of the quote when awarding the purchase order/contract.
- All information provided by TechnoServe in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with preparing the quote. All quotes and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the quote and supporting documentation, which have been clearly marked confidential by the bidder.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

**The attached Specifications Sheet represents an integral part of this solicitation.**

## **EXHIBIT 1: Statement of Work**

### **Background and Objective**

TechnoServe is seeking a venue for the 2022 Leadership Meeting Closing Reception & Dinner which will be held Thursday, September 8, 2022, from approximately 6:30 - 9:00 p.m. The reception and dinner will include approximately 120 attendees. The reception would be for approximately 45 minutes with beer and wine followed by a buffet dinner. A short program would occur between dinner and dessert.

TechnoServe will consider either contracting a vendor that can provide both the venue and catering service, or separately contracting two vendors - one for the venue and one for the catering. Therefore, we will accept the following types of proposals under this RFP:

- Proposals for both venue and catering
- Proposals for the venue (without catering)
- Proposals for the catering (without venue)

The top proposals from standalone venue / catering vendors will be combined for evaluation against vendor proposals that include both services.

### **Performance Location**

The venue for dinner should be located within close proximity to our hotel, the [Hyatt Centric](#) in Rosslyn. A venue within walking distance will be preferred; but the winning venue will need to be metro accessible from the hotel.

### **Venue Tasks & Deliverables**

The reception venue will need to be able to make accommodations for dining by 120 people on Thursday, September 8, 2022 from approximately 6:30 – 9:00PM.

### **Catering Tasks & Deliverables**

The following will be required of the catering, be it in-house or independent: Cocktail reception plus buffet dinner for 120 people.

The cocktail reception will provide beer and wine for 120 guests. The open bar should be available for the length of the event, from 6:30 – 9:00PM.

The catering should be able to provide a buffet dinner and dessert. The menu should be of interest to an international audience and accommodate the dietary restrictions of some attendees who are vegan, vegetarian, lactose intolerant, gluten-free, and pescatarian in addition to shellfish and nut allergies.

The caterer will handle set-up and clean-up and provide staff as well as necessary equipment and supplies. If the caterer is independent, their quote should allow for provision of all necessary equipment and supplies not provided by the venue.