

**Request for Proposal (RFP)**

**For**

 **Hotel Accommodation, Venue, and Food**

1. **About SKS Foundation**

SKS Foundation is a national non-government organization working for reducing the vulnerability of pro-poor people. SKS facilitates multi-faceted development programs covering the poor & marginalized, focusing on women & children. The Organization has gradually emerged in supporting the poor & oppressed segments of society to fight deprivation and injustice with multi-sectoral development interventions. The SKS Foundation office is located at Uttar Horinsingha, College Road, Gaibandha-5700.

1. **Purpose and Objectives**

SKS Foundation seeks to procure accommodation, venue, food services for SKS staff, Program Participants, and visitors in Bangladesh, as well as secure suitable event venues for meetings and workshops. To ensure the selection of high-quality accommodations and event spaces, a competitive bidding process is necessary

1. **Duration**

The agreement will be **for 2 years** and with the possibility of extension based on mutual agreement and satisfactory service delivery

1. **Payment Term**

Payments will be made within 15 days of receipt of accurate invoices and supporting documents, via bank transfer or cheque, upon approval by SKS Foundations authority. VAT and AIT will be deducted at source as per government rules.

1. **Location**

**Preference Locations:** Rangpur Division, Rajshahi Division, Dhaka Division, Khulna Division, Sylhet Division, and Chittagong Division.

**Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| SI | Criteria | Score |
| **Eligibility Criteria:** |
|  | **Bidder's ability to demonstrate that they have:**Updated valid business registration/Trade Licenses, eTIN Certificate, TAX Submission Documents (Updated), VAT Registration Certificate, Minimum 3 Years of Similar experience, working experience with UN, INGO, NGO, GO, and Corporate. **Bidder who will submit all mandatory documents, those that qualify for the next level of evaluation**. | Pass/Fail |
| **Technical Evaluation Criteria:** | **50** |
| 1 | **Past Experience**: Bidder's ability to demonstrate relevant experience of the services with UN, INGO, NGO, or GO. Only valid proof (Minimum 2 POs/contracts/Agreements/service completion Certificates copy) of Hotel Accommodation, Food, Training Venue facilities, services and other complimentary and payable services for last one year will be considered for evaluation scoring. | 30 |
| 2 | Section 7: Security Checklist | 20 |
| **Financial Evaluation Score** | **50** |
| **Total Technical & Financial Score** | **100** |

1. **Application Form/Scope of Work Services**

The Service Provider must use their own letterhead for submitting a financial proposal by using the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Qty** | **Unit of Measure** | **Total Amount inclusive Service Charge, VAT & TAX (BDT)** |
| **I). Types of Room per Night:** |  |  |  |
| a) Single (Queen/Couple) AC Deluxe (or similar single rooms) | 1 | Night |  |
| b). Villa/Cottage (AC suit room) | 1 | Night |  |
| c). Villa/Cottage (AC Single room) | 1 | Night |  |
| d) Twin Bed AC Deluxe (Twin bed, or similar facilities) | 1 | Night |  |
| e). Single (Queen/Couple) Standard AC room (or similar single rooms) | 1 | Night |  |
| f). Twin Bed Standard AC room (Twin bed, or similar facilities) | 1 | Night |  |
| g). Non-AC Single Standard room (Or similar single rooms) | 1 | Night |  |
| h). Non-AC Twin Bed Standard room (Or similar facilities) | 1 | Night |  |
| i). Extra Bed  | 1 | Night |  |
| j). Partial use more than 4 hours | 1 | Night/Day |  |
| **Specifications: The accommodation service should have all basic amenities like below:*** Complimentary Breakfast.
* Facilities: Restaurant, Gym, Laundry, and swimming pool.
* Attached bathroom including facilities, hand washing basin with clean water for both hot and normal water.
* Complementary single soap, shampoo, toothpaste, and toothbrush, and toilet tissue in the washroom.
* Accommodation and washrooms are clean, dry, insect-free, mice and bad odor-free.
* Accommodation’s bed, bedsheet, pillow, and towels are clean with each day changing.
* Air-conditioned room and AC is in good working condition without noise.
* Complimentary mineral water in the room per day, 2 bottles (500 ML each with a good brand)

at least.* Complimentary use of high-speed internet facilities in the Room and Public areas (Wi-Fi)
* Morning Newspaper.
* Television with Cable/Dish connection.
* Multi-Plugs/Socket for distant power supply.
* Tea arrangement in the room.
* 24-hour room service & housekeeping.
* Room with corridor (if available).
* Safe & Secure Premises.
* Uninterrupted electricity and clean water supply, with backup systems (generator/inverter, water tanks)
* Any other value-added services
* Check out time
 |
| **Notes: Interested parties are encouraged to submit various room rates according to their respective room categories.** |

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| --- | --- | --- | --- |
| **Requirements** | **Qty** | **Unit of Measure** | **Total Amount inclusive Service Charge, VAT & TAX (BDT)** |
| **II). Meeting/Workshop Venue** |  |  |  |
| a). Hall/Conference room for 15 persons capacity | 1 | Day |  |
| b). Hall/Conference room for 30 persons capacity | 1 | Day |  |
| c). Hall/Conference room for 50 persons capacity | 1 | Day |  |
| d). Hall/Conference room for 100 persons capacity |  | Day |  |
| **For two times snacks (morning and Afternoon) and lunch & Dinner, the hotel/Vendor shall be offered a dining hall at free of cost.** |
| **Notes: Interested parties are encouraged to submit various hall room rates according to their respective hall room categories.** |
| **Meeting Facility Requirements:** The following services must be provided as complimentary for the meeting:* Comfortable seating arrangements for all participants.
* Multimedia projector with screen and backup power (UPS).
* Multi-plugs or power strips for device charging.
* Sound system with at least 3 microphones.
* Separate clean washrooms for males and females, with hand-washing basins and running water.
* One box of facial tissue on each table.
* Toilet and facial tissues are available in the washrooms.
* The venue and washrooms must be clean, dry, and free from insects, rodents, and unpleasant odors.
* Emergency lighting in case of sudden power outages or delays during power switching.
* High-speed, uninterrupted internet/Wi-Fi.
* Continuous power supply without disruption.
* Mandatory flip charts board and whiteboard.

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| **Requirements** | **Qty** | **Unit of Measure** | **Total Amount inclusive Service Charge, VAT & TAX (BDT)** |
| **III). Food Menu (Morning & Afternoon Snacks)** |  |  |  |
| **Set A:**Vegetable Samucha, plain cake, Tea / CoffeeMineral water | 1 | Package |  |
| **Set B:** Chicken Sandwich, Vegetable PakoraTea /Coffee, Mineral water | 1 | Package |  |
| **Set C:** Chicken / Fish cutlet, Vanilla muffinTea / Coffee, Mineral water | 1 | Package |  |
| **Set D:** Mini chicken burger, Whole fruitsTea/Coffee, Mineral water | 1 | Package |  |
| **Set E:** Chicken patties, Banana, Tea /CoffeeMineral water | 1 | Package |  |
| **Set F:** Chicken cheese roll, Home-made cookies Tea/Coffee, Mineral water | 1 | Package |  |
| **Set G:** Tiramisu, Vegetable tempura, Tea /CoffeeMineral water. | 1 | Package |  |
| **Set H:** Baked cheese cake, Onion ring, Tea /CoffeeMineral water | 1 | Package |  |
| **Set I:** Chocolate brownie, Fruits, Tea /CoffeeMineral water | 1 | Package |  |
| **Set J:** Vegetable roll, Swandesh, Tea /CoffeeMineral water | 1 | Package |  |
| **Note: Interested parties are encouraged to submit their own set menu for morning and afternoon snacks in addition to the above food package.** |

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| --- | --- | --- | --- |
|  **Requirements** | **Qty** | **Unit of Measure** | **Total Amount inclusive Service Charge, VAT & TAX (BDT)** |
| **IV). Food Menu (Lunch & Dinner)** |
| **Set A:** Salad, Plain rice, Bhorta, Rui fish / chicken curry (2 pcs), Mixed vegetables, Dal, Dessert, Mineral water | 1 | Package |  |
| **Set B:** Salad, Plain rice, Mutton curry (2pcs), Vegetable, Dal, Dessert, Mineral water | 1 | Package |  |
| **Set C:** Salad, Plain Polao, Mutton rezala (2 pcs), chicken roast (1 pcs), Boot dal, Dessert, Mineral water | 1 | Package |  |
| **Set D:** Salad, Morag polao, Mutton rezala (2 pcs), Jalee kebab (1 pcs), Yoghurt, Soft drinks, Mineral water | 1 | Package |  |
| **Set E:** Salad, Tehari, Egg korma, Soft drinks, Mineral water | 1 | Package |  |
| **Set F:** Soup, Wonthon, Egg fried rice, Fried chicken, Chinese vegetable, beef/Mutton masala, Dessert, Mineral water | 1 | Package |  |
| **Set G:** Onion salad, Naan, Vegetable dopiazza, Tandoori chicken (1 pcs), Soft drinks, Yoghurt, Mineral water | 1 | Package |  |
| **Set H:** Pickle salad, Naan, Noboratan vegetable, Mutton kaliya (3 pcs), Tandoori chicken (1 pcs), Soft Drinks, Dessert, Mineral water | 1 | Package |  |
| **Set I:** Onion salad, Garlic nan, Lassa paratha, Grilled fish, Chicken boti, Dal butter fry, Soft drinks, Desert, Mineral water | 1 | Package |  |
| **Set J:** Salad, Plain pillai, Mutton / beef rezala, Chicken roast (1 pcs), Boot dal, Soft drinks, Dessert, Mineral water. | 1 | Package |  |
| **Set K:** Salad, Kacchi biriyani, Chicken roast (1 pcs), Ruhi fish fry (1 pcs), Shami kebab (1 pcs), Borhani, Dessert, Mineral water | 1 | Package |  |
| ***Note: Interested parties are encouraged to submit their own set menu/buffet menu for lunch and dinner in addition to the above food package.*** |

1. **Security Checklist**

Name of Hotel/Resort: Address:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Subject** | **Target Area**  | **Yes** | **No** | **Remarks** |
| Emergency Exit/Evacuation | Provision for Emergency Exit? |  |  |  |
| Proper Exit signs & directions? |  |  |  |
| Corridor/Passage | Availability of the Common passage? |  |  |  |
| Obstacles in the Corridor/Passage? |  |  |  |
| Staircase | Staircase width & bends? |  |  |  |
| Obstacles in staircases? |  |  |  |
| ElectricalHazards | Labels in Electrical Appliances? |  |  |  |
| Damaged/Faulty switch or Outlets? |  |  |  |
| Usage of adaptor/power strip? |  |  |  |
| Central switch for power shutdown? |  |  |  |
| Housekeeping &Storage | Storage of Combustible Materials? |  |  |  |
| Backup Generator room? |  |  |  |
| Combustibles near the power DBBoard? |  |  |  |
| Dispose of combustibles? |  |  |  |
| Instructions for safe housekeeping? |  |  |  |
| Fire Detection &Alarm System | Availability of FDS unit? |  |  |  |
| Standard smoke detector setup? |  |  |  |
| Auto generation of Fire Alarm? |  |  |  |
| Fire Extinguishing System | Availability of Fire Extinguisher? |  |  |  |
| Type of Fire Extinguisher? |  |  |  |
| Blanket? |  |  |  |
| Availability of Fire Escape Mask? |  |  |  |
| Availability of Fire Extinguisher? |  |  |  |
| General SecurityIssues, mention in remain column | Is the building easily accessible byoutsiders? |  |  |  |
| Is there security guard deployed roundthe clock? |  |  |  |
| Is there any provision for vehicleparking? |  |  |  |
| Facilities &Amenities | Are essential facilities (Wi-Fi, AC, TV,toiletries) available and functional? |  |  |  |
| Are additional amenities (e.g., gym, pool, laundry) available and in good condition? |  |  |  |
| Meeting &Program Facilities | Does the resort have suitable space?and technical support for sessions,workshops, and gatherings? |  |  |  |
| Environment & Safety | Is the location safe, peaceful?surrounded by nature, and equippedwith basic safety measures? |  |  |  |
| Safety &SecurityMeasures | Are safety systems (CCTV, fire alarm,extinguishers) in place and functional? |  |  |  |
| Are there clear emergency exits and proper room security (locks, safes)? |  |  |  |
| Have any security guards checking? 24/7? |  |  |  |
| Have any parking areas? |  |  |  |

**General Terms & Conditions:**

* The framework agreement will be initially for **two (02)** years with the possibility of renewal based on the satisfactory performance of the Supplier and mutual understanding of both parties.
* The offer shall remain valid for 2 (Two) years from the date of agreement signing.
* Negotiation might be conducted with qualified suppliers only.
* Payment for services shall be made 15 days after the completed delivery of the service. The payment will be made through bank transfer after completion of the entire work satisfactorily and submission of the Invoice with the necessary documents. No advance payment will be entertained.
* SKS Foundation reserves the right to accept the lowest or whole, or part of your offer. SKS Foundation authority reserves the right to impose a penalty or cancel the entire or partial purchase order if the vendor fails to maintain the quality, specification, and delivery date.
* SKS Foundation authority reserves the right to accept or reject any or all the RFQ/Bid in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time, and acceptance of any liability. SKS Foundation reserves the right to accept the whole or part of your offer.
* Your financial offer should indicate the final price, which includes all costs for raw materials, making, packaging, discount, Income Tax, VAT, Service Charge, Labor, delivery, and all other relevant costs of the final product at SKS Foundation. All kinds of charges, including applicable Taxes and VAT, will be deducted at source from the total bill as per the government rules & Regulations.
* SKS Foundation may select and award single/multiple suppliers for a framework agreement who meet the requirements as per the required criteria. Any offer that does not meet the requirements shall be rejected. Under no circumstances is SKS Foundation bound to award the contract to the lowest bidder. Qualified vendors shall be selected based on an eligible, technical, and financial evaluation.
* SKS Foundation is not bound to accept the lowest quoted rate and reserves the right to accept or reject any or all the Tenders without showing any reason and acceptance of any liability
* SKS Foundation will not be held liable for any third-party claim/s due to non-payment or underpayment of labors and/or workers and other liabilities of the contractor/bidder that may arise during and after the performance of the awarded contract.
* Purchase Order will be issued on an as-required basis. SKS Foundation is not bound to give the purchase order if we don't have any requirement during the agreement period
* The work shall be completed in all respects within the completion date mentioned in the purchase order.
* **Terrorists:** SKS Foundation will not do any business with any known terrorist group or company involved in any way with terrorists. SKS Foundation shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
* In all cases, the decision of the SKS Foundation Management will be final.
* The terms and conditions of this tender is a part of the Purchase Order and vice versa.

**Application Process**

Interested bidders are requested to submit their Proposal electronically with the subject line “**Proposal for Hotel Accommodation, Venue and Food”** to the following email address: **procurement@sks-bd.org on** or before **20 August 2025**

With thanks and regards,

**Md. Jahidul Islam**

**Convener, Central Procurement Committee**