قطـــر الخيرية QATAR CHARITY	**Request for Quotation: Ticket Service Charge and Accommodation**	Document No……...: S.A.-Purchases Qatar Charity Nigeria Office

RFQ/No: 050/2023 **Date:22/12/2023**

Vendor: ……

Address: ……

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION – TICKET SERVICE CHARGE AND ACCOMMODATION

Qatar Charity is a Doha-based non-governmental organization founded in 1992 in accordance with the laws and regulations governing charitable work in the State of Qatar. The Qatari society was expressing a deep willingness to contribute to the international solidarity chain and to participate in addressing the most important development and humanitarian challenges faced by vulnerable communities around the world. This willingness was derived from the Qatari society's values, principles and cultural heritage and Qatar Charity came as the institutional solution that would cater to it. Initially founded to provide life-saving assistance to children affected by conflicts or natural disasters, Qatar Charity then expanded its areas of expertise to include various humanitarian and development aid fields which include Education and Culture, Health, Water, Income generating, social housing for the poor, Quran Centers and Relief projects in which it has spent more than $1.3bn between 2013 and 2017, providing relief and assistance to more than 110 million beneficiaries worldwide. With funding from the Qatar, Qatar Charity is assisting the government of Nigeria (GON) to support vulnerable communities in achieving progress and prosperity by providing adequate support for vulnerable communities through robust social welfare systems and related services in various states within Nigeria.

Please provide us with your quote for Service charge on Flight Tickets and hotels accommodation as detailed in the table below. Please Ensure that the quotation includes the validity period (should be for the whole of 2024 starting on the 1st of January until the 31st of December) and full company profile. Note that all quotes should include 10% WHT on service charge only (to be deducted from source).

Issue Date:	Dec 22, 2023
Due Date and Time for Written Questions:	Dec 29, 2023
Quotation Due Date and Time:	Jan 03, 2024
Written questions should be sent via email to	flightandaccommodation.2024@gmail.com
Proposals should be submitted in softcopy to the following email address:	flightandaccommodation.2024@gmail.com

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A. **DELIVERABLES**

1. Flight Ticket

S/n	Items/Service Required	Quantity	Departure	Arrival
1.	Service Charge (fixed amount) on Local Flight Ticket for the listed cities (based on the actual amount paid to the airline).	1	Abuja, Kano, Gombe, Sokoto, Katsina, Yobe, Lagos, Ibadan, Maiduguri, Bauchi, Adamawa, Jos, Nassarawa, Zamfara and Kebbi	Abuja, Kano, Gombe, Sokoto, Katsina, Yobe, Lagos, Ibadan, Maiduguri, Bauchi, Adamawa, Jos, Nassarawa, Zamfara and Kebbi

2. Accommodation

S/n	Items/Service Required	Quantity	Location
1.	Service Charge (fixed amount) for the accommodation services in 3 stars hotels or above (full serviced apartments included) for the listed cities (based on the actual amount paid to the hotel).	1	Abuja, Kano, Gombe, Sokoto, Katsina, Yobe, Lagos, Ibadan, Maiduguri, Bauchi, Jigawa, Adamawa, Jos, Nassarawa, Zamfara and Kebbi

Note:

1. All flights should include insurance on the luggage and passengers.
2. The accommodation must be in a secured area (has a fens and guards), 24/7 electricity (not lighting), easily accessible (within the city or based on the guest preferences).
3. Standard room (King size bed) with full sanity, Bed and Breakfast service, and with A/C.
4. Restaurant should be available within the hotel.

B. PAYMENT TERMS

Payment terms for the contract issued as a result of this solicitation shall be 100% After services. Payment to the selected offeror for services rendered shall be made via EFT to the bank account provided by the offeror. QATAR CHARITY is willing to consider any offerors proposed method of billing for services, including frequency of payments, provided that the proposed method does not include pre-payment for services not yet completed.

C. REQUIRED QUALIFICATIONS

In order to be selected for award the offer must possess the following:

1. Tax Clearance Certificate
2. CAC Certificate

D. **EVALUATION OF OFFERS**

a. **General Information**

QATAR CHARITY anticipates receiving at least one round of questions from potential vendors; however, QATAR CHARITY reserves the right to award a contract without discussions.

Each offer submitted will be reviewed by an evaluation committee consisting of QATAR CHARITY employees in accordance with the criteria below and award will be made to the responsible vendor whose offer represents the best overall value to QATAR CHARITY.

QATAR CHARITY deducts 5% Withholding Tax at Source on all Supplies and 10% on all Services rendered and payable to the Federal Inland Revenue Service as stipulated by the Federal Government of Nigeria Tax Law.

b. **Evaluation Criteria**

Award will be made to the offeror whose proposal, conforming to the solicitation, is determined to offer the best value to QATAR CHARITY. Offers will be evaluated as follows:

1. Ability to meet the Scope of Work
2. Possession of all “Required Qualifications” listed above

3. Price (Evaluation Rating – 95%)
4. Deployment Timeline (Evaluation Rating – 5%)
5. Past performance/references

Factors are listed in order of importance.

c. **Determination of the Competitive Range and Contract Award**

If QATAR CHARITY determines that discussions are necessary, a Competitive Range will be established which is composed of only the most highly rated offers. QATAR CHARITY may exclude an offer if it is so deficient as to essentially require a new proposal. Should a competitive range be established, QATAR CHARITY may invite those in the competitive range to present their offers to the evaluation team. Should oral presentations occur, they will be evaluated as part of the offer.

d. **Non-Profit Pricing**

QATAR CHARITY is a registered 501(c)(3) non-profit corporation. Offerors should provide any and all discounts available to QATAR CHARITY based on its status as a STATE OF Qatar and as a non-profit.

e. **Acceptance of Offer and Award**

This RFQ is non-binding and in no way obligates QATAR CHARITY to award any contract. QATAR CHARITY reserves the right to make an award in whole or in part, or not to make an award, in accordance with the best interests of QATAR CHARITY. Firm commitment to purchase is not established until a written order/contract is issued by QATAR CHARITY.

f. **Cost of Proposal Preparation**

The cost of the proposal preparation in response to this solicitation shall be solely the responsibility of the Offeror.

g. Validity of Offers

Offers submitted in response to this solicitation shall be valid for at least 365 days from date of submission. Prices quoted by the offeror and subsequently incorporated in contract resulting from this solicitation shall be valid for the full period of performance.

E. SUBMISSION INSTRUCTIONS

Due Date and Time for Written Questions:	Dec 29, 2023,
Quotation Due Date and Time:	Jan 03, 2024, 4pm
Written questions should be sent via email to:	flightandaccommodation.2024@gmail.com
Proposals should be submitted in softcopy to the following email address:	flightandaccommodation.2024@gmail.com

Note: Bidders that have not registered with us, on Qatar Charity website should please register using the following link: https://financial.qcharity.org/purchasesoffice/Default.aspx?lang=1, to be eligible to bid for projects at any given time.