**SERVICE CONTRACT NOTICE**

**• 12th Helen Keller World Conference •**

**From September 27th to October 7th 2021**

**·** Kenya, Nairobi **·**

**1. Publication reference**

< Publication reference >

**2. Procedure**

Under the restricted procedure, all economic operators are entitled to reply to the contract notice. A preliminary selection will be compiled from the shortlist of the best-qualified candidates who satisfy the selection criteria and are exempted from the exclusion criteria.

**3. Programme title**

The 3rd African Federation of the Deafblind General Assembly, the 6th World Federation of the Deafblind General Assembly, and the 12th Helen Keller World Conference from 27th September to 7th October 2021, in Nairobi or outskirts, Kenya.

**4. Financing**

Financed by the Norwegian Agency for Development Cooperation.

**5. Contracting Authority**

The International Disability Alliance (IDA) is an alliance of eight global and six regional organisations of persons with disabilities. We advocate at the UN for a more inclusive global environment for persons with disabilities and their organisations.

🡪 <http://www.internationaldisabilityalliance.org/>

**6. Nature of contract**

The global price comprises :

* the daily rate of accommodation,
* the daily rate of catering,
* the daily rate of meeting rooms rentals,
* the daily rate of the technical and audio-visual equipment,
* airport-hotel-airport transportation services rate per person per trip,
* local transportation services rate per person per trip.

**7. Contract description**

This service contract concerns the host of three (3) consecutive conferences from 27th September to 7th October 2021, welcoming persons with disabilities for the General Assembly of their organizations, including the Helen Keller World Conference. The operator would need to provide accommodations for 100 people including 6 accessible rooms, meeting venues with capacity of 300 people and accessible facilities, airport and local transportations including accessible transportations, catering services and technical audio-visual equipment.

**8. Maximum budget**

Maximum **150 000 EUR** with all taxes included.

**9. Scope for additional services**

The contracting authority may, at its own discretion, extend the service contract in duration and/or scope subject to the availability of funding. Any extension of the contract would be subject to satisfactory performance by the contractor.

**Conditions of Participation**

**12. Eligibility and Candidature**

All eligible natural and legal persons/entities may apply.

 The participation of an ineligible natural or legal person, as per the **Annex : Ethic Clauses & Conflict of Interest** of the present application for service contract, will result in the automatic exclusion of that applicant.

 **13. Number of applications**

No more than one application can be submitted by a natural or legal person/entity whatever the form of participation. In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**14. Grounds for exclusion**

As part of the application for service contract, candidates must submit a signed declaration, included in the application for service contract, to the effect that they are not in any of the exclusion situations listed in **Annex : Ethic Clauses & Conflict of Interest** of the present application for service contract.

**15. Sub-contracting**

Subcontracting is allowed.

**16. Number of candidates to be short-listed**

Based on the applications received, a maximum of 10 candidates will be invited to submit detailed tenders for this contract.

**Provisional Timetable**

****

**The publication of the service prior information notice, the service contract notice and the application for service contract will be launched on 30 August 2020.**

**This invitation to tender for a service contract will follow a two-stage procedure :**

**1) Pre-selection**

**All economic operators are invited from 3rd to 14th August 2020, to answer to this service contract call by sending the application for service contract completed and following the information’s of the service contract notice.**

**All applications received will be analysed and reduced in a short-list of candidates who satisfied the most the selection criteria.** Site inspection will be scheduled from 17th to 21st August 2020, after the reception of all applications. It will be part of the shortlisting process. Our expert will contact you to book a visit.

**2) Selection**

 **All short-listed candidates will receive an official invitation to tender with the tender package to complete and submit, from 24th August to 11th September 2020.**

**The tenders will be evaluated from 14th September to 7th October 2020.**

**And the service contract will be awarded by the 9nd October 2020, following the signature of the award service contract by the 26th October 2020.**

**Selection and Award Criteria**

**17. Selection criteria**

The following selection criteria will be applied to all candidates. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**1) Economic and financial capacity of candidate** (based on item 3 of the application for service contract). In case of candidate being a public body, equivalent information should be provided. The reference period which will be considered will be the last three (3) financial years for which accounts have been closed.

* Annual turnover[[1]](#endnote-1) since the past 3 years , excluding this contract

**2)** **Professional capacity of candidate** (based on items 4 and 5 of the application for service contract). The reference period which will be considered will be from July 1st 2020.

* 4 standbys technicians for meeting rooms technical audio-visual equipment
* 24 hours room services / front desk services available
* 2 support hotel staff dedicated to the group available to the logistic team 24 hours
* Hotel security team and additional on-site armed security 24 hours a day
* Hotel emergency medical team support 24/7
* Cleaning staff
* Drivers

**3) Technical capacity of candidate** (based on items 5 and 6 of the application for service contract). The reference period which will be considered will be the last three years period preceding the submission deadline. All candidates are invited to apply even if they do not fulfil all the following technical criteria.

**In public and common areas :**

* Designated accessible car park places with a priority location in the parking area,
* Step free access (level or ramped) and/or lift access to the main entrance, to the meeting rooms, to the hotel rooms, to the restaurants and in between the areas listed,
* Automated door opening,
* Ground level/lobby level accessible washroom,
* Elevator to above ground accessible accommodation,
* Level or ramped access to public areas.

**Meeting venue :**

* Venue for 300 people in classroom set up including large space for wheelchair users to move between the tables, the chairs, the stage and the meeting rooms,
* Stage for 4 seated panellists and 2 standing Sign Language Interpreters, accessible with steady and large ramp for wheelchair users,
* 3 large screens and 3 LCD projectors,
* Sound system and A/V equipment,
* Independent wired and a wireless high-speed Internet connection and powerful bandwidth,
* The technical possibility for installing hearing loops (adapted equipment to install hearing loops),
* 4 accessible break-out rooms,
* 2 extras accessible meeting rooms for 50 people in a classroom set up,
* Equipped with a sound system and A/V,
* Table and wireless microphones,
* Office for logistics up to 10/15 people,
* Storage room for conference materials,
* Registration space for the uninterrupted registration process (i.e. spacious lobby),
* 4 interpretation booth including technical coverage,
* Adaptable A/C to heat or cool the venue,
* Accessible for wheelchair users either by elevators or ramps,
* 2 accessible toilets and bathrooms with proximity to the meeting room,
* Cleaning after each break,
* Spacious coffee-break area with accessible tables.

**Accommodation :**

* Accommodation capacity up to 100 people with 60% single rooms and 40% twin/double rooms (flexible with 70% single occupancy and 30% twins/double occupancy),
* 3 fully wheelchair accessible rooms :
* doors width and bathroom doorways that are easy to use
* manoeuvring space on each side of the bed
* roll-in shower
* grab bars in bathroom
* And 3 adaptable semi-accessible rooms with roll-in shower,
* Accessible phone in the bathroom.

**Restaurant :**

* Dedicated restaurant for breakfast, lunch, and dinner with capacity for 300 people,
* Open buffet flexible for adaptation to different dietary requirements (allergies, lactose-free, gluten-free, vegetarian, halal, kosher ...)
* Dedicated restaurant of capacity for 300 people for gala dinner in a roundtable setup with sound system,
* All restaurants accessible for wheelchair users and restrooms in close vicinity.

**Transportation :**

* Accessible transportation to and from the airport,
* Available vehicles for field trips : buses and shuttle buses.

**Other general requirements :**

* The hotel needs to have easy access from and to the airport,
* The hotel needs to have easy access from pharmacies, supermarkets, and hospitals,
* Manual clean and functioning wheelchairs at disposal,
* Secured safe box,
* Hotel entrance has to be fully accessible for wheelchair users,
* Security exits must be fully accessible for wheelchair users.

**Neighbourhood:**

* Proximity to markets, pubs, restaurants up to 500m distant,
* Proximity to health services.

**18. Award criteria**

Best price-quality ratio.

Best accessibility standards.

Best flexible payment dynamic.

Previous experience with similar projects.

Best staff proficiency and hotel area of specialization.

**Application**

**19. Deadline for submission of applications**

The candidate attention is drawn to the fact that applications will be requested in pdf format by private mail service at tenders@ida-secretariat.org.

The candidate will be notified automatically by email to acknowledge reception of the online application, which will serve as delivery proof.

The period of submission of applications is from August 3rd to August 14th, 2020; that is ten (10) working days. Application should be sent latest at 6:00 pm CEST (Central European Summer Time) / 7:00 pm EAT (East African Time), on August 14th, 2020.

Any application sent to the contracting authority after this deadline **will not be considered**.

**20. Application format and details to be provided**

**Applications must be submitted using the application for service contract**, the format and instructions of which must be strictly observed. The application for service contract is available from the following Internet address:

<http://www.internationaldisabilityalliance.org/>

The application must be accompanied by a signed declaration on honour on exclusion and selection criteria, a scanned version in pdf format must be shared with the application for service contract, using the template available from the following Internet address:

<http://www.internationaldisabilityalliance.org/>

Brochure or presentation documents will be requested from the candidates.

Any additional documentation will not be taken into consideration.

**21. How applications may be submitted**

Applications must be submitted in English exclusively, in pdf format to the contracting authority by mail service at tenders@ida-secretariat.org, in which case the evidence shall be constituted by an automatic email of confirmation from the contracting authority.

The **contract title** and name of the legal entity applying must be clearly added in the subject of the mail containing the application and must always be mentioned in all subsequent correspondence with the contracting authority. The name of the application documents must remain the same.

**Applications submitted by any other means will not be considered.**

By applying, candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

**22. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification to tenders@ida-secretariat.org prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 21. With regard to the mail service application, the subject must contain the **contract title**, name of the legal entity and ‘Alteration’ or ‘Withdrawal’.

**23. Operational language**

All written communications for this tender procedure and contract must be in English.

**24. Additional information**

Financial data to be provided by the candidate in the application for service contract must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the Oanda exchange rate of **AUGUST 2020,** which can be found at the following address: [https://www1.oanda.com/currency/converter/](https://www1.oanda.com/currency/converter/%20) .

1. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#endnote-ref-1)