



RFQ-WIN-2024-0030

REQUEST FOR QUOTATION (RFQ)

Provision of Venue and Catering Services

For Women In Need National Level

Gender Summit

Subject RFQ:	Provision of Venue and Catering Services for Women In Need Gender Summit
RFQ Issue date:	October 20, 2024
Project:	Win Against Violence Project
The Company:	Women In Need Ltd
Country of Performance:	Sri Lanka
Event Location:	Colombo
Completion period:	Upon completion of the Women In Need Gender summit 2025
Preferred currency of Quotation:	Sri Lankan Rupees
Payment Terms:	As per the signed contract
Prebid Meeting:	October 30, 2024, at 10.00am to 11.30am
Closing Date and Time:	November 18, 2024, at 5.00pm Sri Lanka Time
Details for Submission:	Submissions should be emailed to applications@winsl.net

All documentations shall be

In this language: English

Period of Validity of the quotation: 199 days starting from the RFQ Closing date

Thank you for your interest in the above procurement. Women In Need invites you to submit your offer for the provision of venue and catering for the National level Gender Summit scheduled on the 5th & 6th of June 2025.. Your quotation must be submitted within the validity period mentioned above. Kindly ensure that the offers are signed and in PDF format.

This RFQ in no way obligates Women In Need to award a contract nor does it commit Women in Need to pay any cost incurred in the preparation and submission of the quotation. Women In Need bears no responsibility for data errors resulting from transmission or conversion processes.

Yours sincerely,

D. Janarathanan
Procurement and Admin officer
Women In Need

Job Title: Organization

Location: Colombo

Type of Contract: Firm Fixed Price

Background

Women In Need (WIN) is a non-governmental organization that has been working for nearly 3 decades together with government, non-government and private sector stakeholders at both national and local level for the eradication of violence against women and girls in Sri Lanka. WIN offers free psycho-social counselling services, legal services, emergency shelter services and 24 hour hotline service for women to assist those who are enduring violence through its crisis centers located in the districts Anuradhapura, Batticaloa, Badulla, Colombo, Matara, Jaffna and Ratnapura.

WIN proposes to host a Gender Summit on the **05th and 06th of June 2025** which is expected to create a platform for dialogue among policymakers, rights activists, genders scholars, survivors, civil society and the general public to address existing issues of sexual and gender-based violence (SGBV).

The venue must provide space for a main conference room, 5 breakout rooms, and a theatre facility. Additionally, an outdoor area is required for a market exhibition and an interface theatre performance. Separate catering facilities are needed to accommodate refreshments and lunch.

Eligible Criteria:

1. Experience in hosting international events with more than 350 participants with special arrangements is mandatory. Please attach the capacity chart and the former experience of hosting similar high-level, international events in the proposal.
2. Registered Organization: Only registered organizations are eligible to apply. Suppliers must provide proof of their legal registration.

Summary of Requirement

1. Event Venue

Below is the chart showing the needed event room(s) by the designated time duration and date for 2 days.

Item	Requirement		
Date and Time	5th and 6th of June 2025 - 8.30 Am to 6.30 Pm		
Event Venue	Please note that this event involves high-level delegations from the government and private-sectors thus venue should be able to accommodate high level of security services and have capacity to support needful protocol assistance as requested.		
	The venue must provide adequate space for the main conference room, 5 breakout rooms, and a theater facility to accommodate the different sessions of the Gender Summit. The main conference room should have the capacity to host 350 participants. The breakout rooms should accommodate a minimum of 75 people each. A theater facility with seating for at least 75 people and a front stage is also required for screening short films related to the event. This space should include proper seating arrangements and projection equipment.		
	Below is the chart showing the needed Air-conditioned event room(S) by the designated time duration and date for 2 Days		
	<table border="1"><thead><tr><th>Date</th><th>Time</th><th>Note</th></tr></thead></table>	Date	Time
Date	Time	Note	

	6/5/2025	8.30am to 6.30pm	Required One (1) event room accommodating a minimum of 350 people. The room should have a front stage
		8.30am to 6.30pm	Five (5) event rooms accommodate a minimum of 75 people & 1 theatre facility can accommodate a minimum of 75 people.
5th of June 2025 - Total seven (7) event rooms are required as per above requirements			
	6/6/2025	8.30am to 6.30pm	One (1) event room accommodating a minimum of 350 people. The room should have a front stage
		8.30am to 6.30pm	Five (5) event rooms accommodating minimum 75 people & 1 theatre facility can accommodate a minimum of 75 people.
6th of June 2025 - Total seven (7) event rooms are required as per above requirements			
<p>1. All event rooms should be equipped with tables and chairs appropriate for group sessions & Panel discussion- Table, chairs and equipment setup will be required. A separate room for catering services, accessible to all participants, should be provided for morning & evening refreshments and lunch. This room must include all necessary equipment for serving meals and refreshments in a comfortable and organized manner.</p>			
<p>2. All event rooms should provide one (1) podium and a set up for panel discussion & presentation.</p>			
<p>3. The venue must be accessible for individuals with disabilities, including wheelchair access and accessible restrooms.</p>			
<p>4. Sufficient parking space should be available for attendees and staff.</p>			
The CSO Exchange Space / Exhibition space	<p>1. An outside area is needed on the second day of the event, June 6th, 2025. The space should accommodate a market exhibition with a minimum of 20-30 stalls. Additionally, this area should include space for an interactive theatre performance.</p>		
	<p>2. The marquees/stalls will be set up by the event management company the day before. (5th of June 2025)</p>		
	<p>Each stall has to be the minimum size of 3m x 3m to accommodate vendors and their products comfortably. The Exhibition place should be easily accessible to the general public and event attendees.</p>		
	<p>3. Access to electricity, water supply, and basic amenities for stall holders.</p>		
	<p>4. Adequate security arrangements to ensure the safety of stall vendors and attendees.</p>		
	<p>5. WIN will arrange for marquees or tents for the stalls and necessary arrangements. The venue should accommodate these setups on the previous day.</p>		
Sound System & ICT	<p>1. Minimum two (2) FM microphones and sound system per event room to be provided at the venue.</p>		

	2. Projector and screen to be provided per room for all event days.												
	3. Complimentary Wi-Fi for all participants.												
Media Area/ Press Room Requirements	1. Designated media area or press room with adequate space for media personnel to cover the event, including seating arrangements.												
	2. Equipped with tables, chairs, power outlets, and internet connectivity for journalists and media professionals.												
Food	Catering for all participants to be provided with												
	<table border="1"> <thead> <tr> <th>Date</th> <th>Morning coffee Break (No of Servings)</th> <th>Lunch (No of Servings)</th> <th>Evening Coffee Break (No of Servings)</th> </tr> </thead> <tbody> <tr> <td>5/6/2025</td> <td>350</td> <td>350</td> <td>350</td> </tr> <tr> <td>6/6/2025</td> <td>350</td> <td>350</td> <td>350</td> </tr> </tbody> </table>	Date	Morning coffee Break (No of Servings)	Lunch (No of Servings)	Evening Coffee Break (No of Servings)	5/6/2025	350	350	350	6/6/2025	350	350	350
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	5/6/2025	350	350	350									
	6/6/2025	350	350	350									
	1. Free flow of water to be provided for all sessions												
	2. Coffee break both days												
	Morning coffee break includes coffee, teas, at least two savory items and one sweet item.												
	Evening coffee break includes coffees, teas and two savory and one sweet items.												
	3. Lunch												
	Either lunch box or international buffet - Please provide the quotation for both option for the consideration.												
	4. All catering should meet with special dietary needs of the guests.												
Halal food and vegetarian menu will be required.													
Some participants do not eat pork and or beef													
5. The exact number of participants and the final menu selections will be confirmed no later than 15 days before the event.													
Event Management	The venue supplier must allow for the installation of LED screens, stalls, banners, flex, sound systems, and other event management arrangements by WIN's designated event management company.												
Additional Space	WIN reserves the right to request additional space beyond the specified requirements, if needed for the successful execution of the Gender Summit.												

Technical Response Template

Please include this technical response template as part of the quotation and specify your response in the supplier's response column. Please also specify any part of or area of the requirements that cannot be met.

Technical Response Template			
Item	Requirement	Suppliers' response column	Remarks
Date and Time	Confirm availability of the venue on the 5th and 6th of June 2025.		
Event Venue	Venue can accommodate high-level delegations with necessary security and protocol assistance.		
Prior Experience	Experience in hosting international events with more than 350 participants with special arrangements.		
Main Event Room	One event room accommodating at least 350 people with a front stage on both event days.		
Breakout Rooms	Five rooms accommodating a minimum of 75 people each on both event days.		
Accessibility	Venue is accessible for individuals with disabilities, including wheelchair access and accessible restrooms.		
Parking	Sufficient parking space is available for attendees and staff.		
Marketplace	Confirm availability of the open area on the 6th of June 2025 for setting up a Exhibition like space with 20-30 stalls, each measuring 3m x 3m with access to electricity and water supply.		
Prior Arrangements	Allowability to make necessary arrangements and setups of the Main event room and breakout rooms on the prior day (4 th of June 2025) & Allowability to make necessary arrangements and setups for the Exhibition Space (e.g., stalls, marquees) in the open area on the prior day, 5th of June 2025.		
Sound System & ICT	Minimum two microphones, sound system, projector, screen, and complimentary Wi-Fi per room.		
Media/Press Room	Designated area with tables, chairs, power outlets, and internet for media personnel.		
Catering Services	Provision of Morning/Evening coffee breaks and lunch for 350 participants on both days.		

Dietary Needs	Catering meets special dietary needs including Halal and vegetarian options; excludes pork and beef.		
Event Management	Allows installation of LED screens, stalls, and sound systems by WIN's designated event management company.		
Additional Space	Availability of additional space if requested by WIN closer to the event date.		
Room Adjustments	Flexibility in adjusting the number of rooms required closer to the event date.		

Pre-Bid Meeting

Before the submission of the proposal, a pre-bid meeting will be held by WIN for the applicants on the 30th of October 2024 from 10.00 am to 11.30 am at the Women In Need office, No.25, Tickell Road, Colombo-08. During the pre-bid meeting, a designated time slot will be allocated for questions and answers.

Price Adjustment and Changes in Requirements:

1. Nominal Price Changes: WIN recognizes that market conditions may result in nominal changes to the quoted prices. Therefore, any reasonable price adjustments must be communicated in writing to WIN no later than 30 days before the event date. Such changes will be reviewed and accepted at WIN's discretion.

2. Adjustment in meeting/ conference room Requirements: Closer to the event date, the number of required event rooms may vary based on the final number of participants. The supplier agrees to accommodate changes in the number of rooms, either increasing or decreasing, with prior notice provided by WIN. Any associated cost changes due to these adjustments should be reflected in the final invoice.

3. Additional Space: If additional space is required beyond the specified requirements for the successful execution of the Gender Summit, the supplier should provide the space subject to availability. Any additional costs associated with this will be mutually agreed upon between WIN and the supplier.

Quotation Submission Instructions

Suppliers are required to submit the following documents as part of their proposal:

1. Technical Response Template: Suppliers must complete and submit the Technical Response Template provided in this RFQ. This template should clearly indicate the availability and compliance of the supplier's offerings with the specified requirements.

2. Detailed Quotation: A comprehensive quotation must be submitted, detailing the costs associated with each requirement outlined in the RFQ. The quotation should include all applicable taxes, duties, and charges, and be presented in Sri Lankan Rupees (LKR).

3. Company Registration Certificate: To verify the legal status of the company as per the eligibility criteria.

4. Company Profile: A brief overview of the company, including years of experience, services offered, and any relevant certifications.

5. Proof of Experience: Evidence of hosting similar events with over 350 participants. This can include client references, event reports, or contracts demonstrating past performance.

6. Venue Layout Plan: A detailed layout of the venue, showing the arrangement of rooms, seating capacity, accessibility features, and any additional areas like open space suitable for the CSO Exchange exhibition space.

7. Security and Protocol Capabilities: Documentation detailing the venue's capacity to handle high-level security requirements and protocol assistance for government and private sector delegations.

8. Catering Menu Samples: Proposed menu options, including Halal, vegetarian, and special dietary considerations, along with their respective pricing.

9. Equipment and Facilities List: A list of available equipment such as microphones, projectors, Wi-Fi, and other ICT and sound system facilities.

Submission Checklist:

- Completed Technical Response Template (Yes/No responses with remarks if applicable).
- Detailed Quotation with itemized pricing, terms, and conditions.
- Company Registration Certificate
- Company Profile
- Proof of Experience with similar events (e.g., past event documentation, references)
- Venue Layout Plan
- Documentation on Security and Protocol Capabilities
- Catering Menu Samples
- Equipment and Facilities List

Submission Guidelines:

- The proposal must be submitted via email to: applications@winsl.net
- Deadline: Proposals must be received by 5:00 PM on 18th November 2024 (Sri Lanka Time).
- All submissions should be in PDF format, signed by an authorized representative of the supplier.

Failure to submit both the Technical Response Template and the Detailed Quotation may result in disqualification from the evaluation process.

Supplier Declaration: By submitting the proposal, the supplier acknowledges that they have reviewed all requirements, and that the information provided is accurate and binding.

PROPOSAL, EVALUATION AND AWARD PROCESS

The successful vendor will be selected through an evaluation of the technical proposal in line with the Technical Evaluation Criteria below. The basis for the award will be to select the responsible and reasonable bidder who provides the best value to WIN.

Award

Awards will be made to the best value offers for WIN based on an evaluation of the technical proposal.

1. Technical proposal Evaluation (100 Marks)

A minimum of 70% is needed from the technical evaluation criteria for the proposal to move to the next stage of review.

2. Financial Proposal Evaluation

Scores will not be allocated explicitly for price/cost proposals. However, the financial aspect of proposals will be evaluated based on its reasonableness and suitability for Women in Need.

WIN reserves the right to award the contract without further discussion. Therefore, offerors are strongly encouraged to submit their best price/cost proposals, considering both the financial aspect and the terms and conditions provided.

Technical Evaluation Criteria

1. Previous Experience in Similar Events (20 marks) Suppliers must demonstrate experience in hosting events of a similar scale and nature, particularly with special arrangements.
2. Capacity to Meet Security and Protocol Requirements (20 marks)
3. Event Venue Specifications (20 marks) Availability of required rooms, accessibility, parking, and adherence to venue requirements.
4. Marketplace Setup and Amenities (10 marks) Provision of an open area suitable for marketplace stalls and access to basic amenities.
5. Sound System, ICT, and Media Facilities (10 marks) Availability of required sound and ICT equipment, and designated media space.
6. Catering Services (10 marks) Capacity to provide catering services that meet dietary requirements.
7. Event Management Support (10 marks) Willingness to accommodate WIN's designated event management arrangements.

PROCUREMENT INTEGRITY AND ETHICS

It is WIN's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and WIN personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any of WIN's procurements and may result in disciplinary actions against WIN personnel involved in such discovered transactions. Any contract/purchase order resulting from this solicitation must be signed by both parties to be considered valid and in force.

Terms and conditions

1. Proposal Conditions

By submitting a proposal, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in Sri Lanka currency.

2. Proposal Lodgment

The company may grant extensions to the deadline at its discretion. The company will not consider any quotes received after the deadline specified in the RFQ unless the company determines to do so otherwise at its sole discretion.

3. Evaluation

All proposals are subjected to ensure compliance with this RFQ and to determine the best proposal.

4. Alterations

The company may decline to consider a proposal in which there are alterations, erasures, illegibility, ambiguity, or incomplete details.

5. The Company's Rights

The company may, at its discretion, discontinue the RFQ; decline to accept any proposal; terminate, extend or vary its selection process; decline to issue any

contract; seek information or negotiate with any potential supplier that has not been invited to submit a quotation; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate proposals as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The company may amend or clarify any aspect of the RFQ prior to the RFQ deadline by issuing an amendment to the RFQ in the same manner in which the original RFQ was distributed. Such amendments or clarifications will, as far as practicable, be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the contact person referred to in the cover page of this RFQ.

7. Clarification

The company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their proposals.

8. Confidentiality

In their proposal, potential suppliers must identify any aspects of their proposal that they consider should be kept confidential, with reasons. Potential suppliers should note that the company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the company has the right to disclose the information contained in their proposal.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the company's confidential information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of confidential information and to prevent its unauthorized disclosure to any other person. If the potential supplier is required to disclose confidential information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit proposals for alternative methods of addressing the company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the company prior to the RFQ deadline. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their proposal and provide it to the company upon request.

11. Price/Cost Basis

Prices or costs quoted must show the tax exclusive price, the tax component, and the tax inclusive price. The contract price, which must include all taxes, supplier charges and costs, will be the maximum price payable by the Company for the goods and/or services.

12. Financial information

If requested by the company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the goods and/or services over the term of any agreement. If requested by the company, the potential supplier must

promptly provide the company with such information or documentation as the company reasonably requires an evaluation of the potential supplier's financial stability.

13. Referees

The company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the company immediately if any actual, potential, or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ, the following order of precedence shall apply:

- (a) these terms and conditions.
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents, and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their proposal or the RFQ process. Potential suppliers must disclose where proposals have been compiled with the assistance of current or former the company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their proposal from consideration. Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give arise to a perception of bribery or

corruption in relation to the RFQ or any other dealings between the parties.