



Request for Proposal – Hotel Services
Due by December 18, 2024

The National Democratic Institute in Iraq (NDI) seeks to establish preferred vendor relationships for hotel services in Erbil, Dohuk and Sulaymaniyah for a 12- month period. NDI plans to select one or more ‘preferred’ vendors in each area to provide services starting from January 1, 2025. Successful bidders must have well established experience in hotel management, competitive rates and a demonstrated ability to accommodate a range of events that require hotel and/or conference services. Events may range from 5 to 10 persons, or upwards to 200 participants depending on the size and scope of the event. The selected hotels must be able to accommodate groups of that size to stage conferences and lodge participants in the very same venue.

NDI will evaluate bids based on the vendor's ability to meet the description of services required; i.e. good local reputation, solid security systems, convenient location, flexibility in bookings, pricing and payment terms. NDI reserves the right to reject any and all bids. NDI shall not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to the request for bids. The selected vendor(s) would be designated as NDI’s preferred vendor for a 12-month period; however, all services requested by NDI would be done on an “as needed” basis to support operations. No revenue is guaranteed from this contract and NDI reserves the right to use non-preferred vendors, if necessary.

Bids should include pricing for the following:

Description	Unit	Standard Rate (IQD)	NDI Rate (IQD)	Remarks
Single Room (w/breakfast)	night			
Single Room (full board)	night			
Double Room (w/breakfast)				
Meeting Space Rental Costs- and different meeting space size available	day			<i>Please provide detailed descriptions and photos of available meeting halls with floor plans, potential room configurations and list of provided equipment inside the halls..</i>
Coffee Breaks	pax			
Lunch	pax			<i>Please provide the price for lunch buffet for participants attending meetings at hotel</i>

Airport Shuttle	trip			<i>Please provide one- and round-trip costs as price per trip or per person</i>
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Additionally, please provide the following information:

- Describe the general security measures taken by the hotel (i.e. guards, controlled access, metal detectors/x-ray machines at entrance, perimeter security, etc.);
- Number of rooms in the hotel;
- Number and size of meeting halls;
- Describe other amenities of the hotel;
- Hotel address and location;
- **Timeframe, reservation and cancelation procedures for the event and hotel rooms;**
- No-show policy;
- Payment terms and conditions;
- Confirmation of the validity of the rates for 12 months;
- Names and passport information for sales director and general manager; and
- Any other information relevant to this bid.

Preferred vendor(s) will be expected to sign a terms of service agreement with NDI valid for 12 months that include:

- **Payment via bank transfer to an Iraqi institution;**
- Standards of Behavior for NDI vendors; and
- Process for quoting and accepting services requested by NDI.

Upon submission of a complete proposal, NDI reserves the right to conduct site visits to assess the property and its physical security.

NDI reserves the right to modify the technical requirements and submission deadline at any time by giving written notice to all bidders. All proposals must address all required areas. All proposals shall be in the English language; all prices shall be in **Iraqi Dinar**. All proposals shall be valid for a period of 90 days from the submission deadline. NDI will evaluate proposals based upon the vendor's ability to meet the description of products as already described. **NDI reserves the right to reject any and all bids. NDI shall not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to the request for bids.**

Bidders must provide disclosure of any known past, present or future relationships with any parties associated with NDI. For example, bidders should disclose if a member of their staff has personal relationships with an NDI employee, or is a past employee of the Institute. The bidder also certifies that the prices offered were arrived at independently and without purpose of restricting competition with other bidders including, but not limited to subsidiaries and that prices have not been and will not be knowingly disclosed to any other offerer unless required by law. Failure to comply with these requirements may result in NDI having to re-evaluate the selection of a potential bid.

Please submit all complete bids by **December 18, 2024** to iraq-jobs@ndi.org

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