

Request for Quotations

Title: Wednesday Weekly Lunch

Date Solicitation is Issued: March 31, 2023

Solicitation Number: 001.04.01.2023.WWL

Closing Date: April 26, 2023

Closing Time: 12:59 pm EDT, UTC -04:00

Entitles That May Apply: Firms

Contractual Mechanism: Firm Fixed Price Purchase Order

I. BACKGROUND

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

II. PROJECT OVERVIEW

The Pan American Development Foundation is seeking a Catering Company as its preferred vendor to provide its employees and guests, a weekly lunch that is served every Wednesday at 1:00pm.

Our organization is seeking out a firm that can provide food preparation services based on the dietary needs of our staff, providing the necessary service in setting up and dismantling the of the tables, setting up the food buffet for the staff, and serving food to staff for an hour (from 1:00pm to 2:00pm).

III. DELIVERY / LOCATION

The delivery location is the Organization of American States Building, 1889 F Street NW, Washington, DC 20006. The buffet should be set up on the second floor, and there is a table that will need to be set up and dismantled every week.

IV. SPECIFICATIONS

The vendor must prepare 3 Menu's based on the parameters outlined in Annex II (please price out the different. The parameters include certain dietary restrictions that are outlined below:

Vegan Dietary Restriction- Plant-based diet avoiding all animal foods such as meat (including fish, and shellfish), dairy, eggs and honey - as well as avoiding animal-derived materials, products tested on animals and places that use animals for entertainment.

Pescatarian Dietary Restriction (Seafood Option) – Fish and seafood-based diet, which avoids red meat or poultry, but includes vegetables eggs and dairy.

Animal Based Protein – the category is for persons that do not have any dietary restrictions and can eat poultry, dairy, meat, and seafood.

V. QUOTATION DOCUMENTS TO INCLUDE

- a. Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations etc.
- b. Two client reference letters that state bidder recently provided similar goods/equipment/services to.
- c. Signed Vendor Information (see Annex 1)
- d. Signed Quotation (see Annex 2) with contact information on vendor’s letterhead that addresses all elements in this solicitation.

VI. EVALUATION CRITERIA

In evaluating Quotations, PADF will seek the best value for money considering the merits of the technical and costs factors. Quotations will be evaluated using the following criteria.

Quotations will be evaluated ONLY against the Evaluation Criteria in the RFQ (no other evaluation criteria may be considered for selection).

Evaluation Criteria	Score (out of 100)
Quotation fully complies with requirements of the RFQ: Meets specifications and has all documents listed in Quotation Documents to Include Section	50
Client references: Two Client Reference Letters	20
Best Value	30

VII. SUBMISSION DETAILS

- a. Deadline. Quotations must be received no later than April 26, 2023, 12:59pm EDT (UTC-04:00). Late submissions will not be accepted. Quotations must be submitted via email to procurement@padf.org. All Quotations are to be submitted following the guidelines listed in this RFQ.
- b. Validity of bid. 120 days from the submission deadline.

c. Clarifications. Questions may be submitted to procurement@padf.org by the specified date and time in the timeline below. The subject of the email must contain the RFQ number and title of the RFQ. PADF will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the PADF website and/or communicated via email.

d. Amendments. At any time prior to the deadline for submission of Quotations, PADF may, for any reason, modify the RFQ documents by amendment which will be posted to the PADF website and/or communicated via email.

e. Timeline of Events

Request for Quotation Issued	March 31, 2023
Clarifications submitted to PADF	April 18, 2023
Clarifications provided to known bidders	April 20, 2023
Complete Quotation Due	April 26, 2023, 12:59pm, EDT (UTC -04:00)
Approximate Selection Made	May 1, 2023

VIII. TERMS AND CONDITIONS

Resulting Award

This RFQ does not obligate PADF to execute a contract and or purchase order, nor does it commit PADF to pay any costs incurred in the preparation or submission of the Quotation. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning Quotation and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF’s evaluation results are confidential and applicant scoring will not be shared among bidders.

Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor’s internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General’s Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).



Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Quotations.

Clean Air Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. The winning bid will comply with the aforementioned regulation, and with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA), as well as PADF.

Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – The winning bid certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

ANNEX I, VENDOR INFORMATION

Please Annex the following information in your submitted Quotation:

VENDOR INFORMATION FORM		
1.	Vendor Type (Firm or Individual)	
2.	Registration Status (Please indicate Employer Identification Number, Social Security Number, or other registration number)	
3.	Vendor's Legal Name	
4.	Company Contact full name	
5.	Email Address	
6.	Full Business Address (Including city, country, and postal code, if applicable)	
7.	Category (Not-For-Profit, For-Profit, Other)	
8.	Based in U.S.? (Yes or No)	
9.	Phone Number	
10.	Government Owned Business? (Yes or No)	
11.	Signed and Printed Name	
12.	Date	

ANNEX II, QUOTATION FORM

(All applicable Taxes, Fees, and other costs should be included in the price Quotation)

For a successful submission of a quote, the vendor should prepare 3 sample menus based on the dietary restrictions mentioned below. Each sample Menu will be for 65 persons, but please be aware of the dietary requirements.

Menu 1

Description of Menu:

	Description	Unit Cost US\$	Number of Units	Cost US\$
30 persons with no dietary restrictions or an animal-based protein				
25 persons with a seafood option				
10 persons with vegan options				
Drink Menu for 65 persons, assortment of juice, sparkling water, and soda				
Small Dessert for 40 persons				
Fresh Fruit Salad for 40 persons				
Tip (if applicable)				
Set Up, Serving, and Dismantling Charges (if applicable)				
Utensils (Forks, Knives, Spoons, Napkins, Plates, etc.)				
Other Charges (Please Specify)				
TOTAL COST				

Menu 2

Description of Menu:

	Description	Unit Cost US\$	Number of Units	Cost US\$
30 persons with no dietary restrictions or an animal-based protein				
25 persons with a seafood option				
10 persons with vegan options				
Drink Menu for 65 persons, assortment of juice, sparkling water, and soda				
Small Dessert for 40 persons				
Fresh Fruit Salad for 40 persons				
Tip (if applicable)				
Set Up, Serving, and Dismantling Charges (if applicable)				
Utensils (Forks, Knives, Spoons, Napkins, Plates, etc.)				
Other Charges (Please Specify)				
TOTAL COST				

Menu 3

Description of Menu:

	Description	Unit Cost US\$	Number of Units	Cost US\$
30 persons with no dietary restrictions or an animal-based protein				
25 persons with a seafood option				
10 persons with vegan options				
Drink Menu for 65 persons, assortment of juice, sparkling water, and soda				
Small Dessert for 40 persons				
Fresh Fruit Salad for 40 persons				
Tip (if applicable)				
Set Up, Serving, and Dismantling Charges (if applicable)				
Utensils (Forks, Knives, Spoons, Napkins, Plates, etc.)				
Other Charges (Please Specify)				
TOTAL COST				

Company Name:	
Name of Representative:	
Title:	
Signature:	

Date:	
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ANNEX III, PADF CODE OF CONDUCT

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

Honesty: We work and express ourselves in an open, transparent, and clear manner.

Excellence: We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

Accountability: We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

Respect: We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

Teamwork: We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents should be reported to PADF via its Ethics Hotline at www.safecall.co.uk/report