



**REQUEST FOR PROPOSAL
FOR THE PROVISION OF FRAMEWORK AGREEMENT SERVICES**

Covering:

PROVISION OF HOTEL SERVICES

RFP Reference Number: *RFP-06/Framework/2026*

Date of Issue 24th *August 2026*

Submission Deadline: 4th *September 2026*

1. Letter of Invitation to Bid

Dear Prospective Bidder,

ADRA Uganda invites qualified and experienced service providers to submit quotations/proposals for inclusion in a Framework Agreement covering the following categories of services for a period of 12 months, renewable subject to satisfactory performance:

- **Hotel Services — Accommodation, Hall Hire/Conference Facilities, and Meals/Catering**

A Framework Agreement does not guarantee any minimum volume of business. It establishes pre-qualified, pre-priced providers from whom the organization will place call-off orders/purchase orders as needs arise during the contract period.

Key Information	Details
RFP Reference Number	RFP-06/FRAMEWORK/2026
Issue Date	24 th August 2026
Submission Deadline	4 th September 2026, 2:00PM
Submission Method	Email and Physical drop-at the nearest ADRA Office
Contact Person	Procurement and Logistics Officer Email: plo@adraganda.org Telephone: 256779863454 Or/ And Admin Assistant/ Field Accountant/ Email: Telephone:
Bid Validity Period	90 days from the submission deadline

Late submissions will not be considered. ADRA Uganda reserves the right to accept or reject any and without being obliged to inform the affected bidder(s) of the grounds.

2. Background and Purpose

ADRA is the global humanitarian arm of the Seventh-day Adventist Church. ADRA Uganda is committed to improving the quality of life of vulnerable and disadvantaged communities through sustainable development initiatives, emergency response, livelihoods, education, health, and other interventions

To support its operations, the organization wishes to establish Framework Agreements with reliable, qualified hotel service providers across the categories listed in Section 1, to be called upon on an as-needed basis over the contract period for staff accommodation, workshops, trainings, conferences, and official events.

2.1 Objectives

- Secure competitive, pre-agreed pricing and service standards for recurring accommodation and conference needs.
- Reduce procurement lead time for routine and urgent hotel bookings.
- Establish a pool of qualified, vetted hotel providers across different locations.
- Ensure consistent quality, safety, security, and compliance standards across all engagements.

3. Scope of Requirements

Bidders should review the requirements they intend to bid for and complete the corresponding Price Schedule and Technical Proposal annexes.

Hotel Services — Accommodation, Hall Hire/Conference Facilities, and Meals/Catering

Scope of services under this lot includes but is not limited to:

- Scope of services under this lot includes but is not limited to:
- Provision of accommodation (single, double/twin, and executive rooms) for staff and official visitors on a bed-and-breakfast, half-board, or full-board basis.
- Hall hire and conference facilities for meetings, workshops, trainings, and official events, including seating arrangements (boardroom, theatre, classroom, U-shape), sound/PA system, projector/screen, flip charts, and stationery.
- Provision of meals and refreshments (breakfast, lunch, dinner, tea/coffee breaks) for residential and non-residential guests and event participants.
- Airport/station pick-up and drop-off or shuttle services where required.
- Reliable internet/Wi-Fi access.
- Laundry services for residential guests on request.
- Security, fire safety, and health/hygiene standards for both guest rooms and conference facilities.
- Provision of secure parking for participants' and staff vehicles.

Information required from bidders for this lot

In addition to the general technical and financial proposal requirements in Section 4, bidders applying for this requirement must provide:

- Hotel category/star rating (if any) and location(s) of the property/properties;
- Number and type of rooms available (single, double/twin, executive/suite) and maximum guest capacity;
- Conference/hall capacity (number of halls, maximum seating per hall, and seating arrangement options);
- Sample menus for accommodation (bed-and-breakfast/half-board/full-board) and conference packages;
- Pricing per room type per night, and per person for conference/meal packages;
- Food safety and hygiene certification, and fire/health and safety compliance documentation;
- Minimum notice period required for bookings of varying sizes;
- Maximum number of residential guests and/or conference delegates that can be accommodated at once (e.g. 20/50/100+ people).

4. Instructions to Bidders

4.1 Eligibility

- Be a legally registered entity, with a valid business/trading license or its equivalent.
- Not be under a declaration of ineligibility, suspension, or debarment by ADRA Uganda, relevant government authority, or major donors.
- Have no conflict of interest with ADRA Uganda staff or board members.
- Be tax-compliant, with a valid Tax Identification Number and tax clearance certificate.

4.3 Preparation and Submission of Bids

1. Bids must be submitted in English, in the format specified in the annexes.
2. Bidders must clearly indicate supplies/services they are bidding for.
3. All prices must be quoted in local currency / Uganda Shillings, inclusive of all applicable taxes, unless otherwise specified.
4. Bids must be submitted by the deadline stated in Section 1 via email and physical document submission. Bids submitted after the deadline will not be considered.
5. Each bid must include: (a) Bid Submission Form (Annex A); (b) Price Schedule(s) for each bid for (Annex B); (c) Technical Proposal (Annex C); (d) Company Profile and Eligibility Declaration (Annex D); and supporting documents listed in Annex D.

4.4 Bid Validity, Currency, and Costs

Bids must remain valid for the period of 90 days after bid submission

5. Evaluation Methodology

Evaluation will be conducted in two stages: (1) Preliminary/Eligibility screening on a pass/fail basis, and (2) Technical and Financial evaluation, scored per lot as set out below.

5.1 Preliminary Screening (Pass/Fail)

- Completeness of submission (all required forms and documents included).
- Compliance with eligibility criteria in Section 4.1.

5.2 Technical Evaluation

Criterion	Weight
Relevant experience and track record (references, years in business, similar clients hosted)	30%
Compliance to eligibility credibility, i.e. registration, licensing, certifications, etc.	20%
Facilities and capacity to deliver, e.g. room inventory, hall capacity, equipment, location/accessibility, staffing	30%
Quality, safety, security, and hygiene standards	20%

A minimum technical score of 70 % is required to proceed to financial evaluation. Bidders scoring below this threshold will not be considered further.

5.3 Financial Evaluation

For bidders who meet the minimum technical score, financial proposals will be evaluated for competitiveness and value for money against the market. An indicative combined scoring approach is:

Component	Weight
Technical Score	70%
Financial Score	30%

ADRA Uganda reserves the right to award to a single provider or multiple providers to be called upon on a rotational or best-fit basis, at its sole discretion.

6. Key Terms of the Framework Agreement

Successful bidders will be required to sign a Framework Agreement. Indicative key terms are summarized below;

- Duration: 12 months from the date of signature, with an option to extend by mutual written agreement.
- No guaranteed minimum volume or value of orders; call-offs will be made against actual operational needs via Purchase Orders/Call-Off Orders.
- Pricing fixed for the duration of the agreement, except where a price-review clause is agreed.
- Payment terms: e.g....within 30 days of receipt of a valid invoice and supporting documentation.
- Performance monitoring: periodic service review and ADRA has a right to terminate for persistent underperformance, within 30 days written notice.
- Confidentiality, anti-corruption/integrity, child safeguarding (where applicable), health and safety, and insurance/indemnity clauses shall be set out in the agreement.
- Termination for convenience by either party with in 30 days' written notice, and termination for cause (breach, fraud, insolvency) with immediate effect.

7. List of Annexes

The following annexes form part of this RFP and must be completed and returned as indicated:

Annex	Title
A	Bid Submission Form
B	Price Schedule
C	Technical Proposal and integrity declaration
D	Company Profile & Eligibility documents

Annex A: Bid Submission Form

To be completed on the bidder's official letterhead and submitted with the bid.

Name of Bidding Company	
Registered Address	
Contact Person / Title	
Phone / Email	
Bid Validity Period Confirmed	

I/We confirm that the information provided in this bid is accurate and complete, and that I/we have read and accept the terms and conditions set out in this RFP.

Signature: _____ Name & Title: _____ Date: _____

Annex B: Price Schedule

Complete the Price Schedule for the items you are bidding for. Add rows as needed, incase you have any additional related offers. All prices must be quoted in Ugandan currency and indicate whether inclusive or exclusive of tax.

Hotel Service Providers — Price Schedule

Note: Bidders should quote unit prices for each item/service below, based on per room per night or per person, as indicated. Rows may be added for any additional items or packages the bidder wishes to offer.

Item / Service Description	Unit	Unit Price	Tax (Y/N, %)	Remarks
A. Accommodation (Per Room, Per Night)				
Single room — Bed & Breakfast	Per room/night			
Single room — Half Board (B&B + Dinner)	Per room/night			
Single room — Full Board (B&B + Lunch + Dinner)	Per room/night			
Double/Twin room — Bed & Breakfast	Per room/night			
Executive/Suite room — Bed & Breakfast	Per room/night			
Airport transfer (NB: Indicate N/A if service is not available)	Per trip			
B. Hall Hire & Conference Facilities				
Small boardroom (up to 15 pax) — full day	Per day			
Medium hall (16–50 pax) — full day	Per day			
Large hall (51–150 pax) — full day	Per day			
Projector, screen & PA system hire	Per day			
C. Meals & Refreshments				
Breakfast (residential/non-residential)	Per person			
Lunch — full course (buffet)	Per person			
Dinner — full course (buffet)	Per person			
Morning or evening tea break with light snacks	Per person			
Bottled water (500ml)	Piece			
Soft drinks / soda (assorted, 500mls)	Piece			
D. Conference Packages				
Half-day conference package (1 tea break + lunch + session water)	Per person			
Full-day conference package (2 tea breaks + lunch + session water)	Per person			
Full residential package (accommodation B&B + full-day conference package)	Per person			

Annex C: Technical Proposal Form

Bidders should respond to each item below, using additional pages/attachments as needed.

1. Company overview and years of operation in the hospitality sector.
2. Relevant experience: description of at least 2–3 similar contracts in the last 3 years (accommodation and/or conference hosting), including client names and contactable references.
3. Description of capacity to deliver (room inventory, hall capacity, staffing, equipment, location/accessibility) — see specific requirements in Section 3.
4. Quality, safety, security, and compliance certifications/permits (attach copies).
5. Any value-added services offered (e.g. free Wi-Fi, shuttle service, team-building facilities, gym/pool access).

C.1: Integrity Declaration

I/We certify that:

- This bid has been prepared independently, without collusion with any other bidder.
- No attempt has been made or will be made to induce any other party to submit or not submit a bid for the purpose of restricting competition.
- No gift, payment, or benefit has been or will be offered to any ADRA Uganda staff member, board member, or representative in connection with this bid or any resulting agreement.
- All information provided in this bid is true and accurate to the best of our knowledge.

Signature: _____ Name & Title: _____ Date: _____

Annex D: Company Profile and Eligibility Declaration

D.1 Company Profile

Year established	
Legal status (e.g., Ltd, sole proprietor)	
Number of employees	
Number of rooms / hall capacity	
Bank name and account details	
Tax Identification Number	

D.2 Documents to be Attached

- Certificate of Incorporation / Business Registration.
- Valid trading/business license.
- Tax clearance certificate or TIN certificate.
- Relevant sector-specific permits or certifications.
- At least 2–3 client reference or copies of LPOs/Contract

D.3 Eligibility Declaration

I/We declare that our company is not currently debarred, suspended, or declared ineligible by ADRA Uganda or any government or donor agency, and that no conflict of interest exists between our company and ADRA Uganda's staff, management, or board members.

Signature: _____ Name & Title: _____ Date: _____