REQUEST FOR QUOTATION (RFQ)

RFQ_ EpiC_ 023

Solicitation Title:	**Conference Hall Rental and Catering Services for Formative Supervision of Points of Entry in the South Region as Part of Preparedness for a Potential Importation of Ebola Virus Disease. Task 2.1.4a and 2.1.4b.**
RFQ Release Date:	04/11/2026
Questions Due Date:	
Submit Questions to:	cameroon.quotations@fhi360.org
Proposal Due Date:	09/11/2026
Extended Due Date:	**RAS**
Submit Proposal to:	cameroon.quotations@fhi360.org
Period of performance	10 to 12th November 2026 (3 days)
Location (Town)	South Region-Kribi

Background

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, and technology, creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

Scope of Work

FHI 360 Cameroon, under the Strides project funded by the U.S. Department of State, requests quotation **for provision of conference hall rental, catering services,to support program operations for 45 participants in South region, Kribi**.

S/N	Description	Quantities	Days	Key specifications
1	Conference Hall with Sound System (microphones, speakers, projector, screen, Internet connectivity)	1	3	Spacious hall, reliable internet, backup power, professional sound system, projector & screen
2	Mineral water bottles (1.5 litres)	45	3	Sealed, hygienic, recognized brand
3	Coffee Break	45	3	Coffee/tea, salad, Natural juice, pastries, sandwiches served hygienically

4	Launch Break (including Natural juice)	45	3	Balanced menu (protein, starch, vegetables, fruit), hygienic catering, **variety across days**

Address for Submission

Interested providers are required to send their proposals by email to the following address: **cameroon.quotations@fhi360.org**

Deadline: November 4th, 2026 Subject: « Conference Hall Rental and Catering Services Douala- RFQ_ EpiC_ 023 -FHI360 _Yaoundé »

Any questions for clarification can be sent to cameroon.quotations@fhi360.org

Required Documentation

The proposal must include the following items:

• Up-to-date administrative and legal documents (Tax ID, Trade Register, Professional Tax certificate, ID of legal representative, Bank attestation).

• Company profile and references for similar service contracts.

• Proof of Catering service capacity, hygiene and quality assurance standards.

- Availability of clean rest rooms.
- Good accessibility for both mobile and disabled persons.
- Reliable réservation system.
- Secure Parking, with camera, security guard,
- Payment terms: Net 30 days, no advance payment.

EVALUATION

Offers will be evaluated based on the following weighted criteria:

✓ **Financial**- Price competitiveness, clarity of cost breakdown. **(30%)**

References for similar contracts

✓ **Administrative-** Valid documentation, compliance with procurement rules, references. (**20%)**

✓ **Technical- Conformity with specifications (50%)**

- Conference hall meets specifications (capacity, sound system, projector, internet, accessibility, restrooms, parking).
- Catering meets hygiene and quality standards (menu variety, service quality, assurance of food safety)
- Delivery timeline adherence (consistent throughout the 3 days workshop)
- Warranty/assurance of service quality

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected vendor.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 has the right to issue amendments to the RFQ at any time