

**Request for Proposals (RFP)**

Provision of Hotel Accommodation and Conference Services in Freetown

**PF No. and Title:** .....

**RFP Issue Date:** 30th June 2026

**RFP Questions to be Submitted By:** 10th July 2026

**Proposal Submission Deadline:** 17th July 2026

**Contracting Entity:**

Helen Keller International (Helen Keller Intl)

**Place of Performance:**

Freetown, Sierra Leone

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**SECTION 1: Introduction, Eligibility of Bidders, and Definitions**

**Introduction**

Helen Keller International (Helen Keller Intl) invites eligible hotels and hospitality service providers to submit proposals for the provision of hotel accommodation, meeting facilities, and related hospitality services in Freetown, Sierra Leone.

The purpose of this Request for Proposals (RFP) is to identify qualified hotel service providers that offer best value when technical quality, service availability, security, and cost are considered together.

**Eligibility of Bidders**

This RFP is open to hotels, guest houses, serviced apartments, and hospitality companies legally registered and operating in Sierra Leone.

Bidders must meet the following requirements:

1. Be legally registered under the laws of Sierra Leone.
2. Have valid business registration, tax clearance, and operational licenses.
3. Demonstrate experience in providing accommodation and hospitality services to INGOs, Embassies, UN agencies, government or corporate organizations.

4. Be willing to comply with donor regulations and Helen Keller Intl requirements.
5. Have the operational capacity to provide accommodation services on demand.

Helen Keller Intl will not award contracts to firms suspended, debarred, or otherwise excluded from receiving donor-funded contracts.

## **SECTION 2: Scope of Work**

### **Program Background**

Helen Keller International (Helen Keller INTL) guided by the remarkable legacy of its co-founder, Helen Keller, partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting changes in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential. Helen Keller has been operating in Sierra Leone for nearly 20 years in support of the nutrition and neglected tropical disease components of the National Health Development Plan of the Ministry of Health and Sanitation, as well as food security component of the Ministry of Agriculture.

Helen Keller International operates programs across Sierra Leone and regularly requires hotel accommodation and conference services for staff, consultants, partners, and visitors.

### **Scope of Services**

The selected hotel(s) will provide:

- Hotel accommodation services in Freetown
- Conference and meeting room facilities
- Airport pick-up and drop-off services where available
- Internet/Wi-Fi access
- Daily breakfast and other meal arrangements where applicable
- Laundry services where applicable
- 24/7 security and customer support

### **Key Objectives**

The selected bidder shall:

1. Provide safe, clean, and secure accommodation.
2. Ensure room availability based on booking requests.
3. Offer competitive corporate rates.
4. Maintain professional customer service standards.
5. Provide timely invoicing and reporting.

### **Expected Deliverables**

The selected hotel shall:

1. Provide accommodation on demand.
2. Maintain quality room standards.
3. Provide reliable internet and uninterrupted utilities.
4. Provide conference facilities when requested.
5. Ensure proper hygiene and security standards.
6. Submit invoices and occupancy reports as required.

### **Anticipated Contract Period**

Helen Keller Intl intends to establish a one-year Framework Agreement with selected hotels, with possible extension based on satisfactory performance and availability of funds.

### **SECTION 3: Proposal Instructions**

The proposal shall consist of two separate documents:

#### **Part 1 – Technical Offer**

#### **Part 2 – Financial Offer**

The Technical Offer must not include pricing information.

All proposals must be submitted in English.

### **Cover Letter Requirements**

The cover letter must include:

- Date of submission
- Proposal validity period (minimum 90 days)
- Company name
- Authorized representative
- Company address
- Telephone and email
- Taxpayer Identification Number

### **Required Attachments**

- Business registration certificate
- Tax clearance certificate
- Trade/business license
- Hotel profile brochure
- Conflict of Interest Disclosure Form
- Freetown city council

### **PART 1: TECHNICAL OFFER**

The Technical Offer should include:

## 1. Company Experience

- Number of years in operation
- Experience serving INGOs, UN agencies, embassies, government or corporations
- At least three reference clients

## 2. Hotel Information

Provide detailed information on:

- Hotel location
- Number and types of rooms
- Conference facilities
- Restaurant and catering services
- Security arrangements
- Internet availability
- Power backup systems
- Parking facilities

## 3. Service Delivery Approach

Describe:

- Reservation process
- Check-in/check-out procedures
- Customer support
- Billing and invoicing procedures

## 4. Team Structure

Provide:

- Organizational structure
- Key personnel responsible for account management

## PART 2: FINANCIAL OFFER

Bidders must submit accommodation rates in Sierra Leone Leones (LE) or fixed rate in USD.

The Financial Offer must include:

- Room rates
- Meal costs where applicable
- Conference room rates
- Airport transfer charges
- Laundry or additional services
- Taxes and service charges

Rates should remain fixed during the contract period unless otherwise agreed.

**SECTION 4: Evaluation Criteria and Basis for Award**

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Past Performance and Experience	<b>20</b>
Hotel Facilities and Room Standards	<b>25</b>
Security and Operational Capacity	<b>15</b>
Conference and Additional Services	<b>10</b>
Technical Approach	<b>15</b>
Cost Effectiveness	<b>15</b>
<b>TOTAL</b>	<b>100</b>

**SECTION 5: Source of Funding and Authorized Geographic Code**

Any resulting award may be financed through donor-funded programs and subject to donor regulations.

**SECTION 6: Proposal Validity, Submission Deadline and Instructions**

Proposals must remain valid for at least 90 days.

**Submission Method**

**Electronic Submission:** Submit signed and stamped PDF copies to:  
sierraleoneprocurement@hki.org

**SECTION 7: Negotiations**

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

**SECTION 8: Terms of the Solicitation**

1. The Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.

4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate the selection of potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
  - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions.
  - b. To waive any deviations by Bidder from the requirements of this solicitation that in HKI's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
  - c. To seek more information from vendor upon submission of bid.
  - d. To conduct due-diligence and physical verification upon receiving of bids from respective bidder.
  - e. To extend the time for submission of all RFP responses.
  - f. To terminate or modify the RFP process at any time and re-issue the addendum RFP.
  - g. To issue an award based on the initial evaluation of offers without discussion.
  - h. To award partial goods/activities; and/or issue multiple awards
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.
9. QUESTIONS: No verbal questions will be entertained, either in person or via telephone. However, Helen Keller Intl will take written questions about this RFP until the date specified on the cover page of this document. Any questions related to this RFP should be addressed to [afofana@hki.org](mailto:afofana@hki.org) and copy to [tsamura@hki.org](mailto:tsamura@hki.org); In order to ensure fairness, Helen Keller Intl's response to all questions deemed relevant will be communicated to all potential Bidders, ensuring the original requestor's anonymity.

**ANNEX A: HOTEL ACCOMMODATION QUOTATION FORMAT**

**Bidder Information:**

Item Details:

Hotel Name:

Address:

Contact Person :

Telephone:

Email:

**Room Rate Quotation**

Room Type	Number of Rooms Available	Bed Type	Rate Per Night (LE/USD)	Breakfast Included (Yes/No)	Wi-Fi Included	Airport Transfer Included
Standard Single Room						
Standard Double Room						
Deluxe Room						
Executive Room						
Suite						

**Conference Facility Rates**

Facility Type	Capacity	Half Day Rate	Full Day Rate	Included Equipment
Small Meeting Room				
Conference Hall				

**Additional Services**

Service	Rate
Airport Pick-up	
Airport Drop-off	
Laundry Services	
Lunch	

Dinner	
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Authorized by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ANNEX B: Conflict of Interest Disclosure**

**Helen Keller Intl Code of Conduct & Ethics Policy:** In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

**“Conflict of Interest”** means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. an Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

**“Affiliate”** means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control a Bidder; (ii) is controlled by, or can foreseeably be controlled by, a Bidder; or (iii) along with a Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

### **Bidder Conflict of Interest Declaration Form**

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict-of-Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict-of-Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note: if this box is checked, please describe in an attachment, in detail, the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.</i>

**Bidder:**

<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	