



Action Against Hunger
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REQUEST FOR QUOTATION (RFQ) Hotel Accommodation Service

Ref: FD-MON-01979

Date: October 29, 2025

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BACKGROUND

Created in 1979, Action Against Hunger is one of the major actors in fighting hunger operating in around 50 countries around the world. Action Against Hunger has been operating in Liberia since 1990 following the First Civil War and has become one of the main humanitarian and development actors in the country focusing on nutrition, health, mental health and psychosocial support (MHPSS) as well as food security and livelihoods (FSL), water sanitation and hygiene (WASH), and advocacy to address the underlying and root causes of nutrition insecurity. Action Against Hunger’s work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. While its Coordination Office is located in Monrovia, Action Against Hunger currently works in three (3) counties with nearly 40 staff members as of March 2024.

PURPOSE OF THE QUOTE

Action Against Hunger kindly requests your quotation for the **Procurement of Hotel Accommodation Service** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the RFQ Instructions and Data. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation. Thank you and we look forward to receiving your quotations.

Approved by: _____

Name, date and position

RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by Action Against Hunger. Any Bid submitted will be regarded as an offer and does not constitute or imply the acceptance of the Bid by Action Against Hunger. Action Against Hunger is under no obligation to award a contract to any Bidder as a result of this RFQ. Action Against Hunger reserves the right to cancel the procurement process at any stage without any liability of any kind to Action Against Hunger
Dissemination of the Request for quotation	October 29, 2025
Deadline for the Submission of Quotation	November 20, 2025, before 12:00 Noon
Procedure for Submission	Address: Action Against Hunger Office on 16th Street, Gardner Avenue, Sinkor, Beachside, Monrovia, Liberia
Cost of preparation of quotation	Action Against Hunger shall not be responsible for any costs associated with a Bidder's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
Currency of Quotation	United States Dollars
Duties and taxes	Action Against Hunger is exempt from all direct taxes, customs duties, and charges of a similar nature concerning articles imported or exported for its official use. All offers shall be submitted net of any direct taxes and any other taxes and duties.
Language of quotation and documentation	The quotation, as well as any related correspondence exchanged by the bidder and Action Against Hunger, shall be written in the English language.
Code of Conduct, Fraud, Corruption,	By submitting your application, you acknowledge Action Against Hunger's ZERO TOLERANCE policy on fraud, corruption, collusion, and conflict of interest and commit to upholding Action Against Hunger safeguarding standards (the policy will be shared at the contracting stage).
Evaluation method	The contract will be awarded to the lowest price and technical compliant offer. The vendor must have up-to-date business registration
Evaluation criteria	<ol style="list-style-type: none"> 1. Valid business registration and tax clearance or proof of payment (receipt from the Government) for tax certificate of business registration; 2. A profile of a hotel (including size, location, years in business, etc.), proving the following minimum requirement of general work experience; 3. Previous performance records providing similar services. List of 3 clients the hotel have provided services to in the past; 4. Types of services (breakfast, internet, cafeteria, etc.) offered in addition to the room rates; 5. Filled Price Schedule Sheet in annex 1;
Quotation validity period	Quotations shall remain valid for 60 calendar days from the deadline for the submission of quotation except otherwise stated.

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Right not to accept any quotation.	Action Against Hunger is not bound to accept any quotation, nor award a contract or Purchase Order.
Right to vary requirements at the time of award.	At the time of award of the Contract or Purchase Order, Action Against Hunger reserves the right to vary (increase or decrease) the quantity and quality of services and/or goods, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase order
Payment terms	100% Payment after delivery and acceptance of service by Action Against Hunger

ANNEX 1: TECHNICAL SPECIFICATIONS AND DELIVERY REQUIREMENTS

Specifications

Item No	Description	UOM	Qty	Remark
1.	Service hotel accommodation including internet, electricity and water supply, etc. per month	Month	1	
2.	Service hotel accommodation including internet, electricity and water supply, etc. per day	Day	150	

Annex 2. QUOTATION SUBMISSION FORM [TO BE COMPLETED BY THE SUPPLIER]

Supplier name: _____

Supplier contact number: _____

Supplier e-mail address: _____

Description	Quantity	Unit type	Price
Service hotel accommodation including internet, electricity and water supply etc. per month	2	Month	
Service hotel accommodation including internet, electricity and water supply etc. per day	150	Day	
Total amount in words:			

All other information that we have not provided automatically implies our full compliance with the requirements, terms, and conditions of the RFQ.

Name and signature/stamp of the Supplier's Authorized Person:

Position:

Date

Do you have a concern? Email Action Against Hunger's Complaints System at: abusereport@lr-actionagainsthunger.org or call 6655