

## Request for Quotation (RFQ)

Date: May 6, 2026  
 From: Laurie Kovacs  
 Manager, Operations  
 E: lkovacs@hki.org  
 Subj: Request for Quotation (RFQ) for 2026-27 NYC hotel rates, Procurement No. 2026-04-05

Dear Vendor:

Helen Keller International (Helen Keller Intl) is seeking eligible, qualified suppliers to provide their best price quote for the item(s) below.

- If interested, the quotation must be submitted on company letterhead and signed by an authorized individual.
- Please refer to the Terms and Conditions below in preparing your quote.
- Please acknowledge receipt of this request by signing the vendor conflict of interest certification below and indicate intention to quote.
- No telephone calls will be accepted and any questions regarding this RFQ must be submitted in writing prior to the deadline. Questions and answers considered to be material to this quotation may be shared by Helen Keller Intl with all other offerors.

Thank you,  
Laurie Kovacs

### Good Specifications

Item #	Description/Specifications	Unit Type	Quantity
1	2026-27 NYC hotel rate for Helen Keller Intl staff and guests, in compliance with the FY26 US Government Per Diem Rates for NYC Financial District (see rates below). <i>Helen Keller Intl is a tax exempt organization in NYC.</i>	Guest Room	150 rooms per year

### 2026 US Government Per Diem Rates for NYC

2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
\$342	\$342	\$342	\$179	\$179	\$281	\$281	\$281	\$281	\$237	\$237	\$342

### Quote Validity Requirements

Vendor Eligibility Requirements	This RFQ is open to commercial and non-governmental businesses, registered in the US, capable of providing and delivering the products, and with a solid record of integrity and business ethics.  Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.
Contractual Mechanism and Payment Terms:	Helen Keller Intl or our travel agent will make reservations directly with the hotel.

Delivery Instructions:	Rates to be valid July 1, 2026 – June 30, 2027
Quote must include the following:	<p><u>Quote Details:</u></p> <ul style="list-style-type: none"> <li>• Quote shall be marked with PR# above;</li> <li>• Quotation in USD rates by month/season exclusive of tax, excise and other duties or taxes;</li> <li>• List of blackout dates</li> <li>• Hotel reservation procedures</li> <li>• Information on additional charges for amenities, such as internet or resort fees</li> <li>• Information on hotel cancellation/no show policy</li> <li>• Information on billing procedures (Helen Keller Intl prefers to prepay guest rooms for NY visitors)</li> <li>• Check-in/check-out details</li> <li>• Whether preferred rates can be applied to group bookings</li> <li>• Any other relevant information regarding your hotel</li> </ul> <p><u>Company Details:</u></p> <ul style="list-style-type: none"> <li>• Copy of valid Company Trade license, Tax certificate (VAT Registration), or other</li> </ul>
Evaluation Criteria:	Quotes will be evaluated based on meeting specifications, qualifications and experience of the vendor, price, and related criteria. Helen Keller Intl will select the offer featuring the Lowest Priced Meeting Specifications.

**Submission of Quotes**

Submission Deadline:	The quote must be submitted to Helen Keller Intl no later than May 14, 2026
Submission Method:	Quote can be submitted electronically to Laurie Kovacs, lkovacs@hki.org.
Duration of Quote:	<p>All quotes submitted must be valid for 30 days from the Submission Deadline specified below. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information.</p> <p>If your firm is selected, all information in the RFQ and negotiation process is contractually binding and may be accepted by Helen Keller Intl without further negotiation.</p>

**Terms and Conditions**

1. Issuance of this RFQ does not constitute an award commitment on the part of the Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attachments to this RFQ are considered integral to all requirements.
3. Helen Keller Intl may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
4. False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: 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 selection of a potential Bidder.
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 quotes and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all quotes received without explanation.
7. Reserved Rights: RFQ responses become the property of Helen Keller Intl. Helen Keller Intl reserves the right in its sole discretion:
  - To disqualify any offer based on Bidder's failure to follow solicitation instructions;

- To waive any deviations by Bidder from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- To extend the time for submission of all RFQ responses;
- To terminate or modify the RFQ process at any time and re-issue the RFQ;
- To issue an award based on the initial evaluation of offers without discussion;
- To award partial goods/activities; and/or issue multiple awards.

**Vendor Conflict of Interest (COI) Certification & Confirmation of Intent to Bid**

Helen Keller Intl's Code of Conduct and Ethics Policy requires full and open disclosure when dealing with procurement. Helen Keller Intl employees must avoid any COI or the appearance of a COI, must provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants, and shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor. Vendor agrees to either: 1) disclose any such COIs; or 2) affirm to the best of its knowledge, information and belief, that no Helen Keller Intl employee, nor any person associated with any Helen Keller Intl employee, is an employee, director, officer, consultant to/of, or has any financial interest, direct or indirect, in the Vendor's organization, or has received or will receive any financial benefit, directly or indirectly, from the award of a contract through this solicitation. For the purpose of this certification, "associated" persons include but not limited to: a spouse, domestic partner, child, parent, or sibling, in-law, nephew, niece, extended family member. A materially false statement made in connection with this certification and/or failure to conduct appropriate due diligence in verifying the information that is the subject matter of this certification may result in rendering the vendor non-responsive for the purpose of this award. Vendor is encouraged to disclose any connection to any Helen Keller Intl employee that could create an appearance of conflict of interest, regardless of whether it meets the listed definitions above.

By signing below, Vendor confirms no known COIs exist, or Vendor has disclosed any COIs in writing (please attach disclosure separately); and acknowledges receipt of this RFQ, thereby confirming intent to submit a bid in accordance with the RFQ requirements.

**By Vendor:**

Name (print):	
Title:	
Signature:	
Date:	