

Date: 06.03.2022**Invitation to tender****Background:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the fields of empowerment, local development, and social transformation. Seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups, and structural reform. REFORM aims to enhance the social and political participation of marginalized hard- to-reach groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of young and women, and to provide a reliable database for the political and administrative decision makers in Palestine.

REFORM is planning to have a centralized Accommodation contract with a Guest house for the year 2022. Interested Guest houses shall submit their offers **latest by Monday March 14th ,4:00 PM.**

Notes:

- The Guest house will provide accommodation, hall rentals and meals as requested.
- The Guest-house must be located in Ramallah district.
- Price offers must be valid for one year starting from contract date.
- Number of participants will be determined per activity and will be decided three days prior to the implementation of activities.
- REFORM will pay only on actual use of the halls, rooms, coffee breaks and meals according to the actual number of participants, the number will be finalized with service provider by the end of each day.
- The Guest house shall make sure and use their best effort to host and facilitate the accommodation of REFORM's participants.
- Guest house must be able to hold activities/events indoors and outdoors and must have enough space to ensure physical distancing. Indoor halls must have enough windows to maintain the renewal of fresh air.
- Winners Guest house must cover advertisement fees.
- REFORM is not obliged to contract with the lowest price.
- In case of day workshops, an agreement will be placed to include hall rental fees and if necessary overnight stay for a number of participants.
- Halls should be equipped with projector, flipcharts, pens, papers, sound system, and any other needed stationary.
- Wi-Fi internet must be available and free of charge.

- Facemasks and hand sanitizers, any requirements enforced by the Palestinian ministry of health must be available at all times.
- In case of room cancellation within 3 days prior reservation date, no cancellation charges should be applied and paid.
- In case of room cancellation within less than 3 days prior to reservation date, the guest house has to specify the % of charges to be paid (it should not be more than 1 day of room cost).
- In case of improper services and delivery delays REFORM will unfortunately end the agreement or will estimate and deduct from the agreed upon amount on a solo basis.
- If three written notices have occurred, REFORM will end the agreement and contract with the second-best offer.
- REFORM will specify the type of meals (buffet or seated) and the shape and capacity of the training hall prior to the implementation of the training.
- REFORM has the full right to cancel the tender in case of any improper services.
- REFORM is not obliged to contract with the Guest house for one-day workshops. One-day workshops can be conducted elsewhere depending on the type of activity/event to be implemented.
- In case the winning Guest house has no availability for the requested services (at the time of our reservation) the Guest house is obliged to provide the same services through partnership with another Guest house with the same specifications (please specify in the offer the percentage of the extra charge in this case and it will be taken into consideration).
- Payments will be made in ILS within three weeks from the invoice date.
- The Guest house must have a parking lot for cars.
- Prices must be in ILS excluding VAT.
- **Offers must include the following:**
 1. Price offer submitted on the attached Prices table.
 2. Valid deduction at source certificate شهادة خصم مصدر سارية المفعول
 3. Letter to confirm the ability to issue ZERO Vat invoices.
 4. The Guest house must submit a list of available halls and specify its capacity, availability of different shapes and availability of windows enough for air renewal.
 5. Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.
 6. Detailed description of the meals (seated or buffet).
- Guest houses with branches or can contract other Guest-house in different cities rather than Ramallah with the same prices and similar conditions will be given priority.
- Offer should be drafted in English, signed, and stamped in a sealed envelope and delivered by hand to the following address:

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.

- Evaluation criteria:

Submitted offer will be evaluated as follows:

Criteria	Weight
Technical Offer	60%
Halls variety	20%
Variety of food supply (Menu)	20%
Flexibility on cancelation	20%
Financial Offer	40%
Availability of parking lots reserved / training is a plus	
Availability of branches, or ability to contract other Guest-house in different cities (Guest-house should be specified) is a plus.	
Total	100%

For more information, please do not hesitate to contact us on the following contact details:

Telefax: 02-2966645, Email: procurement.reform@gmail.com.

Thank you for your kind cooperation,

Sincerely yours,

Rand Tahboub

Procurement Coordinator

Prices table

Item	Price in ILS excluding VAT	Details (please specify types in details)
Standard Single room (BB)	Per night	
Standard Single room (FB)	Per night	
Standard Double room (BB)	Per night	
Standard Double room (FB)	Per night	
Lunch supplement (seated) Must include (salads, main dish, soft drinks and desserts)	Per person	
Lunch supplement (buffet) Must include (salads, two main dishes, soft drinks and desserts)	Per person	
Dinner supplement (seated) Must include (salads, main dish, soft drinks and desserts)	Per person	
Dinner supplement (buffet) Must include (salads, two main dishes, soft drinks and desserts)	Per person	
Dinner supplement (Finger food & sandwiches only)	Per person	
Continuous Coffee break	Per person	
Hall Rental	Per day	
Hall Rental (in case of day workshop)	Per day	

*** Filling this form and stamping it subjects your approval on the mentioned terms and conditions.**