




Date: 09.03.2023

Dear Messer's,
Greetings from REFORM Association

Subject: Second Request for Quotation- Hotel Accommodation

The Palestinian Association for Empowerment and Local Development —REFORM, is requesting price quotations regarding the items mentioned below to implement its different activities within REFORM projects. **Please submit your offer latest by Tuesday 14.03.2023.**

-  *Hotels to provide accommodation, hall rentals and meals as requested.*
-  *Hotels must be located in Bethlehem, and Jericho district.*
-  *Please note that price offers must be valid for one year **starting from March 2023, with an availability to extend for another one year** upon approval from both parties.*

Notes:

REFORM will contract with a hotels that consideration the below mentioned notes:

1. Number of participants to attend the activity/event will be decided two days prior to the implementation of the training.
2. 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 you by the end of each day.
3. The supplier shall make sure and use their best effort to host and facilitate the accommodation of REFORM's participants.
4. Hotels 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.
5. Winners of the bid must cover advertisement fees.
6. REFORM is not obliged to contract with the lowest price.
7. 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.
8. Halls should be equipped with projector, flipcharts, pens, papers, sound system, and any other needed stationary.
9. Wi-Fi internet must be available and free of charge.
10. In case of cancellation of rooms with 3 days prior notice, no cancellation charges should be applied and paid.

11. In case of less than 3 days prior notice of cancellation of rooms, hotel has to specify the % of charges to paid (it should not be more than 1 day of room cost).
12. In case of improper services and delivery delays REFROM will unfortunately end the agreement or will estimate and deduct from the agreed upon amount on a solo basis.
13. If three written notices have occurred, REFORM will end the current agreement and contract with the second candidate from the analysis session.
14. REFORM will specify the type of the meals (buffet or seated) and the shape and capacity of the training hall prior to the implementation of the training.
15. REFORM has the full right to cancel the tender without specifying the reasons.
16. REFORM is not obliged to contract with the hotel for day workshops. Day workshops can be conducted elsewhere depending on the type of activity/event to be implemented.
17. In case of conferences the hotel must have halls that have a capacity of more than 200 person enough to maintain physical distance.
18. In case the winning bidder has no availability for the requested services (at the time of our reservation) the hotel/guest house is obliged to provide the same services through partnership with another hotel/guest house with the same specifications (the bidder must specify the percentage of the extra charge in this case and it will be taken into consideration).
19. Payments will be made in ILS and through a check within three weeks from the date of the invoice.
20. Hotels must have a parking lot for cars.
21. من الممكن تجزئة العطاء.

For those who are interested to apply must provide us with the following:

1. **The Applicants must register on our procurement system E-connect using this link: REFORM (econnect.ps), and attached copy of the registration form with the offer.**
2. Price offer as per the below mentioned table.
3. **Prices must be in ILS and must excluding VAT.**
4. All vendors have to prove their commitment in paying taxes. Deduction on source certificate should be attached with the price offer.
5. Hotels must attach a list of available halls and specify its capacity, availability of different shapes and availability of windows enough for air renewal.
6. Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.

7. Hotels must provide detailed description of the type of meal (seated or buffet).***Submission and Evaluation:***

Criteria	Weight
Financial offer	60%
Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.	10%
Hotels must attach a list of available halls and specify its capacity, availability of different shapes and availability of windows enough for air renewal.	20%
Possibility of indoors and outdoors training	5%
Availability of parking lot	5%
Total	100%

✚ Offer should be drafted in English, signed, and/or 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. No later than Thursday 09.03.2023 at 02:00 pm.

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

Telefax: 02-2966645, Email: rshargawi@reform.ps

Thank you for your kind cooperation,
Sincerely yours,

Annex (1):

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

Item	Price in ILS including 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	

Annex (2):***workshops for be located in Bethlehem and Jericho during March 2023*****Hall Rental Specifications for Bethlehem:**

- Reservation of a hotel that includes full board service (meat, chicken, vegetables) Meals: serving 2 meals, lunch - dinner (meal specifications - 5 types of salad, 3 juices, coffee break, hospitality, 3 types (chicken, meat, fish), provide vegetarian meals).
- Provide refreshments to the participants in the training courses as follows: coffee break + hot drinks (water, Nescafe, herbs, orange juice, biscuits, salt and sweet pastries. And lunch.
- Providing a suitable hall for conducting training for a full day.
- Providing a training hall that can accommodate 40 people.
- Arrange tables and chairs as required by REFORM and fit up to 40 participants.
- Providing 20 double rooms for the participants. (double)
- Include a water cooler in the hall.
- Provide fast WIFI connection, strong electric power and good lighting.
- Provide ventilation through windows / air conditioners.
- Provide a projector and flip chart.
- Must Contain an External/ outside space for training.
- **The mentioned workshop in Bethlehem will be implementing in March and April 2023**

Hall Rental Specifications for Jericho:

1. Hotel reservation for 10 people for two nights and three days per workshop, Training will be 6 nights and 9 days for 3 workshops.
2. Conducting Two Strategic Review Sessions- 20 person*2workshops, Training will be 4 nights and 6 days for 2 workshops.
 - Providing an accommodation for the maximum of 50 participants people for some of the activities and less for others. Each one activity is at separate dates and times.
 - Providing full meals, so that the first day includes dinner only, the second includes breakfast, lunch and dinner, and the third includes breakfast and lunch.
- The arrangement of the hall should be in a U-shape.
- Hall must contain a flip chart, Markers, pens, projector, internet, and sound system.
- Providing two breaks, morning and evening (in the afternoon), including 3 types of hot drinks, 3 types of cold soft drinks, two types of natural juices, and pastries, which includes sweet and savoury types.
- Provide water throughout the training period.

- Provide a lunch buffet with two types of meals (including fish, chicken and meat) as a minimum, including a vegetarian meal, with at least 4 types of salads, at least 3 types of appetizers, at least two types of soups, 4 types of sweets and 5 types of fruits and vegetables.
- **The mentioned workshops in Jericho will be starting from March 2023.**