




Date: 30.04.2023

Dear Messer's,
Greetings from REFORM Association

Subject: Second Request for Quotation- Hall Rental and Refreshments and 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 Sunday 07.05.2023.**

-  *Hotels to provide accommodation, hall rentals and meals as requested.*
-  *Hotels must be located in Gaza Strip district.*
-  *Please note that price offers must be valid for one year **starting from May 2023.***

Notes:

REFORM will contract with a hotel 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%
Registration certificates and deduction of sources	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:

✚ In Gaza Strip: Al-Rowad Association for Palestinian Youth, Gaza, Al- Samer intersection, Al- Madena Budling, 3rd Floor. Delivered to Mr. Mohammed Attalah phone number: 0592333047.

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

Telefax: 02-2966645, Email: rsharqawi@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 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	Per person	

dish, soft drinks and desserts)		
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 Gaza Strip*****Hall Rental Specifications:**

- 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.
- 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.
- Preferable to Contain an External/ outside space for training.

Three Trainings that will occur in 2023, and other activities not mentioned will be scheduled 2 days prior.

1. Hall rental and refreshment

- Provide a place (hall) for (20-25) for UID III participants' workshops, meetings and training, with total **13 full days** for 8 hours each.
- The hall should fit 20-25 participants comfortably and ensures the applicability for implementing different activities which allows them to participate in different activities.
- Provide coffee break for participants, including
 1. Hot and cold beverages (water, tea, coffee, herbs, cold juices).
 2. Sweet and savory bourkas, biscuits, cakes, pastries.
- Arrange tables and chairs as requested by Reform coordinator.
- The hall should be equipped with the following equipment and logistics: (projector, display screen, tables, chairs).
- The invoice for the activity will be paid based on the actual number of participants who attend the activity according to REFORM's attendance sheets (Minimum 20 participants).

2. Hall Rental

- Provide a place (hall) for (20-25) for UID III participants' workshops, meetings and workshops, with total of **8 days** for 3 hours each.
- The Days dates will be provided later on, but it's expected to start the days as of May 2023 – till November 2023(4 days monthly in average)
- The dates could be continuing or separated which will be agreed and provided later on.
- Arrange tables and chairs as requested by Reform coordinator.
- The hall should be equipped with the following equipment and logistics: (projector, display screen, tables, chairs).

3. Full Board Accommodation

- Provide suitable and comfortable Two night of full board accommodation for UID III participants' (20-25).
- Provide room for each participant equipped with comfortable bed with closet and internet.
- Provide a place (hall) for (20-25) for UID III participants' workshops, meetings and training, with total **3 full days** for 8 hours each.
- The dates could be continuing or separated which will be agreed and provided later on.
- The hall should fit 20-25 participants comfortably and ensures the applicability for implementing different activities which allows them to participate in different activities.
- Provide coffee break for participants, including
 1. Hot and cold beverages (water, tea, coffee, herbs, cold juices).
 2. Sweet and savory bourkas, biscuits, cakes, pastries.
- Provide 20-25 lunch chicken sandwiches/Meal for the participants.
- Arrange tables and chairs as requested by Reform coordinator.
- The hall should be equipped with the following equipment and logistics: (projector, display screen, tables, chairs)
- The place should fit 20-25 participants comfortably.
- Provide dinner and breakfast for participants for the two-days, including:
 - Hot and cold beverages (water, tea, coffee, herbs, cold juices).
- Provide 20-25 lunch chicken sandwiches/Meal for the participants
- Ensure the privacy of the participant especially girls, their room to be separated from boys as possible.
- No room services are required.
- The invoice for the activity will be paid based on the actual number of participants who attend the activity according to REFORM's attendance sheet.