

Date: 17.11.2024

Dear Messer's,  
Greetings from REFORM Association

**Subject: Tender for Hotels and Guest Houses in West Bank**

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 Thursday 28.11.2024 at 02:00pm.**

- ✚ *Hotels to provide accommodation, hall rentals and meals as requested.*
- ✚ *Guest house to provide accommodation, hall rentals and meals as requested.*
- ✚ *Hotels must be located in Ramallah, Bethlehem, Jericho, Nablus, Jenin, Hebron.*
- ✚ *Guest house must be located in Ramallah, Bethlehem, Jericho, Nablus, Jenin, Hebron.*
- ✚ *Offers for hotels and guest houses will be evaluated separately.*
- ✚ *Please note that price offers must be valid for one year, **with an availability to extend for an additional two years** upon approval from both parties.*

**Notes:**

REFORM will contract with a hotel or guest house depending on the type of activity/event to be implemented. Hotels/guest houses must take into 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/guest houses 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. 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.
6. Halls should be equipped with projector, flipcharts, pens, papers, sound system, and any other needed stationary.
7. Wi-Fi internet must be available and free of charge.
8. In case of cancellation of rooms with 3 days prior notice, no cancellation charges should be applied and paid.
9. 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).

10. In case of improper services and delivery delays REFORM will unfortunately end the agreement or will estimate and deduct from the agreed upon amount per purchase order.
11. If three written notices have occurred, REFORM will end the current agreement and contract with the second candidate from the analysis session.
12. 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.
13. Provide water throughout the training period.
14. REFORM has the full right to cancel the tender without specifying the reasons.
15. 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.
16. In case of conferences the hotel/ guest house must have halls that have a capacity of more than 200 person with ability to separate the room to 3 rooms.
17. Parking at least for 50 lots.
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 one month from the date of the invoice.
20. Hotel/guest house must have a parking lot for cars.
21. REFORM has the right to contract with more than one supplier.
- 22. Winners of the bid must cover advertisement fees.**
23. REFORM is not obliged to contract with the lowest price.

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. Hotel/guest house 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. Hotel/guest house must provide detailed description of the type of meal (seated or buffet).**

**Submission and Evaluation:**

<b>Criteria</b>	<b>Weight</b>
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. Hotel's/ guest house's registration ID and valid source at deduction.	10%
Hotel/guest house 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%
<b>Total</b>	<b>100%</b>

**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, 2<sup>nd</sup> floor in Al Masyoun, Ramallah. No later than Thursday 28.11.2024 at 02:00 pm.*

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

**Telefax: 02-2966645, Email: [mmorror@reform.ps](mailto:mmorror@reform.ps)**

Thank you for your kind cooperation,

Sincerely yours,

Procurement Coordinator

Mona Morrar

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	
Standard Triple room (BB)	Per night	
Standard Triple room (FB)	Per night	
<b>Lunch supplement (seated)</b> Must include (salads, main dish, soft drinks and desserts)	Per person	
<b>Lunch supplement (buffet)</b> Must include (salads, three main dishes, soft drinks and desserts)	Per person	
<b>Dinner supplement (seated)</b> Must include (salads, main dish, soft drinks and desserts)	Per person	

<b>Dinner supplement (buffet)</b> Must include (salads, three main dishes, soft drinks and desserts)	Per person	
<b>Dinner supplement</b> (Finger food & sandwiches only)	Per person	
Continuous Coffee break	Per person	
Hall Rental	Per day	
Hall Rental (in case of day workshop)	Per day	

