



INSTRUCTIONS TO TENDERERS
REFERENCE: No. NPA-Hotel Services 201907

1. Services to be provided

Services required by NPA are:

Full day Venue Meeting	Welcome Coffee 1 Coffee Break – various set menu 1 lunch – various set menu and buffet Screening tools Stationary Various table set-up	Cost of 01 to 25 people;
Full day Venue Meeting	Welcome Coffee 1 Coffee Break – various set menu 1 lunch – various set menu and buffet Screening tools Stationary Various table set-up	Cost for +25 people;
Half day venue meeting	Welcome Coffee 1 Coffee Break – various set menu Screening tools Stationary Various table set-up	Cost of 01 to 25 people;
Half day venue meeting	Welcome Coffee 1 Coffee Break – various set menu Screening tools Stationary Various table set-up	Cost for +25 people;
Single Room	Based on B&B, internet	
Double Room	Based on B&B, internet	
Twin-Double Room	Based on B&B, internet	
Other	UNDSS Certificate Security Clearance	Copy to be provided

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2. Content of offers

The offer, all correspondence and documents related to this process exchanged by the hotel offering the Services must be written in English. The offer must comprise of a technical part of the proposal and a financial part of the proposal.

2.1 Technical offer

The Technical offer must include the following documents:

- a) Description of the services provided as per the table above
- b) Description and information of the hotel.
 - 1- Hotel name
 - 2- Registration number and VAT number

2.2 Financial offer

The Financial offer must be presented as an amount in **USD, and for each service listed as per the table above.**

The offer needs to be signed and stamped by the company and include the proposed billing method. Any discounts if provided should be clearly stated.

3. Additional information before the deadline for submission of proposals

Hotels taking part in this process may submit questions requesting additional information/clarification in writing to the following email addresses jointly up until 14:00 on 26-07-2019, specifying the reference number above:

E-Mail: najmou472@npaid.org

E-Mail: ritam@npaid.org

NPA has no obligation to provide clarifications after this date.

Any Hotels seeking to arrange individual meetings with NPA regarding this request for proposals during the tender period will be excluded from this request for proposals procedure.

Any clarification/answers by NPA will be communicated in writing to the tenderers the same day.

4. Submission of proposals

Proposals should be submitted exclusively to NPA offices in Beirut in two sealed and stamped envelopes, one for the technical and one for the financial offers. Proposals that are not sealed and stamped will not be accepted.

Proposals must be **received** before 14:00 on 26-07-2019. Any proposal received after this deadline will not be considered.

Beirut office address: Ramlet Al Bayda, Trad Street, Zeidan Building, First Floor

Offers submitted by any other means or other addresses will not be considered.

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5. Evaluation of offers

A Closed Committee will be held between 29-07-2019 and 31-07-2019 in Beirut Office to decide on the winning bid.

6. Evaluation of Financial Offers

Upon completion of the technical evaluation, the envelopes/documents containing the financial offers of the hotels whose technical offers fulfilled the requirements of the Terms of reference will be opened.

7. Choice of selected offer

The selection will be based on the best value for money established by weighing technical quality against price on a 50/50 basis. Throughout the process NPA reserves the right to ask the hotels for the clarifications on their offers – either financial or technical part. Hotels should provide the contact person for such clarifications in their offers.

8. Confidentiality

The entire evaluation procedure is confidential. The evaluation reports and written records, in particular, are for official use only and may not be communicated neither to hotels taking part in this process nor to any party other than the NPA, its donors and auditors.

9. Finalizing the purchase

The successful hotel will be informed in writing that its offer has been accepted.

Before NPA signs the contract with the successful hotel based on the accepted offer, he/she might be asked to provide additional information to finalize the contract. It is expected that the contract shall be finalized and effective as of 16 August 2019, for one year to come, with possibility of renewal for an additional one year.

Failure of the selected hotel to provide additional information/clarification may constitute grounds for the annulment of the decision to select this hotel. In such a case, NPA may select another hotel or cancel this request for proposal procedure.

The other hotels will be informed that their offers were not accepted by 31-07-2019 at the latest. NPA will bear no costs that hotels will have with preparations of their offers.

10. Cancellation of this request for proposal process

In the event of cancellation of this process, hotels will be notified of the cancellation by NPA.

Cancellation may occur where:

- the procedure has been unsuccessful, ie, no qualitatively or financially worthwhile offer has been received;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all compliant offers exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition;

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- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall NPA be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of this process.