

(Tender # LBN-FW-2024-02)
Open Tender
Hotel Venue, Catering, and Accommodation

Tender Number:	LBN-FW-2024-02
Contracting Authority:	Democracy Reporting International gGmbH
Nature of contract:	Framework Contract for Hotel Venue, Catering, and Accommodation
Service Time Frame:	From the date of signature until 31 December 2024
Payment Currency:	USD
Payment Method:	Bank transfer from Germany

1. About DRI

Democracy Reporting International (DRI) is a non-partisan, independent, not-for-profit organisation registered in Berlin. It has been established in Lebanon since 2016. DRI promotes political participation of citizens, accountability of state bodies and the development of democratic institutions worldwide. Democratic discourse is the basis of our mission and vision. In our work, we facilitate discussion and exchange about democratic government and the need for a continuous discourse adhering to democratic rules.

2. Description of the services required: hotel venue, catering, and accommodation for DRI's guests in 2024

DRI is seeking to sign a framework contract with a hotel to host multiple activities, provide catering, and accommodate guests as part of DRI's mission and projects in Lebanon. The hotel will work under the overall supervision of DRI's Country Representative and his assigned focal point from the DRI team in Lebanon.

3. Contents of this Tender Document

The document consists of the annexes indicated below and should be read in conjunction with any Addendum that may be issued by DRI.

- Annex I: Financial Proposal
- Annex II: Tender Submission Form
- Annex III: Service Provider Information Form
- Annex IV: Technical & Financial Proposal Form
- Annex V: Criteria for Technical and Financial Evaluation
- Annex VI: Declaration of Honour

4. Submission of Proposal

If you are interested in this assignment, please send your application in a **Sealed Envelope** to DRI office, located: 7th floor, Farhat Building, Negib Azoury Street, Achrafieh, Beirut. Google map: <https://www.google.com.lb/maps/dir/33.8755824,35.5208414/@33.8755312,35.5211485,20z> consisting of signed:

- (1) Annex I: Financial Proposal Form
- (2) Annex II: Tender Submission Form
- (3) Annex III: Service Provider Information Form
- (4) Annex VI: Declaration of Honor

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The submission for this tender document does not entail any commitment on the part of DRI, either financial or otherwise.

5. Deadline for submission of tender document

The tender documents must be sent no later than **Friday, 9 February 2024 at 12:00 pm local time (Beirut, Lebanon)**. Tenders received after the deadline will not be considered.

6. Submission of Queries for Clarifications

Requests for clarification about the contents of the tender document shall be sent in writing no later than **Monday, 29 January 2024** to the following email address: info.lebanon@democracy-reporting.org Ccying e.hadda@democracy-reporting.org . DRI will provide response or clarification in writing and in a timely manner to all tenderers. Delays in providing such information will not be considered a reason for extending the submission date. **Incomplete submissions will not be considered.**

7. Award procedure

The tenders complying with the technical proposal as outlined in Section 11 below (“Structure of the Proposal”) and submitted on time will be considered for the evaluation.

8. Award criteria

Please see Annex V.

9. Exclusion criteria

Tenderers shall be excluded from participation, if

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; or if
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the DRI’s financial interests.

10. Working language

Written communication for this proposal and the tender shall be in English. Informal communication will not be entertained unless allowed by DRI’s Procurement Policy.

11. Structure of Proposal:

The proposal should be structured in the following way: 1) Proposal Submission Form; 2) Service Provider Information Form; and 3) Technical and Financial Proposal.

12. Additional information

Submitting an offer implies acceptance by the tenderer of all terms and conditions of this document and its annexes.

13. Confidentiality

The entire evaluation procedure is confidential.

14. Notification of Award

The successful tenderer will be informed in writing. Unsuccessful tenderers will be informed as well.

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Services Requested & Payment Schedule

S#	Events and Activities	Payment Due	% of Payment
1.	Events and activities up to 30 prs.	1 week after each activity	100%
2.	Events and activities up to 60 prs.	2 weeks after each activity	100%
3.	Events and activities up to 100 prs.	1 week in advance	50% of minimum guaranteed
		1 week post activity	Remaining balance
Accommodation			
1.	Single rooms and/or Double rooms	1 week after stay	100%
2.	Single rooms and/or Double rooms up to 20 prs.	2 weeks after stay	100%
3.	Single rooms and/or Double rooms more than 20 prs.	1 week in advance	50% of minimum guaranteed
		1 week post stay	Remaining balance

Note: Payments are subject to submission of original invoices via wire transfer from Germany. Any changes in the timeline are subject to DRI approval.

***** Tender document continues with annexes below *****

Annex I – Financial Breakdown

1- Provide full, transparent, and fixed-unit prices for the following:

#	Requirements	Description	Price in USD
1	Fully equipped venue to host DRI events (pens, notepads, projection, flipcharts, sound system, etc.)	Room rent up to 10 prs.	
		Room rent up to 20 prs.	
		Room rent up to 30 prs.	
		Room rent up to 60 prs.	
		Room rent up to 100prs.	
		Laptop	
		Waiting area (kids' area)	
2	Catering for all DRI events (menus to be provided ahead of each event)	Welcome coffee & tea	
		Single normal coffee break (half day)	
		2 coffee breaks (morning and afternoon)	
		Single rich coffee break (half day)	
		2 rich coffee breaks (morning and afternoon)	
		Lunch set menu	
		Lunch buffet	
		1 coffee break and lunch	
		1 rich coffee break and lunch	
		2 coffee breaks and 1 set menu lunch	
		Standing lunch/dinner (reception mode)	
		Rich standing lunch/dinner (reception mode)	
		1 coffee break with standing lunch/dinner	
		1 rich coffee break with standing lunch/dinner	
		2 coffee breaks and lunch and dinner	
Dinner set menu			
Dinner buffet			
3	Accommodation	Single room king size bed, on B&B basis (up to 10 prs.)	
		Single room king size bed, on B&B basis (up to 20 prs.)	
		Single room king size bed, on B&B basis (more than 20 prs.)	
		Double room on B&B basis	
		Baby crib on B&B basis	
		Extra bed on B&B basis	
4	Storage Area	For DRI tools & equipment for 1 day	
		For DRI tools & equipment for 2 days	
		For DRI tools & equipment for 3 days	
5	Parking Fees	Half day event (09:00 to 14:00)	
		Full day event (09:00 to 18:00)	
		Hotel guest (overnight)	

DRI will be paying in US dollars. Prices are not subject to change under any circumstance.

Annex II – Tender Submission Form

(to be printed on company letterhead, signed, dated and stamped)

Date:

André Sleiman
Democracy Reporting International

Farhat Bldg., 7th Floor
Negib Azoury Street
Beirut, Lebanon
Tel: +961 (0)1 427 504/5

Subject: **Submission of Tender for Hotel venue, catering, and accommodation 2024**

We, the undersigned, apply for the subjected tender and declare that:

(a) We have examined and have no reservations to the tender documents, including any Addendum (or Addenda to the same effect), issued by the Democracy Reporting International gGmbH (DRI) in accordance with Instructions to Applicants.

(b) We understand that you may cancel the tendering process at any time, informing all providers that had been invited to submit a bid. We understand that our proposal may not be considered if it does not comply with the requirements outlined in the Call for Tenders.

(c) The following information shall be used by Democracy Reporting International to notify us:

Name of Designated Person (person handling the tender):

Postal Address:

Tel/Cell:

Fax:

Official Email:

Best regards,

Signature of an authorised representative(s) of the Agency

Name:

Designation:

Address:

Annex III – Service Provider Information Form

(Please complete this section in full)

About the Company

Registered Name	
VAT number	
Company Address with telephone and email	
Proposer’s Authorised Representative: (Name, Designation, Tel, Cell, Email)	
Address, telephone, email, designated contact person for DRI of your operational office	
Total years of activity	
Number of employees	
Annual turnover 2022–2023	
Number and place of branch offices (if any)	

Place, date

Authorised signature

Annex IV – Technical & Financial Proposal Form

S#	Documentation Requested
1.	Company profile, total years of relevant activity
2.	A detailed overview of the service, presenting the menu, amenities, services, advantages, venue specifications, etc., and payment procedures
3.	Financial breakdown as per Annex I
4.	Letters of appreciation/recommendation from previous clients with complete references incl. contact information (authorised representative of the company, telephone, email) <i>(DRI may contact them for reference check)</i>
5.	Additional information deemed relevant

Annex V – Technical and Financial Evaluation Form

S#	Evaluation Type	Max Marks	Marks Obtained	Marks Obtained
	TECHNICAL EVALUATION:	60		
1.	Company profile, i.e., cumulative years of relevant activity in the field since business start-off.	10		
2.	Services: menu, amenities, services, advantages, venue specifications, etc.	35		
3.	Profile, bio, brief of company staff who will be providing the service, mentioning their years of experience.	10		
4.	Letters of appreciation/recommendation from other clients with complete references with contacts (authorised representative of the company, telephone, fax, email) <i>(1 mark for each letter, maximum 5 marks)</i>	5		
	FINANCIAL EVALUATION:	40		
5.	Marks Allocation Formula: Lowest Financial Proposal / Proposal Under Review * 100 The lowest financial proposal will get full 40 marks and the rest will get proportionate marks as per their financial offer in relation to the lowest bid submitted.	40		
	Total Marks:	100		

Annex VI – Declaration of Honour

I, the undersigned, hereby confirm that my company

- is not bankrupt or wound up,
- has no affairs administered by the courts,
- has not entered into an arrangement with creditors,
- Has not suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations,
- has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the DRI's financial interests.

Place, date _____

Authorised signature _____