

Terms of Reference

Subject: Long Term Hotel Accommodation and Venue Rental

Introduction:

CARE is a leading relief and development non-governmental organization fighting global poverty. Established in 1946, it is now a confederation composed of 14 members and 4 affiliates. In 2016, CARE worked in 84 countries around the world, supporting development and humanitarian aid projects to reach more than 83 million people. While CARE is a large international organization with more than 11,000 employees worldwide, we have a strong local presence: 95% of our staff are nationals of the countries where our programs are run.

CARE first established a mission in Lebanon in 2006 and in April 2013 further enhanced its presence in Lebanon in order to address needs of the refugee population and host communities due to the current situation.

Objective:

CARE International Office in Beirut is seeking for a quotation for **Hotel Accommodation and Venue Rental**, as per the below requirements:

- A) Competitive pricing for room accommodation for CIL guests and staff
- B) Venue and meeting room offers
- C) Transportation services
- D) Credit facilities

In order to submit a complying application, you should complete all documents in [Annex I](#)

Detailed requirements:

CIL will sign more than one master framework agreement with the hotel from July 2021 till June 30, 2022 and will use the offered fixed rates mentioned in the quotation. (These are Tentative Dates)

Every information shared must stay confidential and the hotel should not declare the names of CIL visitors and share their info to third parties.

The offer must be submitted in English and in USD.

CIL is requesting the below:

A) Competitive pricing for Room Accommodation for CIL guests and staff:

- Accommodation in standard rooms for CIL visitors on Bed and Breakfast basis,
- In case standard rooms are not available, the vendor is to provide other

- rooms for the same rate,
- The hotel must meet CIL safety and security measures; it will be determined through an assessment held by CIL Safety and Security Manager after the submission of quotations and before issuing of master framework agreements.
 - Please specify the services offered per room; internet connection, printing services, laundry, and any other free of charge services.

B) Venue and meeting room offers

- Meeting rooms with/out daylight for trainings and workshops, include the number of available meeting rooms and their capacity,
- Coffee Breaks and lunch included (CIL reserve the right to add/remove the lunch or/and one of the coffee breaks if needed). Include menu options for seated lunch and buffet,
- LCD projectors, microphones, flipcharts, and other stationary,
- Flexibility to change the seating in order to meet the training needs (small round tables, U-shaped tables...)

C) Transportation services

Please mention if the hotel offers transportation facilities as below:

- Airport pick up and drop off from/to CIL office or the hotel
- Transportation from the hotel to CIL Office and vice versa

D) Credit Facilities

CIL will pay on a monthly basis in 30 days after receiving all the original invoices – as hard copies – from the hotel

ANNEX 1

DETAILED PRICING MATRIX

Price Schedule Template and financial offer guidance

For evaluation and comparison purposes, in addition to your firm's usual financial quotation format if any, please complete and sign the below price schedule.

Please fill in the blank only if the required item is applicable to your hotel.

A) For room accommodation:

Type of accommodation	Specifications of the room	Breakfast and Bed	No breakfast	Room with Kitchenette	Total Number of rooms at the Hotel – All Hotel Rooms
		Price	Price	Price	
Single room for short stay (less than one week)	<i>Please insert here</i>				
Studio for long stay (more than one week)	<i>Please insert here</i>				

B) Venue and meeting room offers:

	Number of available meeting rooms	Specifications of the room	Capacity of each meeting room	Offered Amenities	Coffee Break Price/attendee – if needed per meeting held	Two Coffee Breaks + Lunch Price/attendee – If needed per meeting held
1					<i>Please insert what does it include or attach the menu</i>	<i>Please insert what does it include or attach the menu</i>
2						
3						
4						

	Seated lunch Price/attendee and menu – If needed per meeting held	Buffet lunch Price/attendee and menu – If needed per meeting held
1		
2		

C) Transportation services:

Please specify if you offer the below transportation services and clarify the fees if applicable:

- Airport pickup/drop off from Airport to CIL
- Airport pickup/drop off from Airport to the hotel
- Transportation from CIL to the Hotel
- Transportation from the Hotel to CIL

You can find below CIL Beirut offices for your records:

- Badaro – Sami El Soloh Ave, Serhal Building – 3rd floor, Beirut – Lebanon
- Jamal Abdul Naser Street, Al Mona Center, Block B, 3rd floor, Tripoli - Lebanon

D) Credit Facilities:

Please confirm that you accept that CIL will pay on a monthly basis after receiving all the original invoices – as hard copies – from the hotel.

Please confirm below conditions by ticking the box:

- Total price is including 11% VAT – might be negotiated to be paid in LBP upon concluding the framework agreement.
- Discount offered - Optional
- Validity of the quotation received until we conclude a framework agreement.
- Declaration that the offered services and prices will be fixed for the duration of the master framework agreement.
- There are no limitations as to the number of days of stay per guest
- CIL reserves the right to conduct a safety and security assessment of your facilities before awarding the contract.
- Your hotel has the minimum Safety and Security Amenities (Smoke Detector, Fire Extinguisher, First Aid Kit, Emergency Exit, Gathering Point)
- Hotel Registration Documents Submitted within the application
- Bidder are required to submit sealed full documentation in hard to the following address (**Badaro, Sami El Soleh Ave, Serhal Building, 3rd Floor, Beirut – Lebanon**)
- Language: Bids shall be prepared in English
- Currency: your BID currency shall be in US\$
- Meeting rooms with/out daylight for trainings and workshops, include the number of available meeting rooms and their capacity,
- Coffee Breaks and lunch included (CIL reserve the right to add/remove the lunch or/and one of the coffee breaks if needed). Include menu options for seated lunch and buffet,
- Points (A,B,C,D) under Detailed Requirements in the TOR are considered and

- declared verified.
- TOR and Annex1 Documents are included in the application, signed and reflected the first document of the BID.
 - Deadline of applications is 9th of July , Ticking the box reflects receiving the application on Time prior the set date (9th of July 2021 / 05:00 pm Beirut time) .

Please advise on the reservation system and add the email of the focal point.

Reservations can only be accepted if requested by emails from certain positions from CIL that will be confirmed upon contract countersignature
CIL will clarify when reserving if the cost will be covered by the organization or the guest after check-out

CIL will only cover the cost of Bed and Breakfast, all extras are to be charged on guest after check-out.