

Terms & Conditions (T2)

1. Technical Specifications & Requirements

Vendor Requirements:

- Spec1: The vendor must have a valid permit from all relevant ministries.
- Spec2: Hotel Classification: 5 Stars /4 Stars
- Spec3: Minimum requirement to qualify the Hotel for the technical evaluation.
 - Copy of Registration with Chamber of Commerce
 - Copy of the certificate from Ministry of Tourism including its classification
 - At least 3 years of proven record in providing hotel services
- Spec5: should be located in Beirut

DETAILED SPECIFICATIONS

ACCOMMODATION *The bidder's technical proposal should include detailed description of the rooms*

Standard rooms equipped with the following:

- Television
- Bathroom should include soap, shampoo & different size of towels
- Coffee tea tray for free
- Hot water 24 hours
- Heating and cooling service
- 24/7 Room service
- 24/7 in room internet connection for free
- Room should be well cleaned and sanitized
- Room should be cleaned daily
- Safety box in each guest room to be offered in complimentary basis
- Secured parking facility for free

2. Evaluation

The bidder's evaluation process will consider following with assigned weights:

- 2.1. Financial 40%
- 2.2. Technical 50%
- 2.3. Reputation & Reference Check 10%

3. Technical Criteria

The technical evaluation process will consider following criteria with assigned weights:

#	Criteria	Criteria Maximum Weight
1	Location	10
2	Air Conditioning (Hot & Cold)	10
3	Accessibility	10
4	Internet service	10
5	Availability of alternative power supply	10
6	Room size & cleanness	10
7	Room accessibility	10
8	Availability of parking	5
9	Security	10
10	Room Service	10

11	Check in & check out time	5
Total:		100

4. Delivery

- 4.1 Number of rooms and duration
The key requirement is 48 double rooms to accommodate 96 people, 9 Triple rooms to accommodate 27 people in the Vicinity of Beirut without breakfast. Rooms should have internet access (Ethernet cable and Wi-Fi) in the room (to be included in the price). All 57 rooms are needed for 7 nights.
- 4.2 The delivery of goods/services must adhere to the specified deadlines:
- o **48 double rooms** **From July 14, 2023 to July 21, 2023**
 - o **9 triple rooms** **From July 14, 2023 to July 21, 2023**

5. Delay Penalty

In the event of delays in any required service for **30 minutes** or more except for Force Majeure cases, Mercy-USA will deduct from the bidder for every 30 min of delay penalty amounting to **0.5%** of the total monthly invoice. Moreover, Mercy-USA reserves the right to cancel the contract immediately and shall not be responsible for any expenses.

6. Payment Terms

- 6.1. Payments will be made on a monthly basis, with disbursement occurring within 10-15 working days after we receive detailed invoices that have been approved by Mercy-USA.
- 6.2. Payments will be made only through **bank transfer or via delegation Letters**
- 6.3. The price will be paid in USD while the **VAT will be paid in LBP** based on the official exchange rate on the date of the invoice.
- 6.4. The vendor should have a **fresh USD bank account**.
- 6.5. The payment will be calculated on a daily basis, and only the days actually days of accommodations will be compensated.
- 6.6. Mercy-USA will only pay for the Room rental. Additional expenses like telephone, minibar, or extra days including the upgrade of accommodation will not be covered by Mercy-USA. (unless requested in writing by Mercy-USA)

7. Contract Duration

The Contract will become effective once both parties have signed it and will govern the provision of products/services specified in the contract from the Date of signing until **21th of July 2023** subject to change if requested by the donor.