

# Terms & Conditions (T2)

## 1. Technical Specifications & Requirements

### Company Qualification

The vendor must have a valid permit from all relevant ministries.

**CONFERENCE ROOM REQUIREMENT:** *The bidder's technical proposal should include detailed description of the conference room*

- The Venue must be located in the vicinity of Beirut
- The Venue must meet the requirements of safety and security
- The venue must be spacious with adequate size
- The venue must have suitable lighting and illumination

The Conference room should be fully equipped and include the following:

1. Notebooks with pens and/or pencils for each person
2. Flipcharts, white boards with markers
3. free Wi-Fi to all participants, internet for the presenter online meeting video streaming
4. Screen & LCD Projector, in each room
5. Electric sockets and extensions
6. Video conference equipment with laptop
7. Respect Hygiene and Social Distancing Standards in seating
8. Hand sanitizers in each conference room
9. Sound System and Microphones (minimum of 2 complimentary wireless microphones per meeting)
10. Facility must be able to welcome guests with disabilities and have all facilities needed to ensure their smooth movement
11. Heating/cooling and good ventilation system

**Continuous Coffee Break (Snack)** should include the following: *The bidder's technical proposal must include a list of seven options at least for each number alignment.*

1. Coffee, Nescafe, tea, water, juice fresh if preferable
  2. Sweets (minimum 3 types each)
  3. Fresh Fruits
- Note: each person should have at least one of each serving item.

### **Breakfast:**

Salty food (at least 3 types each)

**Lunch or Dinner buffet** should include the following: *The bidder's technical proposal must include a list of seven options at least for each number alignment.*

1. 2 types of Salads
2. 2 main Dishes
3. Starters
4. Desserts
5. All type of beverage (juice, soft drink, sparkling water, regular water 500ml)

## 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	Room size, arrangement and Lighting	10
2	Ventilation and cooling	10
3	Accessibility	10
4	Safety and Security	10
5	Equipment, Supplies and Fittings	10
6	Visual and Audio system	10
7	Diversity of the meals	10
8	Diversity of hot and cold drinks	10
9	Freshness & diversity of Salads and fruits	10
10	Meal Presentation	10
<b>Total:</b>		<b>100</b>

### 4. Delivery

The delivery of goods/services must adhere to the specified deadlines:

- **4 Conference Rooms (located in Beirut) Full & Half Days for 25-166 persons from July 14, 2023 to July 21, 2023 see annex 1 for detailed schedule.**
- **Continuous Coffee Break (Snack), Breakfast, Lunch or Dinner buffet from July 14, 2023 to July 21, 2023 see annex 2 for detailed schedule.**
- **The goods/services to be purchased shall be delivered to Beirut**

### 5. Delay Penalty

In the event of delays of 30 minutes or more for any requested service 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 invoice should be based on the number of attendants. (as per the attendance sheets for each conference room)

### 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 **21<sup>th</sup> of July 2023** subject to change if requested by the donor.

## Annex 1

Date	Room #	Room Capacity / Person	Duration	Time	
				From	To
14-Jul-23	1	30	Full	08:00	17:30
15-Jul-23	1	166	Full	08:00	17:30
15-Jul-23	2	63	Half	14:00	18:00
15-Jul-23	3	50	Half	14:00	18:00
15-Jul-23	4	30	Half	14:00	18:00
16-Jul-23	1	75	Full	08:00	17:30
16-Jul-23	2	60	Full	08:00	17:30
16-Jul-23	4	30	Full	08:00	17:30
16-Jul-23	3	50	Half	15:00	18:00
17-Jul-23	1	120	Full	08:00	17:30
17-Jul-23	2	75	Full	08:00	17:30
17-Jul-23	4	30	Full	08:00	17:30
17-Jul-23	3	50	Half	15:00	18:00
18-Jul-23	1	120	Full	08:00	17:30
18-Jul-23	2	75	Full	08:00	17:30
18-Jul-23	3	30	Full	08:00	17:30
19-Jul-23	1	75	Full	08:00	17:30
19-Jul-23	2	60	Full	08:00	17:30
19-Jul-23	4	60	Full	08:00	17:30
19-Jul-23	3	25	Half	10:00	12:30
20-Jul-23	1	136	Half	15:00	19:00
21-Jul-23	1	136	Half	15:30	19:00

## Annex 2

Date	Continuou s Coffee Break with Snack	Breakfast	Lunch	Dinner	Estimated Number of Persons
14-Jul-23	yes	yes	yes		30
15-Jul-23	yes	yes	yes		166
16-Jul-23	yes	yes	yes		116
16-Jul-23	yes		yes		50
17-Jul-23	yes	yes	yes		116
17-Jul-23	yes		yes		50
18-Jul-23	yes	yes	yes		136
19-Jul-23	yes	yes	yes		136
20-Jul-23	yes			yes	136
21-Jul-23	yes			yes	136