



**Plan International, INC Lebanon
Call for Conference and Accommodation Packages
Terms of Reference**

Procurement Process	Request for Quotation: RFQ – LTA
Location	Beirut - Achrafieh
Effective Date	ASAP

ABOUT PLAN INTERNATIONAL

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. We believe in the power and potential of every child, but know this is often suppressed by poverty, violence, exclusion, and discrimination. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children’s rights from birth until they reach adulthood and enable children to prepare for – and respond to – crises and adversity. We place a specific focus on girls and young women, who are most often left behind. We have been building powerful partnerships for children for more than 80 years, and are now active in more than 70 countries.

Since 2017, Plan International has been working in partnership with local, national and international organizations to strengthen capacities and address the needs of Lebanese and refugee children in Lebanon. With a focus on adolescent girls and young women, Plan International Lebanon implements projects in the sectors of Child Protection, Gender-Based Violence, Sexual and Reproductive Health and Rights, Education, Youth Economic Empowerment and Participation. The organization also promotes gender equality by addressing the root causes of discrimination against girls and young women. Since its establishment in Lebanon, Plan International has been using a partnership model that allows for capacity building of local actors and civil society strengthening in various areas including Tripoli, Akkar, Bekaa, South and Beirut & Mount-Lebanon.

PURPOSE OF THE REQUEST:

Scope of the project: Plan International Inc. Lebanon seeks to appoint hotel vendors with conference venues to provide conference facilities and related services.

In this respect, Plan is seeking to secure:

- a) Meeting, conference, workshop arrangements for Plan staff and external partners with provision of basic materials
- b) Catering facilities, for the events.
- c) Accommodation with breakfast

To this aim, Plan International is looking to receive corporate rates for the provision of meeting facilities, as stated above and establish Long Term Agreements.

REQUIREMENTS AND EXPECTED OUTCOME:

Suppliers shall be able to provide the “Venue Facilities and Requirements” as described in this section I and the “Catering Services” elaborated in Section II (if agreed we should add Section 3 for the accommodation) , taking into consideration that the list is not exhaustive and the requirements of each meeting will be communicated to the supplier prior to the booking of the event.

I. Venue Facilities and Required Services:

The room shall be equipped with the Standard equipment and services:

i) **Equipment:**

a) **Basic**

- Flipchart and markers in assorted colors
- Whiteboard, eraser and markers in assorted colors
- Notepad and pen or pencil for each meeting participant
- Projector
- Projector screen
- Wi-Fi connection power in the meeting room and public spaces

b) **Advanced**

- Stage light and sound system adequate for speeches
- Printing, scanning and photocopying facilities
- Microphones

ii) **Services:**

- Table arrangement according to needs and in various styles (theatre, classroom/boardroom, U shape, cocktail, banquet)
- Ability to facilitate meeting participants, staff and other delegates with incidental requests and issues during the meetings.
- Meeting rooms with adequate lighting, preferably natural light, with good ventilation, preferably through opening windows
- Provision of technical personnel for operation of all technical equipment, including audio sound system, project equipment as well as lighting.



iii) Meeting packages

Suppliers are requested to provide rates per person for the meeting packages presented below with a maximum capacity of each room . The packages are indicative requests, may change according to requirements. Meeting package prices shall be filled in [Annex Table 1 - Conference and Accommodation packages.xlsx](#) table 1 and include the meeting room facilities described under section "I" and the catering services described hereunder and further detailed under section "II"

- a) Half day meeting/conference package with one coffee break.
- b) Half day meeting/conference package with provision of rich coffee break
- c) Full day meeting/conference package with one coffee break and provision of buffet/seated lunch.
- d) Full day meeting/conference package with two coffee breaks and provision of buffet/seated lunch.
- e) Half day basic meeting room with one coffee break
- f) Full day basic meeting room with one coffee break

Half day is considered as 4 hours and full day is considered for 8 hours.

Package is considered to have the basic equipment mentioned in section i)

- ❖ Pictures of the room , venue , conferences to be provided

iv) Adherence to COVID-19 preventative measures/guidelines:

Suppliers should abide by the Moph Covid-19 restrictions when applicable making sure that the meeting rooms have adequate lighting, preferably natural light, with good ventilation, preferably through opening windows Suppliers are expected to follow the Lebanese Department of Health guidelines and adopt strict preventive measures during the project to protect staff, workers, and the community from infection. Suppliers should indicate the floor area, maximum capacity per sitting style, and facilities of each proposed conference rooms (clearly stating if there is natural light and natural ventilation)

II. Catering Facilities and Services

Suppliers that submit proposals for conference venues shall be able to provide Catering Facilities and Services within the venue.

It is noted that catering facilities may or may not be required for each meeting.

Number and type of coffee breaks and meals will be communicated to the supplier prior to booking.

Catering services shall be in accordance to the requirements elaborated below:

1) Coffee Breaks

Coffee breaks may be one-off or continuous according to request. They should be served in a suitable area



immediately inside or outside the meeting room . Coffee breaks shall include, at least, the following:

- Filter and instant coffee, decaf coffee, selection of teas with herbal options ...
- Selection of fruit juices
- Sweet snacks (variety of cookies and cakes)
- Savory snacks (e.g. mini sandwiches, mini croissants)

❖ Samples to be provided

2) Rich Coffee Break

Light meals with hot/cold finger food should be served in a restaurant or other suitable area inside the venue. Light meals shall include, at least, the following and vegetarian options must also be available:

- Cheese and cold cut platters with choice of bread items or variety of mini sandwiches
- Variety of mini savoury pies, croissants and desserts
- Selection of fruit juices, soft drinks and mineral water

❖ Sample menus to be provided.

3) Buffet Meals

Buffet meals (lunch and/or dinner), with selection of dishes, should be served in a restaurant or other suitable area inside the venue. Buffet meals shall include, at least, the following and include at least one vegetarian option in each category:

- Three options of fresh salads
- Selection of bread items
- Three options of appetizers (e.g. cheese pie, quiche, vegetable tart)
- Three options of side dishes (e.g. pasta, potatoes, roasted vegetables, rice)
- Three options of main dishes (e.g. fish, beef, chicken, vegetables as a main dish)
- Variety of fresh fruit
- Variety of desserts
- Selection of soft drinks

❖ Sample menus to be provided.

4) Seated Meals

Seated meals (lunch and/or dinner), with waiting service, with selection of dishes should be served in a restaurant or other suitable area inside the venue. Seated meals shall include set options, similar to those described in Buffet Meals and participants will select and be served the option of their choice.

❖ Sample menus to be provided.

5) Beverage Packages

Suppliers are also requested to provide separate beverage packages, which shall include the following:

- Selection of soft drinks, fruit juices, and mineral water.
- Beverage package which includes the non-alcoholic options above



- ❖ Sample menus to be provided.

III) Accommodation :

Suppliers are requested to submit proposals for Accommodation Facilities as well.

- Accommodation shall be in single standard rooms or equivalent with buffet breakfast or similar.
- Rooms should be equipped with central heating/cooling, but natural ventilation (through opening windows) should also be available.
- Wi-fi connection shall be available in rooms. Other services shall include 24hr reception desk and availability of room service.
- It should be noted that the cost of any extras other than board and breakfast, such as mini-bar, room service, pay-as-you-go-tv, use of spa etc. are covered in their entirety by the guest
- Prices per night in USD to be filled in the annex table.

INVOICING AND PAYMENT TERMS AND CONDITIONS

1. Invoicing:

- All submitted offers and invoices must detail the cost of event service in USD.
- Upon completion of the event, the supplier shall invoice Plan International and send the original invoice as a hard copy to the operations department. Copies of the invoice(s) shall also be shared via e-mail.

2. Payment terms and Conditions:

a) Conditions:

- Plan shall, on the fulfilment of the service and following receipt of satisfactory service to issue a payment by bank transfer within 30 days of receiving the relative invoice
- Plan does not do advance payment; therefore, no upfront payment shall be allowed. The supplier shall invoice the services in full to Plan upon completion of the booking.

b) Terms:

- Any extra charges resulting from personal use by the guests and which have not been indicated in the requirements shall be charged to the participants directly.
- The supplier is obliged to submit the invoice within a period of no later than 10 days of completion of services.



Cancellation and Availability Policy

Suppliers shall state the applicable cancellation policy in regard to Meeting Services , and within which time periods the policy applies (e.g. 24 hrs before the event, 48 hrs before the event etc.) and in accordance to the booking made (whether it includes meeting room, coffee and/or meal services, etc).The meeting facilities and all meeting rooms must be ready and available through the booking period prior to 5 days.

Contract Timeframe:

One-year Long-Term Agreement with the possibility to be renewed for one more year upon satisfactory performance of the services. Plan reserve the right to terminate the LTA within the One-year period upon unsatisfactory services upon a prior notification of no less than 30 days.

Evaluation Criteria:

Suppliers are evaluated based on the criteria as follows

1. Supplier abides and fill the excel sheet relative to the TOR
2. Supplier should send legal documents as follows
 - Certificate of registration in VAT
 - Company registration certificate
3. Supplier provides menus and pictures of the rooms
4. Supplier submits a high-quality financial offer.
5. Supplier abides by the deadline provided.

Application Process

Responses should be sent to Lebanon.procurement@plan-international.org before October 8th 2022, and will include:

- Financial Proposal - Fill Annex 1 template ; service provider shall abide by the annex template else the proposal is not considered ; [Annex Table 1 - Conference and Accomodation packages.xlsx](#)
- Presentation of the Hotel in addition to Photos of Meeting Room and Accommodation rooms...



- Legal Documents of the Hotel (Certificate of registration in VAT - شهادة تسجيل في الضريبة على القيمة المضافة Company registration certificate - إذاعة تجاريه- شهادة تسجيل شركة)
- Signed Safeguarding Children and Young People Global Policy and Non-staff code of Conduct

Selection Criteria

The minimum selection criteria to be used in the evaluation of Proposals include, but are not limited to, the following:

Area	Objective	Weighting
Compliance	Completion of the table as a soft copy, financial viability, clearly present and answered	Pass/ Fail
Company Profile & Requirements	1.Ability to showcase Capacity & capability of the organization to carry out the requests 2.Ability to deliver as per expectations.	35%
Product Requirements	Quality of the Service	25%
Commercial Proposal	Total cost of the proposal	40%

The exact criteria of selection will not be published to Suppliers.

Plan has the right to disqualify any quotation that is not abiding by the excel sheet format in soft copies.