



# International Rescue Committee Lebanon

## Request for Proposal (RFP)

### Hotel Venues and Accommodation Services

Planned Timetable	
Issue Request for Proposal	<i>Wednesday, October 2, 2024</i>
Suppliers return signed Intent to Bid forms due date	<i>Monday, October 7, 2024</i>
Questions from Suppliers due date	<i>Tuesday, October 8, 2024</i>
Answers to Suppliers questions due date	<i>Friday, October 11, 2024</i>
Bid submission due date	<i>Wednesday, October 16, 2024, 4:00 PM</i>
Bid Opening and Evaluation date	<i>Thursday, October 17, 2024</i>
Supplier visit if applicable	<i>TBC</i>
Award of Business	<i>TBC</i>
Contract start	<i>TBC</i>

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## A. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

### 2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee Lebanon for establishing a contract for hotel venues and accommodation services. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Service Agreement (MSA) for Two (2) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Lebanon. Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 24/25. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents shall include the following documents:*

- *The Request for Proposal – RFP;*
- *Appendix A – Technical Bid; to be submitted by (Wednesday, October 16, 2024, 4:00PM), either by hand or to be emailed to [LB.Technical-HotelServices@rescue.org](mailto:LB.Technical-HotelServices@rescue.org)*
- *Appendix B – Intent to Bid; to be submitted by (Monday, October 7, 2024), either by hand or to be emailed to [QA-HotelServices@rescue.org](mailto:QA-HotelServices@rescue.org)*
- *Appendix C – Tender and Contract Award Acknowledge Certificate;*
- *Appendix D – Vendor Information Form;*
- *Appendix E – IRC Conflict of Interest and Supplier Code of Conduct;*
- *Appendix F – Commercial Bid; to be submitted by (Wednesday, October 16, 2024), either by hand or to be emailed to [LB.Financial-HotelServices@rescue.org](mailto:LB.Financial-HotelServices@rescue.org)*

## 5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at ([QA-HotelServices@rescue.org](mailto:QA-HotelServices@rescue.org)). The request for clarification must reach the purchaser not later than (Tuesday, October 8, 2024). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (Friday, October 11, 2024). Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

## C. PREPARATION OF BIDS:

### 6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English Language). Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (English Language) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English Language) version shall prevail.

### 7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

*Technical Bid: The technical proposal shall be comprised of minimum, the below documents:*

- *Appendix A – Technical Bid Form (fully complete, sign, stamp, and submit).*
- *Appendix B - Intent to Bid*
- *Appendix C – Tender and Contract Award Acknowledge Certificate (complete, sign, stamp, and submit).*
- *Appendix D – Vendor Information Form (complete, sign, initial each page, stamp, and submit)*
- *Appendix E – IRC Conflict of Interest and Supplier Code of Conduct*
- *Copy of Valid Certificate of Registration with relevant government agencies or memorandum and article of association (submit a copy)*
- *Financial clearance from NSSF during the year of 2024*
- *Financial clearance from MOF during the year 2024*
- *Copy of VAT registration, (if any, submit a copy).*
- *Attached confirmation of good track record and references from previous clients; preferably INGO and UN agencies*
- *A Company profile that includes information on overall longevity and time in the marketplace, company size, customer service structure and support (submit a signed copy).*

*Commercial Bid: The Commercial proposal shall be comprised of minimum, the below documents:*

- *Appendix F –Commercial Bid (fully complete, sign, stamp, and submit).*

## **8. Bid Prices.**

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule, and shall stamp the price schedule with the Bidding Company's seal where feasible.

## **9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **(United States Dollars – USD)**

## **10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

## **11. Bid Security**

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

## **12. Period of Validity of Bids**

Bids shall remain valid for 120 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### **13. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

## **D. SUBMISSION OF BIDS**

### **14. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to the (SUPPLY CHAIN DEPARTMENT), at the International Rescue Committee, at THE IRC OFFICE ADDRESS in

- 1) Beirut, located at 711, Alfred Naccache St., Azouri center, 8th floor, Ashrafieh
- 2) Zahle, Hawsh Al Omara, Paul Makhoul Bldg, close to Vehicle Registration Blg (Nefaa), 3rd floor
- 3) Akkar, Deir Dalloum highway, Hatem Barakat building, Ground Floor.

No later than **Wednesday, October 16<sup>th</sup>, 2024, 4:00 PM** All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

#### **Format**

The Bidder's proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes, keeping technical documentation in separate envelope than financial documentation. And if the proposal is being shared electronically, to share each proposal to its relative email address.

Technical Documentation: [LB.Technical-HotelServices@rescue.org](mailto:LB.Technical-HotelServices@rescue.org) (for Technical Offer part – all RFP docs: page #1 till page #28)

Financial Documentation: [LB.Financial-HotelServices@rescue.org](mailto:LB.Financial-HotelServices@rescue.org) (for Financial Offer part – Appendix F, pages #28 till #36 only)

Deadline: **Wednesday, October 16, 2024, 4:00 PM**

Any file that will be sent via WeTransfer, SendIt, or any similar program: the bidder shall inform us once proposal is sent mentioning the expiry date of the file and/or insure the validity of the link for minimum of 3 months validity.

All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

#### **15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

### **E. BID OPENING AND EVALUATION**

#### **16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

#### **17. Evaluation and Comparison of Bids**

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder's ability to demonstrate that they are able to perform and provide the requested services as listed in Appendix A –Technical Bid Form	30%
Site Visits	Refers to the committee members observation while conducting site visits to the service providers premises during the tender process	10%
Due diligence	Due diligence and reference check result over <b>3 references provided-clients</b> , and within the required same scope of service, these references could be private entities, iNGOs, or UN organizations	5%
Green Environmental Policies	Do you have specific measurements or action to a better green environment (recycling, solar panels, reduce paper use, etc.) if Yes, then mention what are the actions and related details .....	5%
Commercial Bid	Appendix F – Commercial Bid	50%
		<b>100%</b>

**18. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

**19. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

**F. CONTRACTING**

**20. Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

**21. Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.



The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by (Lebanon) Law if any.

**22. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

**23. Price Schedules and Location**

Vendors interested in the provision of Goods to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for Master Purchase Agreement as per below Categories is attached.

**24. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

**25. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

**G. ETHICAL OPERATING STANDARDS**

**1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

## 2. Bidder Non Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

## H. Terms of Reference:

In order to achieve time and cost efficiency while ensuring outstanding quality of service, the IRC wishes to enter into a Master Service Agreement (MSA) with one or more of the most competent hotel service providers to accommodate all its guests, workshops and conferences requirements.

The successful bidders shall be contracted for this purpose for an initial period of one (2) years. This Agreement may be renewed, at the sole option of the IRC, on the same terms and conditions, for one (1) additional year by means of a written notification of such renewal by the IRC to the hotel service provider and upon satisfactory evaluation of Annual Performance of the services provided.

Anticipated services are:

- The Service provider shall provide hospitality services for conducting workshops, seminars, trainings etc. on as and when required basis;
- The Service provider shall provide accommodation services to the national and international guest/visitors on as and when required basis;
- The Service provider shall provide its services to the IRC on a priority basis throughout the contractual period;
- The Service provider shall provide necessary equipment, facilities, qualified personnel, expertise and other necessary means to perform their duty of conducting workshops/seminars and related services in accordance with the best commercial practice;

- The IRC does not guarantee any minimum volume of workshops, trainings, seminars, etc... to be handled by the hotels and the IRC may wish to contract several hotels based on the requirements of the organization as follows:

Location Area	Number of Hotels
Ashrafiye	2
Hamra	1
Verdun	1
Seaside	1

- It will be the responsibility of the service provider to pay for all the service charges endorsed by the government if any;
- The Service provider shall facilitate the arrangement of such events/conferences upon receipt of authorized purchase order signed by duly authorized the IRC staff at senior level whose name shall be communicated to the service provider at the time of contract signature;
- The Service provider shall work in close cooperation and coordination with the authorized representatives designated by the IRC at all the phases of the event;
- The invoices issued by the service provider for these events/conferences shall be supported by “signed Vouchers by the event focal point confirming the number of participant”, original receipts (from hotel, etc.) and shall be endorsed by the authorized IRC staff member in charge of the event before payment can be processed;
- The Service provider personnel cost such as staff, transportation, accommodation, meals and all other expenses shall be borne by the service provider. The IRC shall make the payment after verifying the actual number of the participants attending the workshop/meeting against the latest participants’ list. IRC shall inform the service provider in case of discrepancies between invoiced number of persons and the latest participants’ list;
- The service provider and its employees shall neither seek nor accept instructions from any authority external to the IRC in connection with the performance of their duties and shall refrain from any action which may adversely affect the IRC;
- The service provider should delegate at least one personnel to serve as a focal point to deal with the IRC. The service provider shall provide the name of two Employees who would be assigned to the event;
- The service provider shall have adequate organizational capacity and setup to handle IRC requests;
- The service provider shall have specialized service departments to serve different needs of the IRC as stipulated under this TOR;

**1. Work Plan**

List of requested services includes, but is not limited to the following list (the volume of each order will not necessarily cover the entire list of the following services and will be coordinated in each case by placing a written order):

1. Booking of rooms to accommodate IRC employees and/or visitors coming to participate in events in a single/double/triple standard room (or equivalent) with/without breakfast.

## 2. Organization of events:

- Rent of a venue room in the hotel (including the placement of chairs and tables based on a seating plan);
- Catering (water, coffee breaks, lunch, etc...);
- Various options of seating in a venue room;
- Rental of equipment needed for the event: projector with wireless switch slide presentation, screen, laptop,
- Wireless microphone, microphone array for a round table, laser pointer, sound system, flip chart with paper- Pad and a set of markers, extension, etc., including IT-services specialist for equipment setup and maintenance of the venue;
- Wireless internet in the venue room (wi-fi);
- Rental of equipment for simultaneous translation, if needed;
- Transfer from /to hotel / airport railway station, if requested;

## 2. **General Conditions:**

1. Provide documents, describing quality of the services, including an internal control system, covering the entire range of services under the contract, as well as methods of monitoring, identification and correction of deficiencies of service quality, provided to the Customer, if any. Measures of risk reduction - the potential risks related to the implementation of the contract that may affect the timely achievement of expected results, as well as their quality.
2. The bidder shall ensure that the minimum safety and security principles (Mandatory requirements set herein appendix E) are implemented and achieved on regularly and daily basis.
3. Confirmation of the willingness to accept changes in placed orders within event preparation period without cancellation fees.
4. Rates per unit of measure (as well as discounted rates, if applicable) listed in the price list will be included in the agreement as a specification.
5. The selected Bidder shall, on a regular and ongoing basis ensure and control the quality of services provided to the IRC.
6. The IRC reserves the right to evaluate quality control of provided services, and if necessary, propose possible improvements during the quarterly meetings with the winner bidder.
7. The selected bidder shall guarantee that the submitted invoices are pre-numbered, accurate and detailed not limited to the accommodated name, check in / out dates, currency mentioned in Lebanese pound and US dollars, etc..
8. The selected bidder must maintain an accurate accounting system to avoid any replication in the invoices sent.
9. The selected bidder must send all invoices to the designated office in Beirut through four working days after the full delivery of services specifying the exchange rates.

## Appendix A – Technical Bid Form

### Notes:

-If proposals are physically submitted, envelopes should be sealed (using glue or staples) and stamped, otherwise the supplier may be disqualified;

-The Technical Evaluation Committee will rule on the technical admissibility of each Bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Bid concerning the service and documentation provided, and both the task to be carried out under the RFP, and the professional ability of the Bidder for 'services'.

-You are expected, to fill in the following Table, that is detailing our essential required technical criteria, and only those bids that are meeting our below criteria, will presume to the next evaluation phase-Commercial.

Required Documents for Submission	Explanation	Submission
1. Filled, signed, and stamped of Technical Bid - Appendix A	Yes/No. Comments:	<b>Mandatory</b>
2. Filled, signed, and stamped Intend to Bid (by email or by hand Bid) - Appendix B	Yes / No. Comments	<b>Mandatory</b>
3. Appendix C	Tender and Contract Award Acknowledgement Certificate Filled, signed, and stamped;	<b>Mandatory</b>
4. Appendix D	IRC Vendor Information Form Filled in, stamped, and signed;	<b>Mandatory</b>
5. Appendix E	Filled, signed and stamped the IRC Conflict of Interest and Supplier Code of Conduct;	<b>Mandatory</b>
6. Filled, signed and stamped the Collusion document – Page #1 of this RFP	Yes / No. Comments	<b>Mandatory</b>
7. Legal Documents	<ul style="list-style-type: none"> <li>- Copy of a Valid Certificate of Registration with relevant government agencies or memorandum and article of association</li> <li>- Copy of VAT registration</li> <li>- Copy of Financial registration certificate</li> <li>- Copy of a valid NSSF Clearance</li> <li>- Copy of Identification documents (IDs) of the company/hotel owners;</li> <li>- ISO Certification</li> </ul>	<b>Mandatory</b>
8. Reference Letter	Submission of at least of 3 certificates (signed and stamped) from previous clients (Written confirmation addressed to your company from various clients within the last 2 months from	<b>Preferrable</b>

Required Documents for Submission	Explanation	Submission
	submission date) preferably INGOs and/or UN Agencies. <b>In addition please to provide details a minimum of THREE clients/reference, including email address, contact name &amp; phone number (As mentioned in appendix D, Vendor Information Form)</b>	
9. Please provide estimated company turnover in USD – This will be used to verify organizations financial standing.	Yearly turnover USD	<b>Preferrable</b>
10. Green Environmental Implementation	Do you have specific measurements or action to a better green environment (recycling, solar panels, reduce paper use, etc.) if Yes, then mention what are the actions and related details .....	<b>Preferrable</b>
11. Site visit	A site visit will be conducted to the company during the technical evaluation	<b>Preferrable</b>
12. Payment Terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice	<b>Preferrable</b>
13. Capacity of the hotel/firm	A description of your hotel’s capacity to provide the services including an estimated time of delivery upon confirmation. - List at least three similar and successfully completed contracts/projects (Contracts/Projects with International Organizations is considered an asset). (Table A) - Number of similar contracts currently in process (Table B) - Accommodation Capacity (Table C)  - Conference room quantity availability (Table D) - Evidence for quality assurance systems in place; (ISO 9001 if available, or any equivalent certification)	<b>Preferrable</b>

Required Documents for Submission	Explanation	Submission
14. Entity Structure	<p><b>Proposed Management Structure and Key Personnel</b> Please attach the curriculum vitae of the key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities; CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.</p> <p><b>Proposed Team Structure</b> The composition of the team and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.</p>	Preferrable
15. Description of the company and the company's qualifications	<p><b>A description of your company with the following:</b> company profile, registration certificates, and catalogues of the hotel:</p> <ul style="list-style-type: none"> <li>- Year founded;</li> <li>- A Company profile that includes information on overall longevity and time in the marketplace, company size, customer service structure and support in addition to a list of iNgos and local NGOs you are dealing with</li> <li>- If multi location company, specify headquarters location;</li> <li>- Outlets and facilities in the hotel (restaurants, business center, pharmacy, bazar, market, swimming pools, spa, gym, etc...);</li> <li>- Availability of medical care (physician, ambulance, etc...);</li> <li>- ATM machines/bank/exchange office;</li> <li>- Cancellation/refund policy;</li> <li>- Internet connections in public areas, meeting rooms and sleeping rooms; Regular check in/out times;</li> </ul> <p><b>Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity</b></p>	Preferrable

Required Documents for Submission	Explanation	Submission
	<b>to provide the services.</b>	
16. Security Plan and Services	<p><b>Approach and Implementation Plan</b> - this section should demonstrate the bidder’s response to the Safety and Security measures within the hotel by identifying the specific components proposed</p> <p><b>Access Control</b></p> <ul style="list-style-type: none"> <li>- Protocols in place to ensure the access control on room or keys over to the Guest;</li> <li>- Key card access security features;</li> <li>- Describe the card issue procedures;</li> <li>- Who has access other than the Guest to the room?</li> <li>- What are the measures in place to sustain access to the rooms?</li> <li>- Vehicles inspection protocols prior to access the hotel grounds;</li> </ul> <p><b>Physical Security</b></p> <ul style="list-style-type: none"> <li>- Physical security equipments in place – state them please;</li> <li>- Floor maps – please provide samples of floor maps;</li> <li>- Luggage search policy in place;</li> </ul> <p><b>Emergency</b></p> <ul style="list-style-type: none"> <li>- Emergency plans- please provide samples;</li> <li>- Emergency notification procedure in place;</li> <li>- Emergency exit maps – please submit samples;</li> <li>- Contingency plans- please submit a sample;</li> </ul> <p><b>Security team</b></p> <ul style="list-style-type: none"> <li>- Hotel patrolling system and protocols;</li> <li>- Please specify security coverage and personal;</li> </ul> <p><b>Security incidents</b></p> <ul style="list-style-type: none"> <li>- Hotel security incident policies (notifications, documentation, procedures and response);</li> <li>- Does the hotel have internal policies and procedures to report suspicious actions?</li> </ul> <p><b>Mandatory Questions:</b>  <b>The Bidders will be judged based on the answers submitted for the following:</b></p> <ul style="list-style-type: none"> <li>- Does your hotel ensure that the right people have access to the right areas to safeguard</li> </ul>	<b>Preferrable</b>



Required Documents for Submission	Explanation	Submission
	<p>guests, staff and assets? (YES__NO)</p> <ul style="list-style-type: none"> <li>- Is there mechanical protection equipment in place (fire alarms, fire extinguishers, electronic robbery and burglar alarm systems, forwarding alarms, etc...) (YES__NO)</li> <li>- Do you have floor maps installed on each floor at room level? (YES__NO)</li> <li>- Are there external emergency stairs? (YES__NO)</li> <li>- Do you have emergency plans (threat management, security protocols, safety measures, etc..)? (YES__NO)</li> <li>- Do you have Contingency plans (Basic information, risk assessment and intelligence analysis)? (YES__NO)</li> <li>- Is there a dedicated and trained security team? (YES__NO)</li> <li>- Does the hotel maintain security incident reporting policies? (YES__NO)</li> </ul> <p><b>The bidder's answers must be indicated by circling YES or NO next to the question above, failure to respond to the above question will disqualify the bidder from further evaluation;</b></p>	
17. Cancellation and Refund	Provide detailed cancellation and refund policy	Preferrable
18. Food Safety	Confirm availability of ISO 22000 certificate and provide a copy if available, or any equivalent certification	Preferrable
19. Hygiene Measures	Confirm and provide hygiene measures and routine for accommodation room, conference room, and restaurant areas	Preferrable
20. Equipment	Equipment, provide description of the equipment specified in Table E for each of the proposed conference rooms.	Preferrable
21. Catering Services	Confirm availability and provide menus as specified in Table F for each proposed catering service	Preferrable
22. Transportation	Confirm availability of Transportation/transfer to/from airport by own/rented transport vehicle as specified in Table G	Preferrable
23. IT Support	Confirm availability of IT support as specified in (Table H)	Preferrable

**Track Record and Experiences:** Provide the following information regarding corporate experience, which are related or relevant to those required in accordance with requirement of the present RFP:

**Table A:** Experience in providing hotel services, including organization of events (minimum 1 year of experience and provide enlarged list of events of different levels in the last year according to Table A):

Name of the company/client	Level of event	Total amount of the contract	Validity period of the contract	Description of services	Status or completion date

**Table B:** Work experience in providing similar events for international organizations/ large international companies or their representative offices (minimum 3 clients, provision of the information according to Table B).

Name of the company/client	Total amount of the contract	Validity period of the contract	Description of services	Status or completion date	Contact details (name, phone, e-mail)

**Table C:** Accommodation

Description of the room	Indicate the quantity of rooms and associated dimensions
Standard single room	
Standard double room	
Standard triple room	
Standard single room for disables people	+Indicate additional elements of barrier-free environment, if any

**Table D:** Conference rooms with wi-fi. Availability of all conference rooms with different seating capacity, mentioned in the table D, is obligatory.

Seating capacity of the conference room	Indicate the quantity of the conference rooms and maximum seating capacity (U-shape, round tables, square tables etc...)
1-20 people	
21-50 people	
51-100 people	
101-150 people	
150 people and above	

+ Indicate additional conference rooms to the required quantity, if any


**Table E:** Equipment, provide description of the equipment specified in Table F for each of the proposed conference rooms.

Equipment	Minimum requirements	Availability of the requested services (Yes/No)
projector	LCD projector, Clicker wireless switch for presentation slides	
screen	Availability	
laptop	Availability	
wireless microphone	Availability of at least 2 pcs. For small and medium-sized conference rooms (50 people) and 4 pcs. for large conference rooms (over 50 people)	
A set of microphones for the round table	Availability of 15 remotes with a microphone, set of headphones and wireless microphones.	
Laser Pointer	Availability	
Sound system	Availability	
Sound Card	Focusrite Scarlett 2i2 G3 Soundcard	
Stationary	Availability of flipchart with the block of the paper and a set of markers, notebooks and pens.	
Extender	10m	
Simultaneous translation equipment kit	the set should consist of: - Soundproofed cabin for 2 interpreters. - Subscriber receivers interpretation completes with headphones (up to 100 people / more than 100 people); - Modulator Transmitter. - Remote translators with headsets or headphones and microphones for translators;	

\*In case of lack of equipment/materials, the bidder shall specify exactly the missing items.

**Table F:** Catering services

Catering services	Minimum requirements	Availability of the requested services (Yes/No)
<b>Welcome Coffee Break</b>	A minimum set - coffee (natural), tea, milk, soft drinks at least two species, at least 2 types of dessert or dessert and fruits, sugar;	
<b>Coffee Break</b>	<b>Minimum set or similar:</b> 4 Kinds of Sandwiches (As per Chef Choice), Spring Rolls, Pizza, Mozzarella Sticks, Fruit Salad in Glasses, Éclair Praline, Mini Tiramisu, Freshly Brewed Coffee, Selection of Flavored Tea, Chilled Juices	
<b>Morning Coffee break</b>	<b>Minimum set or similar:</b> Plain croissant, Chocolate croissant, Mix) Zaatar, Cheese, Mini Pizza, , Mini labneh sandwiches, Mini tuna sandwiches, Mini Turkey and cheese sandwiches, Mini cheese sandwiches, Selection of seasonal fruits display, Fruits skewers 3 kinds of juices, Selection of Tea, Coffee, Nescafe and Milk;	
<b>Afternoon Coffee break</b>	<b>Minimum set or similar:</b> Mini chocolate Brownies, Selection of cookies, Chocolate cake, Strawberry mousse, Petti four, Chocolate & Vanilla Muffins, Selection of seasonal fruits display, 3 kinds of juices, Selection of Tea, Coffee, Nescafe and Milk;	
<b>One Coffee Break and Lunch</b>	<b>Menu to be provided</b>	
<b>Two Coffee Breaks and Lunch</b>	<b>Menu to be provided</b>	
<b>Lunch (international set menu)</b>	Lunch (set menu): <b>minimum set:</b> hot first course, hot second course (chicken/meat/fish with a side dish), salad, bread, tea or a soft drink and Dessert;	
<b>Lunch (Lebanese set menu)</b>	Option 1: Chicken Sandwich with Salad and soft drink Option 2: Beef Sandwich with Salad and soft drink Option 3: Grilled chicken breast with mashed potato, Salad & soft drink Option 4: Stake with potato served with vegetables & soft drink Option 5: spaghetti plate served with sauce and a soft drink and Dessert;	
<b>Lunch (Buffet – option 1)</b>	<b>Lunch (Buffet – Option 1): minimum set or similar:</b> Hummus, Moutabbal, Tabbouleh, Fattouch,, Rocca Salad, Live Caesar Salad (Lettuce, Crouton, Diced Chicken, Parmesan, Caesar sauce) * Sea food salad * Pasta salad * Tomato & mozzarella salad with pesto * Lemon vinaigrette * Balsamic dressing * Caesar dressing * Mayonnaise * Basil pesto. * Cheese fatayer * Meat fatayer * Kebbeh * Cheese rakakat Asparagus and Lentil soup with croutons. * Fish Siyadie * Chicken with Rice * Meat with Rice Pesto Pasta or Lasagna a la bolognaise * Grilled chicken breast with sweet and sour spiced tomato sauce White Forest * Three Chocolate Cake * Fraisie * Tiramisu Cake * Assorted Arabic sweets * Assorted Seasonal Fruit Slices	

Catering services	Minimum requirements	Availability of the requested services (Yes/No)
Lunch (Buffet – option 2)	Lunch (Buffet – Option 2): minimum set or similar: <i>To be suggested by Hotel – menus to be attached – Multiple menu options accepted to add variety for multiday workshops or events. (Menu A – B – C)</i>	
Dinner minimal seated set menu	minimal set - a salad/soup, appetizer, main dish, tea, coffee, milk, soft drink, dessert, sugar	
Dinner Buffet	Dinner (Buffet) <i>To be suggested by Hotel – menus to be attached – Multiple menu options accepted to add variety for multiday workshops or events. (Menu A – B – C)</i>	
Mineral Water for the conference participants	0.5 liters per person/session; should be placed on the tables in the conference room.	

**Table G:** Transportation/transfer to/from airport by own/rented transport vehicle and parking lot

Transportation and parking	Minimum requirements	Availability of the requested services (Yes/No)
Taxi	Ability to provide services at any time of the day	
Minibus	Minimum number of people - 7, with the ability to provide services at any time of the day	
Parking Lot	Availability of parking lot	
Parking	Ability to provide parking services for the accommodated Guests free.	
Parking	Ability to provide parking services for the Conference Guests for free.	

**Table H:** IT Support

IT support	Minimum requirements	Availability of the requested services (Yes/No)
Availability	IT support availability for technical support during any conference rental	
Webex software	Ability to provide services at any time of the day	

\*the above appendix ***must not include any prices***, failure to meet the requirement will disqualify the bidder from further evaluation and consideration for the submitted offer;

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of hotel:

## Appendix B – Intent to Bid

IRC Reference #:

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

1. It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is intent to bid and in no way obligates this company to participate in this process.

2. This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

**Please email or send this form by hand at your earliest convenience to the attention of:**

Name: **IRC Committee**

Email: [QA-HotelServices@rescue.org](mailto:QA-HotelServices@rescue.org)

**Appendix C – Tender and Contract Award Acknowledgement Certificate**

1. In compliance with the RFP Instructions, we the undersigned, offer to furnish some or all the items quoted for, at the prices entered in the attached IRC Bid Form **ref# 5LB/BEY/24/1082** delivered to the destination specified therein.
  
2. We accept the terms and conditions set forth in the RFP Letter and the following requirements have been noted and will be complied with where applicable:
  - a. We confirm that for any offer made where the delivery destination is not as requested in the RFP, that IRC reserves the right to disregard the offer.
  - b. That conditional Bid's cannot be accepted.
  - c. That the currency of the Bid should be in USD or *LBP*, *No other currencies are acceptable*.
  - d. IRC reserves the right, at its own discretion:
    - i. To award a contract for a lesser or greater quantity than the total quantity Bid for.
    - ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.
  - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Contract and acknowledgement copy. In case of urgency successful Bidders(s) may also be notified by email.
  - f. Any samples requested, either with the Bid, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Bid not being considered
  - g. We confirm that the validity of this offer is for 120 calendar days from the date of the RFP closure
  - h. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.
  - i. We agree to abide by the IRC Conflict of Interest and Supplier Code of Conduct as attached as Appendix E.
  
3. We note that IRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

**Submitted by:**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Signature (If faxed) \_\_\_\_\_  
Title of Person signing \_\_\_\_\_  
Date \_\_\_\_\_

A duly authorized company representative

Company Stamp

*This attachment must be signed and submitted with the Technical Bid*

## Appendix D: Vendor Information Form

**The information provided will be used to evaluate the Company before contracting with the IRC.**

**Please complete all fields.**

**Fields marked (\*) are mandatory.**

### **Vendor Information**

*Company/Organization Name  *For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

### **Financial Information**

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>



*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No <u>Cash</u> Yes   No
*Name under which company is registered at bank	
*Bank account number	
Routing Number	
Swift code (if applicable)	

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

**Documentations as applicable:**

*Registration	Provided ____ Not provided: ____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes ____ No ____

**References (mandatory)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

## **Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

## **Appendix E: IRC Conflict of Interest and Vendor Code of Conduct**

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.

- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor’s business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor’s owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Vendor hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org). These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action. By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Vendor Name:
Signature:
Title:
Print Name:
Date:

## Appendix F – Commercial Bid

- IRC reserves the right to accept the whole or part of your bid, or allow split or partial awards on this tender.  
**IMPORTANT: IRC prefers to award companies that can cover all categories and geographical areas; however partial bidding is accepted, as follows: Bidders can either bid for individual delivery mechanisms or for a selected combination or for all delivery mechanisms. Bidders can bid for one (1) geographic area or all areas. IRC may award more than one vendor to cover all requirements.**
- Please avoid the use of “correction fluid, Tip-ex or similar”;  
in case of a price writing mistake, please scratch over the price, sign over it and write a new one; or else, this may lead to supplier disqualification;
- Please fill the category type or class for each vehicle you are bidding towards.
- IRC payment: USD fresh money through bank letters or bank transfers to a transferable account;  
*Fresh USD is valid as long as the fresh money method prevails dependant on country financial situation;*

№	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
1	<b>Accommodation</b>				
1.01	Standard single room with breakfast	night			Please specify the room dimensions: _____SQM
1.02	Standard single room with breakfast	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.03	Standard single room with breakfast	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.04	Standard single room without breakfast	night			Please specify the room dimensions: _____SQM
1.05	Standard single room without breakfast	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.06	Standard single room without breakfast	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.07	Standard single room with breakfast group rate- 10 rooms and above	night			Please specify the room dimensions: _____SQM
1.08	Standard single room with breakfast group rate- 10 rooms and above	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.09	Standard single room with breakfast group rate- 10 rooms and above	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM

<b>№</b>	<b>Description of Services</b>	<b>Unit of measure (UOM)</b>	<b>Currency of Proposal</b>	<b>Rate without VAT</b>	<b>Comments</b>
<b>1</b>	<b>Accommodation</b>				
1.1	Standard single room without breakfast group rate- 10 rooms and above	night			Please specify the room dimensions: _____SQM
1.11	Standard single room without breakfast group rate- 10 rooms and above	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.12	Standard single room without breakfast group rate- 10 rooms and above	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.13	Standard double room with breakfast	night			Please specify the room dimensions: _____SQM
1.14	Standard double room with breakfast	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.15	Standard double room with breakfast	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.16	Standard double room without breakfast	night			Please specify the room dimensions: _____SQM
1.17	Standard double room without breakfast	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.18	Standard double room without breakfast	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.19	Standard double room with breakfast group rate- 10 rooms and above	night			Please specify the room dimensions: _____SQM
1.2	Standard double room with breakfast group rate- 10 rooms and above	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.21	Standard double room with breakfast group rate- 10 rooms and above	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.22	Standard double room without breakfast group rate- 10 rooms and above	night			Please specify the room dimensions: _____SQM

No	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
1	<b>Accommodation</b>				
1.23	Standard double room without breakfast group rate- 10 rooms and above	night/ long stay 2 week and above			Please specify the room dimensions: _____SQM
1.24	Standard double room without breakfast group rate- 10 rooms and above	night/ long stay 1 month and more			Please specify the room dimensions: _____SQM
1.25	Suite	night			Please specify the room dimensions: _____SQM
1.26	Suite without breakfast	night			Please specify the room dimensions: _____SQM
1.27	Extra bed with breakfast	night			
1.28	Extra bed without breakfast	night			
Comment:					

No	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
2	<b>Catering services</b>				
2.01	Mineral water	Bottle 0.5 liters per person/session			(Each participant to receive a bottle)
2.02	<b>Welcome coffee break:</b> A minimum set – coffee (natural) tea, milk, soft drinks at least two species, at least 2 types of dessert or dessert and fruits, sugar.	1 participant			specify if free of charge
2.03	<b>Coffee break: minimum set or similar:</b> 4 Kinds of Sandwiches Spring Rolls, Pizza, Mozzarella Sticks, Fruit Salad in Glasses, Éclair Praline, Mini Tiramisu, Freshly Brewed Coffee, Selection of Flavored Tea, Chilled Juices	1 participant/day			Provide Detailed Menu

№	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
2	<b>Catering services</b>				
2.04	<b>Morning Coffee break Minimum set or similar:</b> Plan croissant, Chocolate croissant, Mix) Zaatar, Cheese, Mini Pizza,, Mini labneh sandwiches, Mini tuna sandwiches, Mini Turkey and cheese sandwiches, Mini cheese sandwiches, Selection of seasonal fruits display, Fruits skewers 3 kinds of juices, Selection of Tea, Coffee, Nescafe and Milk;	1 participant/day			Provide Detailed Menu
2.05	<b>Afternoon Coffee break Minimum set or similar:</b> Mini chocolate Brownies, Selection of cookies, Chocolate cake, Strawberry mousse, Petti four, Chocolate & Vanilla Muffins, Selection of seasonal fruits display, 3 kinds of juices, Selection of Tea, Coffee, Nescafe and Milk;	1 participant/day			Provide Detailed Menu
2.06	<b>Lunch (international set menu): minimum set:</b> hot first course, hot second course (chicken/meat/fish with a side dish), salad, bread, tea or a soft drink	1 participant			Please specify the set menu
2.07	<b>Lunch (Lebanese set menu)</b> Option 1: Chicken Sandwich with Salad, soft drink and dessert Option 2: Beef Sandwich with Salad, soft drink and dessert Option 3: Grilled chicken breast with mashed potato, Salad, soft drink and dessert Option 4: Stake with potato served with vegetables, soft drink and dessert Option 5: spaghetti plate served with sauce, soft drink and dessert	1 participant			Please specify the set menu



№	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
2	<b>Catering services</b>				
2.08	<p><b>Lunch (Buffet – option 1): minimum set or similar:</b>  Hummus, Moutabbal, Tabbouleh, Fattouch,, Rocca Salad,  Live Caesar Salad (Lettuce, Crouton, Diced Chicken, Parmesan, Caesar sauce) * Sea food salad * Pasta salad * Tomato &amp; mozzarella salad with pesto  * Lemon vinaigrette * Balsamic dressing * Caesar dressing * Mayonnaise * Basil pesto.  * Cheese fatayer * Meat fatayer * Kebbeh * Cheese rakakat  Asparagus and Lentil soup with croutons.  * Fish Siyadih * Chicken with Rice * Meat with Rice  Pesto Pasta or Lasagna a la bolognaise * Grilled chicken breast with sweet and sour spiced tomato sauce  White Forest * Three Chocolate Cake * Fraise * Tiramisu Cake * Assorted Arabic sweets * Assorted Seasonal Fruit Slices</p>	1 participant			Please specify the set menu
2.09	<p><b>Lunch (Buffet – option 2) minimum set or similar:</b>  <i>To be suggested by Hotel – menus to be attached – Multiple menu options accepted to add variety for multiday workshops. (Menu A – B – C)</i></p>	1 participant			Please specify the set menu
2.10	<p><b>Dinner minimal seated set menu or similar :</b>  salad/soup, hot main dish, tea, coffee (natural), milk, soft drink, dessert, sugar</p>	1 participant			Please specify the set menu
2.11	<p><b>Dinner (Buffet)</b>  <i>To be suggested by Hotel – menus to be attached – Multiple menu options accepted to add variety for multiday workshops or events. (Menu A – B – C)</i></p>	1 participant			Please specify the set menu
2.12	<b>One Coffee Break and Lunch</b>	1 participant			Please specify the set menu
2.13	<b>Two Coffee Breaks and Lunch</b>	1 participant			Please specify the set menu
Comments:					

<b>№</b>	<b>Description of Services</b>	<b>Unit of measure (UOM)</b>	<b>Currency of Proposal</b>	<b>Rate without VAT</b>	<b>Comments</b>
<b>3</b>	<b>Rent of conference rooms, including wi-fi, seating arrangements and administrative support of the hotel focal point during the event, including his presence to address emerging organizational and other issues during the event</b>				
3.01	1-20 people	1/2 day			specify minimum quantity of hours/day
		1 day			
3.02	21-50 people	1/2 day			specify minimum quantity of hours/day
		1 day			
3.03	51-100 people	1/2 day			specify minimum quantity of hours/day
		1 day			
3.04	101-150 people	1/2 day			specify minimum quantity of hours/day
		1 day			
3.05	150 and above people	1/2 day			specify minimum quantity of hours/day
		1 day			
Comments:					

<b>№</b>	<b>Description of Services</b>	<b>Unit of measure (UOM)</b>	<b>Currency of Proposal</b>	<b>Rate without VAT</b>	<b>Comments</b>
<b>4</b>	<b>Equipment's/Materials</b>				
4.01	LCD projector with: - wireless switch presentation slides, - screen, - laser pointer	set /1/2 day			specify minimum quantity of hours/day
		set / 1 day			
4.02	Laptop	pcs /1 hour			specify minimum quantity of hours/day
		pcs / 1 day			

№	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
4	<b>Equipment's/Materials</b>				
4.03	Set of microphones for the round table (15 remotes with a microphone and a set of headphones)	set /1 hour			specify minimum quantity of hours/day
		set / 1 day			
4.04	wireless microphone, including sound system	set /1 hour			specify minimum quantity of hours/day
		set / 1/2 day			
		set / 1 day			
4.05	Notebook and point ball pen	1 set per participant			specify if free of charge
Comments:					

№	Description of Services	Unit of measure (UOM)	Currency of Proposal	Rate without VAT	Comments
5	<b>Simultaneous translation equipment kit, including installation and adjustment</b>				
5.01	- Subscriber receivers interpretation complete with headphones; - Modulator Transmitter; - Remote translators with headsets or headphones and microphones for translators;	1 equipment per participant/ 1/2 day			specify minimum the price quantity of days
		1 equipment per participant/ 1 day			specify minimum quantity of days
5.02	Sound Card Focusrite Scarlett 2i2 G3 Soundcard	1 equipment per participant/ 1/2 day			
		1 equipment per participant/ 1 day			
Comments:					

<b>№</b>	<b>Description of Services</b>	<b>Unit of measure (UOM)</b>	<b>Currency of Proposal</b>	<b>Rate without VAT</b>	<b>Comments</b>
<b>6</b>	<b>Transportation</b>				
6.01	Transfer to/from airport, taxi	1 way			specify minimum quantity of trips
6.02	Transfer to/from airport, minibus	1 way			specify minimum quantity of trips
Comments:					

<b>№</b>	<b>Description of Services</b>	<b>Unit of measure (UOM)</b>	<b>Currency of Proposal</b>	<b>Rate without VAT</b>	<b>Comments</b>
<b>7</b>	<b>Additional services provided by the hotel (specify the offered services)</b>				
7.01	Parking Fees per day	Per guest (Attending conference or Hotel-Staying)			
7.02	Gym Charges per day for Hotel-Staying Guests	Per guest			
7.03	Dry Cleaning services for Hotel-Staying Guests	Per Piece of Cloth			
7.04	Self-service washing machine in suite	Per Suite			
7.05	Upgrading internet access for 30Mbps dedicated for upload and 30Mbps for download through VLAN Internet access over microwave or any other suitable method	Per Conference reservation per day			
** - if the value of one or more items/services is already included in the cost of renting the conference room, the corresponding line should contain: "the value is included in the price of.. (specify service in price-list)"					

**Number of days required for delivery of services from the moment of confirmation:** \_\_\_\_\_

**ALL above prices are provided in the following currency:** \_\_\_\_\_

**Validity period of above prices is:** \_\_\_\_\_ working days (min. 120)

**Should we add vat on the above prices?** \_\_\_\_\_ (Y/N)

**or are they include** \_\_\_\_\_ (Y/N)