**REQUEST FOR OFFERS FOR “Provision of** **accommodation and venue services for organization of workshops and conferences.”**

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| --- | --- |
| **Date of invitation:** | **03.05.2024** |
| **RfO No.**  | **04-2024** |

We kindly ask you to submit your offer for the **“Accommodation and venue services for organization of workshops and conferences.”,** following the details in this document. Completed offers may be submitted on or before **30 May 2024**.

Late offers will not be accepted and will not be considered for evaluation.

**1) Method of submission:**

* Offers submission address: kosovo@caritas.ch CC: apula@caritas.ch
* File Format: PDF signed and stamped.

**2) General conditions:**

* The financial offer must be in EURO, whilst the price must be exempt from VAT.
* The offer shall remain valid for 20 days from the deadline for the Submission of Offer.
* The deadline for the Submission of Offer is **30 May 2024, COB**
* Documents may be submitted in English or Albanian.
* Expected date for contract award: **15 June 2024.**
* CACH will sign a framework agreement with the Service Provider for the period of June 2024 – December 2025, while will order the services according to the dynamics of the development of activities based on the respective positions stipulated in the contract.
* The bidder must appoint a focal point/person that will be a first contact relating provision of services for CACH.
* Payment will be made through the bank account after every provided service.
* Invoices should be provided with VAT excluded.
* Payment will be made through the bank account after completion of each activity (workshop, conference, event).

**3) Documents to be submitted by the successful Service Provider:**

1. Filled-in Form as provided in Annex 1
2. Filled-in Form as provided in Annex 2
3. Latest Business Registration Certificate
4. VAT registration certificate
5. Photos of available facilities (rooms, halls, menus, and conference rooms)
6. Additional information relevant to ToR

**4) Evaluation Criteria:**

* The best-completed offer, with the most affordable price

|  |  |
| --- | --- |
| 1. Fulfilment of technical requirements
 | 20% |
| 1. Availability of designing materials
 | 25% |
| 1. Portfolio, references, experience
 | 35% |
| 1. Price offered for provision of services
 | 20% |

The offer that complies with all the specifications, requirements and offers the most affordable price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

CACH is not bound to accept any offer, award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s/Service Provider’s preparation and submission of an offer, regardless of the selection outcome.

CACH encourages every prospective Supplier/Service Provider to avoid and prevent conflicts of interest, by disclosing to CACH if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this request for offers.

CACH implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against CACH, as well as third parties involved in CACH activities. CACH expects its suppliers to adhere to the Code of Conduct.

Thank you and we look forward to receiving your Offer!

Sincerely,

Caritas Switzerland in Kosovo

**Annex 1:**

**A. PROJECTS DESCRIPTION:**

Caritas Switzerland in Kosovo is a non-governmental organization dedicated in implementing projects in early childhood education, diaspora and repatriated people, agriculture, and environmental issues, aiming in improving lives of all communities in Kosovo. With a focus on promoting community empowerment, equality, and sustainable development, Caritas Switzerland works tirelessly to address the diverse needs of communities in the field of education, environment, and agriculture. With a commitment to solidarity and compassion, Caritas Switzerland plays a vital role in fostering positive change and promoting the well-being of the people of Kosovo.

Top of Form

In order to fulfill the reorganizational (all projects) needs, caritas Switzerland in seeking a individual/company for designing the visibility materials.

List of projects:

* TAKE - Together Advancing Kosovo’s Training and Employment within the Education Sector
* MARDI - Municipal Action for Reintegration and Diaspora
* YENI - Youth Environmental Impact
* EREA - Empowering Rural Economies in Agriculture

**B. TECHNICAL DESCRIPTION:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Terms of Reference** | **Your Responses** |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
|  | **Provision of accommodation and venue services for workshops and conference organization must include the following:** |  |  |  |
|  | Adequate hall for workshops and conferences organization of up to 50 participants and +/- 8 participants (*organizers/facilitators*) |  |  |  |
|  | Adequate hall for workshops and conferences organization of up to 100 participants and +/- 8 participants (*organizers/facilitators*) |  |  |  |
|  | Adequate hall for workshops and conferences organization of up to 100+ participants and +/- 8 participants (*organizers/facilitators*) |  |  |  |
|  | High standard of security throughout facility (Access control) |  |  |  |
|  | Internet access/Wi-Fi with relevant notification information for access |  |  |  |
|  | Flipchart or white board and projector screens available |  |  |  |
|  | Coffee/tea area during break time  |  |  |  |
|  | Free parking space for participants |  |  |  |
|  | Available single room (*including all related services in room for a single participant*) |  |  |  |
|  | Available double room (*including all related services in room for more than one participant in separate beds*) |  |  |  |
|  | Provision of food and drinks in three times (breakfast, lunch, dinner) |  |  |  |
|  | Provision of finger food (cocktail) and beverages  |  |  |  |
|  | Provision of finger food (cocktail) and beverages and alcohol drinks  |  |  |  |
|  | Chairs and tables for up to 50 participants, several table format/organizations must be disposable throughout workshops (depending on the agenda and tasks for participants)  |  |  |  |
|  | Chairs and tables for up to 100 participants, several table format/organizations must be disposable throughout workshops (depending on the agenda and tasks for participants) |  |  |  |
|  | Chairs and tables for up to 100+ participants, several table format/ organization must be disposable throughout workshops (depending on the agenda and tasks for participants) |  |  |  |
|  | Separate table for the organizer/trainer including all requested items for presentation of the workshops (in front of the participants) |  |  |  |
|  | Heating and cooling system |  |  |  |
|  | Back-up generator for electricity |  |  |  |
|  | Technological equipment (projector, cables, sounding system etc.) |  |  |  |
|  | Provision of simultaneous translation cabins/booth  |  |  |  |

**Annex 2:**

**Use the following form to submit your Financial Offer:**

1. **GENERAL REQUIREMENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Services** | **Unit** | **Price (without VAT)** |
|  | **Provision of accommodation and venue services for workshops and conference organization must include the following:** |  |  |
|  | Adequate hall for workshops and conferences organization of up to 50 participants and +/- 8 participants (*organizers/facilitators*) |  |  |
|  | Adequate hall for workshops and conferences organization of up to 100 participants and +/- 8 participants (*organizers/facilitators*) |  |  |
|  | Adequate hall for workshops and conferences organization of up to 100+ participants and +/- 8 participants (*organizers/facilitators*) |  |  |
|  | High standard of security throughout facility (Access control) |  |  |
|  | Internet access/Wi-Fi with relevant notification information for access |  |  |
|  | Flipchart or white board and projector screens available |  |  |
|  | Coffee/tea area during break time  |  |  |
|  | Free parking space for participants |  |  |
|  | Available single room (*including all related services in room for a single participant*) |  |  |
|  | Available double room (*including all related services in room for more than one participant in separate beds*) |  |  |
|  | Provision of food and drinks in three times (breakfast, lunch, dinner) |  |  |
|  | Provision of finger food (cocktail) and beverages  |  |  |
|  | Provision of finger food (cocktail) and beverages and alcohol drinks  |  |  |
|  | Chairs and tables for up to 50 participants, several table format/organizations must be disposable throughout workshops (depending on the agenda and tasks for participants)  |  |  |
|  | Chairs and tables for up to 100 participants, several table format/organizations must be disposable throughout workshops (depending on the agenda and tasks for participants) |  |  |
|  | Chairs and tables for up to 100+ participants, several table format/ organization must be disposable throughout workshops (depending on the agenda and tasks for participants) |  |  |
|  | Separate table for the organizer/trainer including all requested items for presentation of the workshops (in front of the participants) |  |  |
|  | Heating and cooling system |  |  |
|  | Back-up generator for electricity |  |  |
|  | Technological equipment (projector, cables, sounding system etc.) |  |  |
|  | Provision of simultaneous translation cabins/booth  |  |  |

**5) Responsibilities of the Service Provider:**

* Present draft versions for designing of visibility materials for comments and review before finalization.
* The Service Provider shall deliver the services within 7 days, one week after Contract signature/Order, while the CaCH shall check/review the materials in the following 2 days.

The Service Provider is obliged to be in constant contact with designated persons from the CACH, respectively from the CACH Projects for any required assistance/change regarding the materials until finalized.

* CaCH reserves the rights on all information/documents pertaining to this project, which the Service Provider may come into contact within the performance of his/her, duties under this service. It shall strictly remain the property of the CaCH who shall have exclusive rights over its use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in any other form, without written consent of the CaCH.
* Upon signing the contract, in case of unsatisfactory performance, CaCH will request to the selected company so that the work/materials must be changed/fixed. If the work done fails to meet expectations, the contract will be terminated by seven (7) days prior written notice.
* The selected Service Provider must strictly adhere to the instructions according to the CaCH Corporate Design Manual and donor visibility rules, which will be given after signing the contract.

**6) Service Provider identification:**

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| --- |
| **Service Provider** |
| Official name (written in Business Registration Certificate): |  |
| Fiscal Number/UIN: |  |
| Address: |  |
| City/Municipality: |  |
| Contact Person: |  |
| Phone: |  |
| E-mail: |  |
| Date: | Signature and stamp: |