



Date: May 4, 2021

Proposals due: May 12, 2021

**Subject: Request for Proposal (RFP) for Hotel (Framework Agreement)**

SEED Foundation is seeking a hotel to hold in-person training and meetings across Erbil. The key requirements are:

- 1) Providing different size venues to hold the training and meetings with various shapes of setups (U Shape, Groups, Class) for 10, 25, 50, 100, and 150 Participants.
- 2) Providing lunch buffet with international cuisine for different numbers of participants.
- 3) Providing Coffee breaks with different types (normal and rich coffee breaks) (once or twice a day).
- 4) Providing Accommodation (single room) availability of early check-in and late checkout, including breakfast and internet access.
- 5) Providing basic stationery, flowchart paper, data projector, and sound system.
- 6) Availability of car park, internet access for participants, and printer.

Any booking must be done upon written requests - the number of participants will be mentioned in the same request with the timeline of the training and the number of days.

**Proposal Submission Process and Timeline:**

1. Applications and any technical questions should be submitted by e-mail to [procurement@seedkurdistan.org](mailto:procurement@seedkurdistan.org) by May 11, 2021, and include:
  - a. Photo, location, class of the hotel rooms, meeting venue, and previous events
  - b. The full price quote per pack is mentioned in the Technical Specifications price list provided in Annex A.
2. Any Proposal without the requirements mentioned in Point 1 will be excluded from the competition

**REQUIREMENTS**

- The Hotel must have experience in working with NGOs in the KRI and provide a copy of their contracts if available.
- The Hotel must be registered in the KRI and have a valid tax clearance certificate from the Ministry of Economic of KRG

## **TERMS AND CONDITIONS**

- This RFP in no way obligates SEED Foundation to award a contract, nor does it commit SEED Foundation to pay any costs incurred in the preparation and submission of the proposal.
- The hotel shall not assign this contract or subcontract any portion of it without SEED Foundations prior to written consent.
- The hotel must sign a SEED Foundation Code of Conduct and Safeguarding Policy, and abide by all provisions of those policies for the duration of the contract, as a condition of the service contract.
- The awarded hotel will undergo a framework agreement with SEED Foundation with a duration of 1 year from the date of the signing of the agreement

**Annex A:**

**TECHNICAL SPECIFICATIONS**

Hotels are requested to provide the financial offer according to this requirement and specification. The below requirement is a sample of training that will be held for SEED with all specific details about the number of days, the number of participants

**Please note, this training is an example for making the competition valid and the prices will be considered in the rating of bidders as well as will be fixed on the framework agreement for the duration of 1 year**

#	Item	Unit	Unit Price	Quantity	Total Price	Lead Time in Days
1	Venue (Hall) for training and meeting for 10 Person	each		1		
2	Venue (Hall) for training and meeting for 25 Person	each		1		
3	Venue (Hall) for training and meeting for 50 Person	each		1		
4	Venue (Hall) for training and meeting for 100 Person	each		1		
5	Venue (Hall) for training and meeting for 150 Person	each		1		
6	Lunch (Open Buffet)	person		1		
7	Coffee Break (Normal)	person		1		
8	Coffee Break (Rich)	person		1		
9	Accommodation (Single Room)	night		1		



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10	Stationary, Data Projector, FlowChart Paper, Sound System	each		1		
Total amount						

**Please note that the items' specification is mentioned on Page 1**