

TERMS OF REFERENCE

Reference: RFP/2013/020(b)

Generic Description

Event	No 1
Date	5 - 8 November 2013
Accommodation	N/A
Meeting facilities	<p>Dates/ hrs: 5 - 8 November 2013/ 9.00 – 17.00</p> <p>Number of participants: 23 persons per day</p> <p>Room seating: U-shape, one panel of 3 people, natural day light</p> <p>Equipment required: Data projector, screen, flipchart, 2 wireless microphones and wireless internet connection</p>
Coffee breaks	<p>No of coffee breaks : One (1) Coffee Break per day of event</p> <p>Dates/ hrs: 5 - 8 November 2013/ 9.00 – 17.00</p> <p>Number of participants: 23 persons per day</p> <p>Type: a. Simple Coffee Break – Quote cost per person</p> <p style="text-align: center;"><u>or</u></p> <p>b. Continuous Coffee Break option– Quote cost per person</p>
Meals	<p>No of meals: One (1) working lunch per day of event</p> <p>Dates/ hrs: 5 - 8 November 2013</p> <p>Number of participants: 23 persons per day</p> <p>Type: Seated buffet, quote cost / person including refreshments (no alcohol) The lunch should be served in hotel's restaurant</p>

Event	No 2
Date	4-6 December 2013
Accommodation	30 participants x 3 nights, check in 03/12, check out 06/12
Meeting facilities	<p>Dates/ hrs: 4-6 December 2013</p> <p>Number of participants: 100 persons per day</p> <p>Room seating: 4/10: 1 meeting room for 100 participants, banquet or classroom set up style , one panel of 4 people, natural day light</p>

	5+6/10: 2 separate meeting rooms for 50 participants per room, banquet or classroom set up style , one panel of 4 people, natural day light Equipment required per room: Data projector, screen, flipchart, 2 wireless microphones and wireless internet connection
Coffee breaks	No of coffee breaks : One (1) Coffee Break per day of event Dates/ hrs: 4-6 December 2013/ 9.00 – 17.00 Number of participants: 100 persons per day Type: a. Simple Coffee Break – Quote cost per person <u>or</u> b. Continuous Coffee Break option– Quote cost per person
Meals	No of meals: One (1) working lunch per day of event Dates/ hrs: 4-6 December 2013 Number of participants: 100 persons per day Type: Seated buffet, quote cost / person including refreshments (no alcohol). The lunch should be served in hotel’s restaurant

Event	No 3
Date	9 - 10 December 2013
Accommodation	4 part. x 2 nights, check in: 9/12, check out 10/12
Meeting facilities	Dates/ hrs: 09 - 10 December 2013/ 9.00 – 17.00 Number of participants: 10 persons per day Room seating: U-shape set up style , natural day light Equipment required per room: Data projector, screen, flipchart, wireless internet connection
Coffee breaks	No of coffee breaks : One (1) Coffee Break per day of event Dates/ hrs: 09-10 December 2013/ 9.00 – 17.00 Number of participants: 10 persons per day Type: a. Simple Coffee Break – Quote cost per person <u>or</u> b. Continuous Coffee Break option– Quote cost per person
Meals	No of meals: One (1) working lunch per day of event Dates/ hrs: 9 - 10 December 2013 Number of participants: 10 persons per day Type: Seated buffet, quote cost / person including refreshments (no alcohol). The lunch should be served in hotel’s restaurant

Event	No 4
Date	16 - 17 December 2013

Accommodation	13 part. x 2 nights, check in: 15/12, check out 17/12
Meeting facilities	<p>Dates/ hrs: 16 - 17 December 2013/ 9.00 – 17.00</p> <p>Number of participants: 30 persons per day</p> <p>Room seating: U-shape, one panel of 4 people, natural day light</p> <p>Equipment required per room: Data projector, screen, flipchart, 2 wireless microphones and wireless internet connection</p>
Coffee breaks	<p>No of coffee breaks : One (1) Coffee Break per day of event</p> <p>Dates/ hrs: 16-17 December 2013/ 9.00 – 17.00</p> <p>Number of participants: 30 persons per day</p> <p>Type: a. Simple Coffee Break – Quote cost per person</p> <p style="text-align: center;"><u>or</u></p> <p>b. Continuous Coffee Break option– Quote cost per person</p>
Meals	<p>No of meals: One (1) working lunch per day of event</p> <p>Dates/ hrs: 16 - 17 December 2013</p> <p>Number of participants: 30 persons per day</p> <p>Type: Seated buffet, quote cost / person including refreshments (no alcohol). The lunch should be served in hotel’s restaurant</p>

NOTES:

- Your offer should include prices irrespectively to the number of the events undertaken. Any additional discount in case of certain number of events hosted in your hotel (offer package) should be mentioned separately
- Please note that the above number of rooms / nights/ participants is estimated and subject to change. Your offer should be based on rates irrespectively of any changes to the above quantities or duration or make reference to minimum number of reservations/ accommodation required to hold valid your best offer.