

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No. ITB N 216-2025-UKR

Date: August 22, 2025

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **establishing a Framework Agreement for Hotel Accommodation and Conference Services in the cities of Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine.** The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free, and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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 Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB N 216-2025-UKR** in the subject section of your email.

Deadline for Submission of Proposals:

On or before **Date: September 17, 2025**

Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,

International Development Law Organization | IDLO

Office of IDLO In Ukraine

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in EUR.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p> <p><i>Note: The unit rates are fixed in EUR. However, payment will be made in the local currency (UAH) based on the exchange rate of the National Bank of Ukraine applicable on the date of the Work Order issuance.</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p> <p>While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondences, documents and Contract relating to the Bid shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: September 17, 2025 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>Services will be delivered in the cities of Kyiv and/or Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine within the reserved days after receipt of the Work Order under Framework Agreement from IDLO.</p>
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A</p>

9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention Clarification ITB N 216-2025-UKR in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing, sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p>

	<p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int</p> <p>with the Subject: “Submission for ITB No. 216-2025-UKR”</p>
<p>14. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and</p>

	<p>resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	<p>Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i>, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.</p>
17. Validity Period of Bids	<p>All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.</p>

<p>18. Modification and withdrawal of Bids</p>	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
<p>19. Amendment of the Bid</p>	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<p>20. Bidders' conference</p>	<p><input checked="" type="checkbox"/> N/A</p>
<p>21. Right to accept, reject, or render non-responsive any or all Bids</p>	<p>IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.</p>
<p>22. Clarification of Bids</p>	<p>To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.</p>
<p>23. Evaluation of Eligibility and Qualification</p>	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;

	<ul style="list-style-type: none"> d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.

28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement
31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Bid Protest Mechanism	<p>Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO.</p> <p>To initiate a protest, suppliers must complete the <i>IDLO Supplier Bid Protest Form</i> provided at the following link and submit it via email at bidprotest@idlo.int within ten (10) days after receiving a regret letter or email confirming that they were not successful: https://www.idlo.int/procurement/contact-feedback All protests will be handled confidentially and impartially.</p>
35. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.

36. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
37. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
38. Partial Bid	<p><input checked="" type="checkbox"/> Permitted</p> <ul style="list-style-type: none"> - Lot 1 Type A, or - Lot 1 Type A and B, Lot 2, Lot 3, or - Lot 1 Type A and B, Lot 2, Lot 3, Lot 4, or - Lot 1 Type A and B, Lot 2, Lot 3, Lot 4, Lot 5, or - Lot 1 Type A and B, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6 or - Lot 4, Lot 5, Lot 6 (these Lots upon availability at the hotel) - separate submission of these lots only is applicable for the contracted hotels.

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter
Company Profile & Certificates and Licenses	<ul style="list-style-type: none"> • Hotel Brochures / Portfolio / Website • Menu for events 	<ul style="list-style-type: none"> • Hotel catalogues / brochures / website attesting compliance with Technical Specifications (Annex C) • Draft of menu as per the requirements indicated in the Annex C.
Safety Measures	Other	<ul style="list-style-type: none"> • Availability of a generator (please submit photo confirmation); • SHELTER - shelter on the - ground/1st floor with provisions for each visitor - chair, blanket, water, tea or coffee (with the eventual possibility of extending the event) - please submit photo confirmation; • A fully equipped conference room located in the Shelter with the capacity to accommodate 20 to 50 persons (please submit photo confirmation);



		<ul style="list-style-type: none">• A regular conference room located on the ground / 1st floor with the capacity to accommodate 20 to 50 persons (please submit photo confirmation)• A security protocol during the martial law that ensures enhanced guest protection and 24/7 security measures.
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B. QUALIFICATION CRITERIA

QUALIFICATION		
<p>Previous Experience</p>	<p>Minimum 3 years of relevant experience. Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copies of two (2) Contracts or minimum two (2) Reference Letters confirming provision of similar nature and value to International Organization, UN Agency, Embassies or Government Entities with contactable email ids</p>
<p>Financial Standing</p>	<p>Minimum average annual turnover of EUR 10,000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Audited Financial Statements or Bank Statements for the last 3 years</p>

ANNEX C
TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
FRAMEWORK AGREEMENT
HOTEL ACCOMMODATION AND CONFERENCE SERVICES

1. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

2. Purpose of this tender

IDLO issues this ITB to solicit bids from service providers for the provision of **four- and five-star** Hotel Accommodation (at UN-recommended hotels) and Conference and Event Services for IDLO in the cities of Kyiv and L'viv, as well as in the Kyiv, L'viv, and Zakarpatska regions.

3. Qualifications of the Successful Service Provider

- a) Be officially registered with the relevant authorities in Ukraine as a legal entity.
- b) The Service Provider is expected to have extensive and documented track record in providing hotel accommodation and conference services with at least 3 years of experience to an International Organization, UN Agency, Embassies or Government Entities or other similar international organizations.
- c) Demonstrate the understanding and experience of security protocols during events.
- d) Able to communicate fluently in both English and Ukrainian.
- e) Only direct offers from hotels will be considered for this tender. Offers submitted through third-party agents or intermediaries will not be accepted.
- f) A security assessment of the hotel premises will be conducted prior to the final award of the contract. The award is subject to a satisfactory outcome of this assessment.

4. Requirement

A. In this respect, the specific requirement from IDLO covers the following Lots:

- (1) Hotel Accommodation
- (2) Technical and logistical arrangements for organizing Meetings, Conferences, Training, and other Events, including event venues and adjacent work spaces
- (3) Catering Services
- (4) Shuttle/Transfer services for participants (e.g. airport to hotel, railway station to hotel, etc.)
- (5) Equipment for simultaneous interpretation, sound, and light control
- (6) Printing Services

Pass/Fail Criteria – Emergency Shelter Provision

Emergency Shelter Availability (Mandatory Requirement):

The hotel must provide easily accessible, underground, heated, and ventilated emergency shelter for **all guests and event attendees**. The following items must be **available on-site** and **accessible for immediate use**:

- ✓ Individual chairs for each guest and attendee
- ✓ Blankets (if necessary, especially during the night)
- ✓ Drinking water
- ✓ Tea or coffee

These provisions must be sufficient to cover the total number of attendees and overnight guests associated with the event.

Compliance with this requirement is mandatory. Failure to confirm the availability and readiness of these provisions will result in disqualification (Fail) from the tender process.

B. **Lot (1): The Minimum Requirement for Hotel Accommodation**

- i. **Lot (1) Type A – Accommodation only**
 - a) Single/double bedroom on a Bed-and-Breakfast basis with flexible meal options and internet access (internet cable or Wi-Fi) in the room (included in the per night price).
 - b) Early and Late Check-in/Check-out subject to availability
 - c) Tea/Coffee making facility with no extra charges in the rooms
 - d) A shelter for emergencies, including but not limited to air raid alerts
 - e) Extra services requested directly by any IDLO Employee, Interns, Consultants, Beneficiaries, or Attendees to IDLO Trainings for his/her personal use will be paid directly by the person. IDLO will not be responsible to settle any invoices except those indicated in sub-paragraphs a), b), and c) of this paragraph.
- ii. **Lot (1) Type B – Accommodation with Meetings, Conferences, Training, and other Events**
 - a) Single/double bedroom on a Bed and Breakfast basis with flexible meal options, and internet access (internet cable or Wi-Fi) in the room (included in the per night price)
 - b) Early and Late Check-in/Check-out subject to availability
 - c) Tea/Coffee making facility with no extra charges in the rooms
 - d) A shelter for emergencies, including but not limited to air raid alerts
 - e) The number of rooms may not always be commensurate with the number of event participants.

- f) Any additional expenses like telephone, minibar, or extra days including upgrade of the accommodation, will be considered personal expenses and shall be covered directly by the person.
- g) Extra services requested directly by any IDLO Employee, Interns, Consultants, Beneficiaries, or Attendees to IDLO Trainings for his/her personal use will be paid directly by the person. IDLO will not be responsible for settling any invoices except those indicated in sub-paragraphs a), b), and c) of this paragraph.

C. Lot (2) The Minimum Requirement for organizing Meetings, Conferences, Training, and other Events

The hotel is expected to offer two distinct conference space options, both located on the ground or first floor, including one that is adjacent to a designated emergency shelter.

1. Conference Space Located in a Shelter (Ground / First Floor):

- A fully equipped conference space located within a heated and ventilated emergency shelter must be provided.
- This space will serve as a primary venue for the event.
- It must:
 - Accommodate 20 to 50 participants
 - Include standard conference facilities:
 - Chairs and tables
 - Projector/screen or presentation equipment
 - Electrical outlets
 - Adequate lighting, heating/cooling, and ventilation
- Photographic documentation of such conference room in the shelter and its conference setup must be submitted.

2. Regular Conference Room (Ground / First Floor):

- A separate standard conference room, also located on the ground or first floor, must be provided.
- It must:
 - Accommodate 20 to 50 participants
 - Include standard conference facilities:
 - Chairs and tables
 - Projector/screen or presentation equipment
 - Electrical outlets
 - Adequate lighting, heating/cooling, and ventilation
- Photographic documentation must be submitted.

Minimum Conference Room facilities for both options (Conference Room located in a Shelter and Regular Conference Room) are:

- i. A “Welcome Area” sufficient to place a minimum of one table for Participants Administrative/Registration purposes and another table for refreshments
- ii. Conference Rooms for both types of conference rooms (SHELTER conference room and REGULAR conference room):

CR1. A Conference Room with a capacity of up to 20 people
CR2. A Conference Room with a capacity of up to 50 people

- iii. LCD projector per Conference Room per day, including: Screen, Remote Control, Laser Pointer, and at least two Speakers
- iv. One Laptop per Conference Room per day that can be connected for presentation
- v. Wireless microphones; two for Medium-Sized Conference Rooms (up to 50 people)
- vi. A minimum of four Flipcharts per Conference Room per day with a block of Recycled Paper and a set of Markers for each Flipchart
- vii. A minimum of 2 Whiteboards per Conference Room per day, with a set of markers and erasers for each
- viii. Internet connectivity with a minimum speed of 32 MB
- ix. Free Wi-Fi Internet Connection for all participants
- x. A minimum of 10 Universal Power Adapters per Conference Room per day
- xi. One Podium with one Microphone
- xii. Pens and Notepads with a minimum of 20 pages per participant, placed on the table on the first day
- xiii. One name tag per participant placed on the table on the first day
- xiv. Drinking Water: One Litre per person per day placed on the tables in the Conference Room in glass containers (no disposable plastic cups)
- xv. Tissue Papers placed on tables
- xvi. One dedicated manager during the event (contact details to be provided during Booking)
- xvii. One dedicated IT Support specialist during the event (contact details to be provided during Booking)
- xviii. Participants' Check-in and Check-out list from the Vendor's electronic registration system.
- xix. Advertisement of the event on the screen in the vendor's venue during the event days.

D. Lot 3 The Minimum Requirement for Catering Services

- i. Welcome Refreshments
 - a) Brewed Coffee, Tea (black and green, should be in teapots, not in teabags), Milk, Lactose Free Milk, Sugar, and Sugar Substitute/Artificial Sweetener
 - b) The coffee machine should be on site during the event
 - c) One type of sweet snacks and one type of non-sweet (kind of mini sandwiches and small croissant filled with bacon or cheese)
 - d) Cookies or chocolates
 - e) No disposable plastic cups allowed

- *Note: For welcome break - 100g - 150g portion per person*
- ii. Coffee Breaks
 - a) Brewed Coffee, Tea (black and green, should be in teapots, not in teabags), Milk, Lactose Free Milk, Sugar, and Sugar Substitute/Artificial Sweetener
 - b) The coffee machine should be on site during the event
 - c) Still water, sparkling water in 0,5l bottles, 2 bottles per person per day

- d) Two types of sweet and two types of non-sweet positions (biscuits, profiteroles, shu-cake, pastries, muffins, mini sandwiches). Seasonal fruits can be optional (as a replacement for one sweet position)
- e) No disposable plastic cups allowed

- *Note: Regular coffee break – 200 - 250g portion per person*

iii. Lunch and/or Dinner – Two Course Meal

- a) Two types of salad as appropriate depending on local customs and season, 50% suitable for Vegetarians
- b) Fresh bread and Bruschettas - 50% Suitable for Vegetarians
- c) Two types of Main Course - Meat Dish (Beef, Lamb, or Chicken) + One vegetarian option. There should be 85% of meat positions and 15% suitable for Vegetarians.
- d) 50% of vegetables (steamed, baked, or fried) and 50% of rice/bulgur/beans, etc.
- e) Two types of juice (e.g., orange and tomato juice) 25%+25%, soft drinks (uzvar or equivalent) 40%, Still or Sparkling Water 10%
- f) Brewed Coffee, Tea (black and green, should be in teapots, not in teabags), Milk, Lactose Free Milk, Sugar, and Sugar Substitute/Artificial Sweetener
- g) Coffee machine should be on site during the event

- *Note: Lunch or dinner – 500 - 700g per portion person*

iv. Reception events

- a) Finger food/Canapes/Appetizers – Six options
- b) Cold non-alcoholic beverages – Six options
- c) Still and Sparkling Water

- *Note: For reception event – 100g - 150g portion per person*

E. Lot 4 The Minimum Requirement for Shuttle/Transfer services for participants:

- i. IDLO shall provide details 24 hours before the service delivery.
- ii. The driver must have the required permits/licenses to carry passengers.
- iii. Vehicles must be fully insured, roadworthy, and registered for carrying passengers.
- iv. All passengers must be insured with third-party liability coverage.

F. Lot 5 The Minimum Requirement for Interpretation Services Equipment:

- i. Interpretation Booth: ISO-compliant, soundproof booths (1 per language).
- ii. Interpreter Consoles: Dual consoles with headsets and microphones.
- iii. Transmission System: Infrared or FM system with receivers for participants.
- iv. Receivers & Headsets: Clean, tested, and sufficient quantity for the audience.
- v. Technical Support: On-site technician during the entire event.
- vi. Backup Equipment: Spare receivers, microphones, batteries.
- vii. In case of Zoom need: the corresponding technical equipment should be provided.
- viii. Sound and light control equipment.

G. Lot 6 The Minimum Requirement for Printing Services:

- i. Subject to on-site IDLO's request to deliver for:
 - a) Colour Printing on A4-sized paper

- b) Black and White Printing on A4-size paper
- c) Spiral Binding
- ii. And 72 hours from IDLO's request to delivery for:
 - a) Production of roll up (max 2m x 1m)
 - b) Production of banners, posters, and conference materials in A1 and A3 sizes

Note for Lot 4, Lot 5, and Lot 6 (Provision of Additional Services)

As part of the required services, the hotel is expected to facilitate the provision of the following additional services: transfer services, printing services, and interpretation equipment services. It is understood that the hotel may not provide these services directly and may subcontract them through third-party vendors. However, the following conditions must be met:

1. The services may be provided by any third party, as long as:
 - o The agreed rates are maintained;
 - o All specified conditions and technical requirements are fully met;
 - o The hotel assumes full responsibility for the quality and timely delivery of these services.
2. All invoicing for these additional services must be issued directly by the hotel, regardless of whether the services are provided in-house or through a third party.

These services are not mandatory, and the hotel may choose to submit a partial bid, opting to provide any or all of the additional services. However, if the hotel intends to offer any of these services, this requirement must be clearly acknowledged and incorporated into its proposal.

5. Condition of the Framework Agreement(s)

- A. This ITB is expected to result in Framework Agreement(s) with one or several successful Service Providers.
- B. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s).
- C. The Framework Agreement will be signed for a period of up to 12 months with the possibility of another 12 months extension subject to satisfactory performance, funding and agreement by both parties by amending the Framework Agreement. The overall duration of the Framework Agreement shall not exceed 24 months.
- D. Each Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) are provisional and are intended solely for the purposes of evaluation and comparison of Bids and to determine the upper ceiling limit in the Framework Agreement. The Service Providers cannot go beyond the upper ceiling price.
- E. After entering into a Framework Agreement, IDLO shall place bookings on a "need basis".

-
- F. IDLO shall initiate a Secondary Tender to request confirmation from the Service Provider on its availability and prices on the required dates/days by email. The Service Provider shall confirm by return email within 48 hours (including any applicable discounts).
 - G. IDLO shall make award decision based on “lowest priced, most technically acceptable/compliant offer”.
 - H. The confirmed award shall be in the form of a duly authorized Work Order. The Work Order shall include the number/s of persons/participants, services required, and corresponding amounts shall be indicated for the specific booking / event in each case. Bookings are made with specific venues and may not be transferrable or sub-contracted to other venue.
 - I. By signing the Work Order, the Service Provider is confirming that IDLO may modify the number of participants within $\pm 20\%$ tolerance and that there is a Free Cancellation Policy within seven days of event.
 - J. The Service Provider shall returned the sign copy of the Work Order within 24 hours of receipt by email.
 - K. IDLO will review the quality of services and deliverables prior to the end of the first 12 months of the agreement. Subject to satisfactory performance and agreement by both parties, a 12-month extension may be agreed to at the same upper ceiling price, terms and conditions. The maximum overall duration of the Framework Agreement will not exceed 24 months. The upper ceiling price will remain unchanged during the period of Framework Agreement.
 - L. IDLO is seeking bids by Lots. Hotel Accommodation and Conference Facilities Services Providers may bid for all or selected lots however the minimum requirements per lot must be fully met.

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide [Services] for [as per ANNEX F] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	No. ITB N 216-2025-UKR		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration (this document should contain the same legal entity on behalf of which the offer is submitted; ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years; ▪ Hotel catalogues / brochures / company profile / website attesting compliance with Technical Specifications (Annex C); ▪ Three self-attestation letters: each on Eligibility, Litigation history, Bankruptcy criteria – please refer to Annex B for detailed information; ▪ Availability of a generator (any relevant confirmation on its availability); 		

- SHELTER - shelter in the shelter premises, on the - ground/1st floor with provisions for each visitor - chair, blanket, water, tea or coffee (with the eventual possibility of extending the event) - photo confirmation;
- A fully equipped conference room located in the Shelter with the capacity to accommodate 20 to 50 persons (photo confirmation);
- A regular conference room located on the ground / 1st floor with the capacity to accommodate 20 to 50 persons (photo confirmation);
- A security protocol during the martial law that ensures enhanced guest protection and 24/7 security measures;
- Copies of two (2) Contracts or minimum two (2) Reference Letters confirming provision of similar nature and value to International Organization, UN Agency, Embassies or Government Entities with comtactable email ids;
- Draft of menu as per the requirements indicated in the Annex C.

ANNEX F PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «**No VAT**».

Note: The unit rates are fixed in EUR. However, payment will be made in the local currency (UAH) based on the exchange rate of the National Bank of Ukraine applicable on the date of the Work Order issuance.

Table 1: Offer to Services Compliant with Technical Specifications and Requirements.

Bidders need to mention the name of location/s where the hotel is located.

Please mention in this tender document for which location the offer prices are provided: Kyiv and/or Lviv, Kyiv, L'viv, and Zakarpatska regions of Ukraine.

Note!

- **Only direct offers from hotels will be considered for this tender. Offers submitted through third-party agents or intermediaries will not be accepted.**
- **A security assessment of the hotel premises will be conducted prior to the final award of the contract. The award is subject to a satisfactory outcome of this assessment.**

Lot 1: Type A - Accommodation only in [insert city]			
#	Service Description	Unit of Measure	Unit Price in EUR
1	Single Room (4 stars)	Room Rate/Day	
2	Double Room (4 stars)	Room Rate/Day	
3	Single Room (5 stars)	Room Rate/Day	
4	Double Room (5 stars)	Room Rate/Day	

Lot 1: Type B - Accommodation with Meetings, Conferences, Trainings and other Events in [insert city]			
#	Service Description	Unit of Measure	Unit Price in EUR
1	Single Room (4 stars)	Room Rate/Day	
2	Double Room (4 stars)	Room Rate/Day	

3	Single Room (5 stars)	Room Rate/Day	
4	Double Room (5 stars)	Room Rate/Day	

Lot 2: Minimum Requirement for Meetings, Conferences, Trainings and other Events in [insert city]			
#	Service Description	Unit of Measure	Unit Price in EUR
1	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Full Day Rent of the Regular Conference Room (upto 20 persons)	Price per Day (8 Hours)	
2	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Full Day Rent of the Shelter Conference Room (upto 20 persons)	Price per Day (8 Hours)	
3	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Full Day Rent of the Regular Conference Room (upto 50 persons)	Price per Day (8 Hours)	
4	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Full Day Rent of the Shelter Conference Room (upto 50 persons)	Price per Day (8 Hours)	

5	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Half day Rent of the Regular Conference Room (upto 20 persons)	Price per Half-day (4 Hours)	
6	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Half day Rent of the Shelter Conference Room (upto 20 persons)	Price per Half-day (4 Hours)	
7	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Half day Rent of the Regular Conference Room (upto 50 persons)	Price per Half-day (4 Hours)	
8	Minimum Requirement for Meetings, Conferences, Trainings and other Events - Half day Rent of the Shelter Conference Room (upto 50 persons)	Price per Half-day (4 Hours)	

Lot 3: The Minimum Requirement for Catering Services in [insert city]			
#	Service Description	Unit of Measure	Unit Price in EUR
1	Welcome Refreshments	Rate/Person	
2	Coffee Breaks	Rate/Person	

3	Lunch – Two Course Meal	Rate/Person	
4	Dinner – Two Course Meal	Rate/Person	
5	Reception events	Rate/Person	

Lot 4: The Minimum Requirement for Shuttle/Transfer services in [insert city]

#	Service Description	Unit of Measure	Unit Price in EUR
1	Transport in – Sedan	Price Per Kilometer	
2	Transport in a Minivan – 12 passengers	Price Per Kilometer	
3	Transport in a Minibus – 24 passengers	Price Per Kilometer	

Lot 5: The Minimum Requirement for Interpretation Services Equipment in [insert city]

#	Service Description	Unit of Measure	Unit Price in EUR
1	Interpretation Booth (1 item)	Price Per Day Rent	
2	Interpreter Consoles: Dual consoles with headsets and microphones (1 set)	Price Per Day Rent	
3	Transmission System: Infrared or FM system with receivers for participants (1 Item)	Price Per Day Rent	
4	Receivers & Headsets: 1 per participant	Price Per Day Rent	

5	Technical Support: On-site technician during the entire event (1 service)	Price Per Day Rent	
6	Backup Equipment: Spare receivers, microphones, batteries (1 item)	Price Per Day Rent	
7	Zoom requirement: the corresponding technical equipment should be provided (1 set)	Price Per Day Rent	
8	Sound and light control equipment (1 set)	Price Per Day Rent	

Lot 6: The Minimum Requirement for Printing Services in [insert city]			
#	Service Description	Unit of Measure	Unit Price in EUR
1	Colour printing, two-side A4	Price per Piece	
2	Black & white printing, two-side A4	Price per Piece	
3	Spiral binding of the booklets (up to 100 pages) A4	Price per Piece	
4	Production of roll up (max 2m x 1m)	Price per Piece	
5	Production of banners, posters and conference materials A1 or A3	Price per Piece	

Name, position and signature of the Bidder	Bidder's Stamp
<hr/> <i>Duly authorised to sign this Bid</i>	
Date:	

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of [Services]. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of [Services].

Place of delivery	In the cities of Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine
Delivery date	The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor. IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

**ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT**

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>