



**“MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy”**

**Ref. No.: B\_A.3.1\_0115**

**Tender for External Services**

**Description: Hotel Accomodation and Venue Rental**

**Tender No.: 15**

**Contracting Organization:**

Lebanese Development Network -LDN



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B\_A.3.1\_0115), implemented and funded within the ENI CBC Mediterranean Sea Basin Programme, is launching a call for an External Expert (Sub-contacted Services) under the following Terms of References (ToR):

### Details of the Contracting Authority

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Name of the Organisation	Lebanese Development Network -LDN
Postal Address	
City - Region	Jal Al Dib
Postal Code	
Country	Lebanon
Telephone	04-716 433
E-mail	info@ldn-lb.org
Contact Person	Amin Nehme
Official Website (URL)	www.ldn-lb.org

### Brief Description of the Contracting Authority

The Lebanese Development Network (LDN) is a national non-profit organization “dedicated to assist individuals, communities and institutions build their capacities by conveying knowledge and improving practical performance to enable them manage the changing social requirements, catch opportunities and meet the development challenges.”

## Programme and Project Information

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### Programme Brief Description

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

*Further information are available in the ENI CBC Med Programme official website:*  
<https://www.enicbcmmed.eu>

### Project Brief Description

Given demographic changes, skill mismatches, rigid regulations, gender gaps and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET) institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

*Further information are available in the MYSEA project official website:*  
<https://www.enicbcmmed.eu/projects/mysea>

## Procurement, Funding and Contract Information

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### Funding of the Contract

The contract is funded within framework of the “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B\_A.3.1\_0115), which is implemented under the the ENI CBC Mediterranean Sea Basin Programme.

### Duration of the Contract

The maximum available duration of the contract is from the day of signature until the end date of the project.

### Value of the Contract

The maximum available value of the contract is <14,000> EUR. Excluding accomodation cost.

### Contract Payments

The payments of services and deliverables can take place after their partial or total completion and when the related invoice is issued. An advance payment of up to 30% of the total payment is possible, upon the Contracting Authority’s decision and/or the availability of the related funds.

## Description of the Tender

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### Subject of the Tender

The subject of this tender, depending on the nature of the contract, is the provision of services related to the implementation of final event and National forum, related to the closure of the MYSEA project.

### Eligibility of Tenderers

The tender is open to legal entities, mainly hotels located in Lebanon - North Metn, that are able to deliver the expected services under a "Service's Contract".

## Output and Activity Description

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### Project Outputs Description

MYSEA/LDN foresees 1 final event, National Forum, TPMU and Steering committee meetings in Lebanon. The event aims to present the project results and achievements stressing the employment contracts signed, the sector skills alliances agreed upon and the national and cross border policies proposed

The object of the Framework Contract concerns the provision of accommodation, meeting room packages, catering, printing, visibility services, Audio- Visual services, and sanitation and health protection material.

### Project Activity Description

MYSEA/LDN will be organizing the final event activities as well as the TPMU/Steering committee meetings and the National forum according to the below schedule:

1. September 30,2023 Final event. Time: 9 AM till 16 PM
2. September 30, 2023 National Forum. Time: 17 PM till 20 PM
3. October 2 - 3, 2023 TPMU meeting (Technical and Financial). Time 10 AM till 16 PM
4. October 4, 2023 Steering committee meeting. Time 10 AM till 13 PM
5. Accommodation for the employed staff and visitors will be determined later with the wining supplier.

## External Experts' Tasks and Requirements

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### External service provider Tasks

#### Conference/meeting room and related materials, equipment and resources

- **September 30,2023: Room rent for the Final and National Event:** Renting of conference/meeting rooms from 150 to 200 persons capacity (fully equiped conference room, strong internet connection, projection and presentation facilities and technical equipment to support online/remote connection, including provision of bottles of water, paper and pens), Lunch and coffee breaks, for the final event activities.
- **October 2,3 and 4, 2023: Room rent for TPMU and Steering Committee:** Renting of conference/meeting rooms from 25 to 40 persons capacity (fully equiped conference room, strong internet connection, projection and presentation facilities and technical equipment to

support online/remote connection, including provision of bottles of water, paper and pens), Lunch and coffee breaks, for the TPMU/Steering committee activities.

- Setting up the meeting room, including setting up chairs, rostrum, registration desk, head-table, flipcharts, podium etc.; Audio visual requirements.
- Providing on-site technical and computer equipment (including interpretation equipment if available, projection and screening equipment, audio and video conferencing equipment);
- Providing on-site technical and computer support at the event by technician.

### Catering

- **Coffee breaks:** including coffee, tea and refreshments, mini sandwiches along with cookies, can be organised on site at the premises where the event takes place, e.g at a hotel/conference center. Bidders shall indicate the cost per person per coffee break per detailed menu and option. Coffee breaks should be provided **on September 30th along with October 2,3 and 4.**
- **Meals:** Lunch (with water/soft drink and coffee/tea): Organizing and/or providing catering services such as lunches, (sitting style or buffet style), including needed equipment and waitress services. **Working meals should be provided on September 30th (150 to 200 Participants) and October 2 and 3 for (40 persons).**

### Accommodation (Room Reservation)

- The Supplier shall make reservations for lodging and accommodation when requested. This service shall include initiating and confirming reservations, and confirming the all-inclusive or any other type of rate requested and at which the reservation is made.
- The Supplier shall make sure and use their best effort to host and facilitate the accommodation of the MYSEA events' participants.
- The Supplier shall ensure the rooms / accommodation availability over the contractual period.
- LDN/Organizers will be providing the final number of participants and needed room based on the delivered rates and selection made by the employed staff/participants.

### External Service Provider Profile

#### Mandatory Requirements

- The Hotel should be in North Metn; in one the following areas: Dbayeh, Antelias or Jal El Dib.
- The property rating on the Booking.com website should be 4 or 5 stars.
- The guests rating on the Booking.com website should be above 7.
- Full Financial proposal submitted.
- Full Administrative proposal submitted.
- Supplier must have legal registration to work in country.
- Capacity to accommodate the mentioned numbers.
- Availability of facilities, equipment and staff.
- Availability on the mentioned dates.

#### Desirable Requirements

- Experience in hosting of related activities for ENI CBC Med Projects;
- Experience in hosting of related activities for EU Funded Projects.

### **Technical requirements (to be submitted in your technical proposal)**

- Capacity and Layout: The hotel's capacity and layout of the event spaces should be able to accommodate the number of the anticipated attendees.
- The arrangement of the space, including the availability of breakout rooms, stages, and audio-visual equipment should be considered as well.
- Audio-Visual Equipment: The hotel should contain adequate audio-visual equipment which includes projectors, screens, microphones, sound systems, and lighting.
- IT Infrastructure: Access to Wi-Fi and reliable internet connectivity is crucial. Please provide information on internet connectivity, Wi-Fi strength, and availability in all event spaces. IT support or services should always be available for the events.
- Quality of food and Catering: Please provide us with the menus that will be provided during the event for the buffet breakfasts, buffet lunches and buffet dinners.
- Staffing: Please provide us with the number of staff available, their qualifications, and their experience in managing events like ours.
- Adequate parking facilities or transportation options should be available for non-accommodated attendees. Please provide information about the availability of parking spaces, valet services, and transportation options to and from the hotel.
- Availability in all the above-mentioned dates.
- Capacity to provide a team to coordinate with all the incoming staff and to support/assist with all the logistics and services issues during September/October 2023
- A team will visit your premises after submitting the bids (with dates to be agreed on later) to conduct a final assessment.

### **External Expert Deliverables and Timeframe**

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- Accommodation:  
Type of Deliverable: Availability of rooms and associated Rates  
Timeframe: September 28, 2023 Check in of the first group – Check out October 5, 2023
- Final/Nationa Event:  
Type of Deliverable: Meeting Room, technical/Logistics requirements and catering  
Timeframe: September 30, 2023
- TPMU/Steering Committee:  
Type of Deliverable: Meeting Room, technical/Logistics requirements and catering  
Timeframe: October 2 – 3 and 4, 2023

*Note: Any other internal deadlines and milestones will be agreed among the Contracting Authority and the service provider.*

## **Submission of Tenders and Supporting Documents**

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### **Deadline for Submission of the Tenders**

The deadline for submission of tenders is <22, August, 2023 until 00:00>. Any tender received after this deadline will be automatically rejected.

### **Address and Means of Submission of the Tenders**

The tender will be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide an electronic version. Any tenders not using the prescribed form shall be rejected by the contracting authority.

**1) If delivery by post or courier**, the tenders will be submitted in an envelope including and will contain the following information at the external part:

Name and address of the contracting authority

Contact person

Title of the tender

Reference number

Name and address of the tenderer

**2) If delivery by e-mail**, the message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

### **Supporting Documents**

The tenderers will submit their tenders using the **standard submission form available in Annex I of this tender**.

The Contracting Authority may request any additional supporting documents, that are necessary for the evaluation of the Tender and/or are required by the National Legislative Framework.

## **Provisions and Other Remarks**

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The selection procedure will be in line with the ENI CBC MED requirements and National Laws. In addition, the following will be taken under consideration:

### **Equal Treatment & Non-discrimination**

The Contracting Authority ensures that all participants in a procurement procedure need to have equal rights and obligations. As a result, there are no discriminatory practice or technical specifications liable to hamper wide participation on equal terms by all natural or legal persons.

### Transparency & Fair Competition

The procurement procedures are based on specified eligibility (for formal submission), exclusion, selection and award criteria. The Contracting Authority also ensures that there is adequate publication, in reasonable time, of the prior information notices, contract notices and award notices, as well as sufficient information in the invitations to tenders on the award and contract criteria and requirements. In addition, any actions that are against fair competition are prevented.

### Conflict of Interest

The Contracting Authority takes all measures to prevent any situation where any kind of conflict of interest may arise. These restrictions also apply to any sub-contractors and employees of the tenderer or contractor.

### Data Protection

The purpose of processing of the data submitted by the candidate tenderers is to manage the application of the candidate in view of a possible selection and award of contract by the Contracting Authority.

The Contracting Authority does not make public the names of successful candidates on reserve lists. Any supporting documents requested at any stage of the tender evaluation process are kept in confidence. The personal and sensitive information requested are processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

## Annex I – Format of Offer to Be Provided by the Tenderer

### OFFER TO BE PROVIDED BY THE TENDERER

#### 1. TENDERER'S INFORMATION

##### Offer submitted by:

Name of legal entity or entities submitting the tender	
Address	
Legal registration number	

##### Contact person:

Name	
Telephone	
e-mail address	

#### 2. TENDERER'S STATEMENT



I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

### 3. TECHNICAL OFFER

No.	Title of item	Description of services offered	Proposed timeframe	Proposed inputs
1				
n				

Please provide details on the offered services by using the standard tables below (choose one of the tables, except for hybrid contracts) and by adding any other relevant information and/or documentation.

### 4. FINANCIAL OFFER

The total price for the offered services is <XX.XXX,XX><EUR or <national currency>. This price does not include VAT.

The total price for the offered services including VAT (XX%) is <XX.XXX,XX><EUR or <national currency>.

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

Name	
Signature	



Date	
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