

Date 18<sup>th</sup> March, 2024



## Open notice of invitation to bid

**Hotel accommodation and conference facilities for  
"Humanitarian Information Analysis Course (HIAC)"  
Dates: May 20<sup>th</sup> -- 24<sup>th</sup>, 2024  
Total no. of participants, including facilitators: 40**

Dear Sir or Madam,

The Uganda Red Cross invites your quotation for the following services:

### **Accommodation (Dates see below)**

**31** Single rooms (for participants), breakfast inclusive

**Arrival date: May 19<sup>th</sup>, 2024, Departure date: May 25<sup>th</sup>, 2024**

**7** Single rooms (for workshop facilitators), breakfast inclusive

**Arrival date: May 17<sup>th</sup>, 2024, Departure date: May 26<sup>th</sup>, 2024**

Please indicate if you can provide barrier-free rooms if needed.

Check In- possibility in the night from 18<sup>th</sup> to 19<sup>th</sup> May after midnight/night/early morning.

Please indicate whether there is a surcharge and how much it is.

### **Meeting/Conference facilities May 20<sup>th</sup> – 24<sup>th</sup>, 2024:**

Conference room                      08:00 am – 6 pm **40** pax  
6 table islands, 5 – 6 people each  
1 row of additional 3 school tables with 9 chairs for presenters  
2 – 3 tables for displays and information material

#### Equipment:

- Beamer, screen, and microphone in conference room
- 5 flipchart stands with paper and marker pens
- 5 pin boards with paper and pins
- Well-equipped moderation case
- Very good internet access in the conference room (*very essential*)

Break out rooms                      08:00 am – 6 pm 15 pax, 2 table islands, moderation materials  
(if available 1 or 2)

Please note: We prefer natural daylight. Kindly indicate if this is the case in the meeting rooms and whether facilities are barrier-free (including restrooms)

## Conference Package May 20<sup>th</sup> – 24<sup>th</sup>, 2024:

- One mid-morning and one late afternoon tea / coffee with pastries and fruits plus one early afternoon coffee and tea only.
- Buffet lunch including one soft drink per person.
- Unlimited mineral water / soft drinks in conference room

## Dinner: Social Evening, one evening (date tbc)

Barbeque dinner for 50 participants including one soft drink / mineral water or one glass of beer or wine per person.

Further beverages have to be covered by the participants at their own expense.

Please note that all meals provided during the workshop week must include vegetarian, vegan and halal options, as well as accommodate dietary requirements as needed.

## Airport Transfer

If you offer airport transfers for guests, please quote your prices for single person return transfers and for group transfers. Check -in flexibility (night)

Eligibility.

- Registration/Certificate of Incorporation, income Tax Clearance, VAT registration Certificate, 2024 Trading License
- Company Profile with clear memorandum and articles of association and clear company management set up
- Evidence of relevant Experience in providing similar services of the same magnitude
- Hotel Location (Kampala Metropolitan Area)

## Procurement Schedule

Activity	Date
Publication of Bid Notice	March 18th 2024
Bid closing and opening date	March 26th 2024
Evaluation process	By 2nd April 2024
Display and Communication of best evaluated bidder notice	By 8th April 2024
Contract signing	After the expiry of the BEB Notice

Your quotation should give the validity of your offer, include your terms and conditions of contract and payment, your cancellation policy, state the currency and include the signed declaration of conformity (see attachment).

Please address the quotation to:

*Uganda Red Cross Headquarters,  
Plot 551/555 Rubaga Road  
P.O.Box 494 Kampala  
Uganda*

e-mail to [nbaguma@redcrossug.org](mailto:nbaguma@redcrossug.org)

We look forward to receiving your offer by **26.03.2024**.

**SECRETARY GENERAL**