

ACCOMMODATION & CONFERENCE FACILITIES

Background

Strømme Foundation is a rights-based development NGO that works towards a vision of a world free from poverty. Our most important interventions in the fight against poverty are education, economic inclusion/job creation, and a strong civil society.

In normal conditions, SF holds an average of 10 events a year each lasting an average of 3-5 days, with an average of (20-60) participants to include accommodation requirements. The hotels will be expected to deliver a set of services listed below (each event will be covered by the respective requester) based on individual requirements.

SF operates in West Nile, Eastern Uganda, Central and Northern Ugandan and staff often travel to these locations to support program implementation.

Objective

It is anticipated to award contracts to several qualified hotels as a result of this Request for Quotation (RFQ). SF Uganda will conclude multiple Frame agreements for each hotel category in Kampala, **Jinja, Gulu, Moyo, Yumbe, Arua, Wakiso, and Mukono** based on the range of the services and facilities (**4 Stars / 3 Stars**). However, these Frame Agreements do not commit SF (U) to place any order.

Scope of services

The requested scope of services includes but is not limited to:

In cooperation with SFU Focal Point(s), suggest and confirm the selected venue.

1. Ensure all rooms and facilities meet universal physical accessibility and safety standards like the presence of ramps, elevators, adequate lighting, protecting rails around raised areas, and absence of physical and protruding Obstacles along major passages and pathways.
2. Ensure the venue is clean and well prepared.
3. Ensure all premises and rooms are arranged according to specifications and ready for the meetings as required (might include seating name plates at the main table).
4. Ensure that the necessary audio-visual equipment is available and operational in all rooms, as required.
5. Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
6. Provide high-speed internet services (internet cable and Wi-Fi)
7. Provide adapters.
8. Arrange for the provision of catering services, when required.

Type A. Rooms (without Conference facilities)

- For SF staff who come on short missions may stay for a minimum of one (1) night up to two (2) weeks or more.
- The key requirement is a single/double room on a bed and breakfast basis with internet access (internet cable and Wi-Fi) in the room (to be included in the price) and functional air conditioning.

Desirable facilities (which must be specified in the offer) include daily local newspaper, coffee/tea preparation facilities in the room, and access to sports facilities/health club.

Type B. Rooms (With Conference Event)

- Same as described above but linked to a conference/training/workshop event, participants may come from abroad or from within the SFU national staff. Therefore, the number of rooms may not always be commensurate with the number of event participants.
- Room charges might be included in the payment package by SFU or may be paid directly by the participants (to be communicated in advance through the SFU focal person).
- Internet connection (Internet cable/ Wi-Fi) in the rooms (to be included in the room price).
- Free Valet parking for participants.

Type C. Conference/ Workshop/Event

Internet connection (Wi-Fi) in the conference facilities for all participants (to be included in the price).

Free Valet parking for participants.

Availability of breakout rooms/ space

KEY REQUIREMENTS

Conference Packages –General Requirements:

1. Pens and pads (for each participant).
2. Whiteboard (minimum two (2)).
3. Flipcharts (minimum four (4)).
4. Desk Tissues.
5. Refreshing candy.
6. Mineral water.
7. Audio-visual equipment (projector, LCD Monitor, a minimum of two (2) wireless microphones, sound system, etc.) shall be part of the package.
8. Morning welcome coffee/tea or ongoing tea and coffee based on the advance agreed-upon arrangements.
9. Lunch is served with soft drinks, fresh juice, water, and coffee/tea.
10. Morning and evening coffee/tea breaks.
11. Special dietary considerations to be available.
12. ICT may require hiring laptops daily.
13. Internet Connection (Wi-Fi) high speed in the rented facilities and accommodations.
14. Adapters, sockets, and extension cords for laptop & mobile chargers.
15. Presenter with a laser pointer.
16. Break-out rooms when required (at least 2) in addition to the main facility hall.
17. Rental of equipment for simultaneous translation, if required.
18. Daylight conference room availability.