
Programme: Eastern Partnership Regional Fund for Public Administration Reform/
TM: Professional Civil Service in the EaP
PN: 2020.2247.3-002.00
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Activity: Hotel accommodation and conference service for Training in Introducing
Coaching as a Format and Method for Professional Development in
Countries of Eastern Partnership in Tbilisi, November 2022

I. Terms of Reference

1. Short description of the Project and Background

Name: Professional Civil Service in the EaP

Objective: The competences of civil servants, public employees and political decision-makers are improved to fulfil their tasks and functions in the implementation of administrative reforms.

Programme Duration: 11/2020 – 10/2024

2. Objectives of the Assignment

The purpose of this assignment is to Provide Hotel and Conference Service for the Training in Introducing Coaching as a Format and Method for Professional Development in Countries of Eastern Partnership in Tbilisi, November 2022.

3. Deliverables and Timeframe

Service provider shall provide the assigned service according to the below given specifications and schedule:

Number of single rooms: 12

Arrival: 13.11.2022

Departure: 26.11.2022

Conference Services:

- Conference Room for 21 persons: Setting - U Shape

- Provision of necessary equipment (Projector, screen, laptop, 3 flipcharts), water, stationary on tables and for moderation, etc.

Timeframe:

14-18, 21-25 November 2022 (10 working days, 13-night stay)

Catering:

13 November: arrival- check-in (12 persons)

14 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

15 November: 2 coffee breaks, Lunch, (21 persons) dinner (12 persons)

16 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

17 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

18 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

19 November: Lunch (12 persons)

21 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

22 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

23 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

24 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

25 November: 2 coffee breaks, Lunch (21 persons) dinner (12 persons)

26 November: check-out

Hotels services will be evaluated according to the following criteria:

- Central location in Tbilisi
- Event venue is the same as hotel accommodation of participants
- International Quality Standards of Hospitality (ISO 9001), Hotels with at least 4 stars are preferred
- At least 5 years of distinguished experience in cooperation with international organisations
- Security measures are foreseen and proved by corresponding evidence: Escape and rescue routes are marked and visible; fire protection measures (detectors), accident safety and alarm system are considered. ⁱ
- Conference room with windows & climate control.

ⁱ • The company must comply with Decree No. 341 of the Government of Georgia re. the technical regulations on the minimum requirements of occupational safety and health.