

Terms of Reference (ToR)

For the Procurement of Travel, Accommodation, and Transportation Services

Training engineering Event – Tunis – February 2025

1. Background

As part of the cooperation efforts to strengthen the capacity of MDDSC staff, a study trip will take place in Tunis (Tunisia), from 22 February to 28 February 2025. The study visit, conducted in collaboration with trainers from Kehl University (Germany), aims to equip the Municipal Development and Decentralization Support Centre (MDDSC) staff with the necessary skills to prepare and implement training plans effectively.

To ensure the smooth execution of this event, a service provider is needed to arrange the travel, accommodation, and local transportation for the participants.

2. Objective

The objective of this tender is to select a qualified service provider to manage:

- Flight bookings for participants traveling from Libya to Tunis and back
- Hotel accommodation and Conference facilities in Tunis
- Local transportation within Tunis

3. Scope of Work

3.1 Flight Arrangements

- Booking round-trip flights for 12-15 participants traveling from **Libya to Tunis on 22 February 2025** (ideally the arrival should be in the morning) and returning on **28 February 2025** (return flight in the middle of the day ideally). **(Please propose a list of flights with alternatively options for refundable and non-refundable tickets).**
- Preference for direct flights (please provide a list of flight options) .
- Flexibility in booking modifications if needed.

3.2 Accommodation and Conference facilities:

- Reservation of single (also double rooms options) occupancy rooms in a hotel in the **center of Tunis** for 6 nights (22 – 28 February 2025. **Ideally in an all-inclusive hotel with full board and with a conference room where the training sessions can be held.**

***Billing for actual occupancy:**

The client will be billed only for actual occupancy, which means charges will only apply upon confirmation of check-in. In the case of no-shows, the Client will not be charged unless there is prior confirmation of check-in for those individuals.

3.3 Local Transportation

- Airport transfers via Bus (arrival and departure) for all participants.

3.4 Insurance:

- A proposal of insurance coverage for the participants covering: **emergencies & medical cases & repatriation insurance.**

4. Deliverables

The selected service provider must provide all relevant documents describing the procurement process with the following deliverables:

1. A list of flight schedules and hotel booking.
2. List of room allocations for participants.
3. List of transportation options for airport transfers.
4. List of proposed insurance offers with prices and options
5. Point of contact for support during the visit.

5. Qualification Criteria

Interested service providers must demonstrate the following:

- Proven experience in organizing corporate travel and logistics for international delegations.
- Strong network and partnerships with airlines and hotels in Tunis.
- Ability to provide flexible and cost-effective solutions.
- Availability of 24/7 customer support during the visit.

6. Financial Proposal

The financial proposal should include:

- Breakdown of costs for flights, accommodation costs, conference facilities costs, and transportation services costs and the insurance contract (all in Euros)
- Any applicable taxes or service fees.
- Payment terms and conditions.

7. Submission Requirements

Interested bidders must submit the following documents:

1. Technical proposal outlining their approach and past experience.
2. Financial proposal with detailed cost breakdown.
3. Company profile and references from previous similar projects.
4. **Having at disposal a foreign currency international account (in Euro)**

To submit your proposal, please send the required elements to the following e-mail addresses:

- derouiche@hs-kehl.de

CC:

- carl@hs-kehl.de
- y.amminou@stud.hs-kehl.de

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost-effectiveness (40%)
- Experience and references (10%)
- Service quality and flexibility (30%)
- Compliance with technical requirements (20%)

9. Timeline

- **Call for proposals issued: 28.01.2025**
- **Submission deadline: 07.02.2025**
- **Service execution: 22 - 28 February 2025**

For further inquiries, please contact:

derouiche@hs-kehl.de / carl@hs-kehl.de / y.amminou@stud.hs-kehl.de