

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) invites eligible service providers to submit an offer for the provision of a venue and related services for the GICHD Innovation Conference 2027, in accordance with the requirements and instructions set out in this request for offers (RFO).

Reference number	RFO/2026/PB/(01)
Project number	1007
Posting date	2 October 2026
Deadline for submission of the offer	19 October 2026, 23.59, Geneva Time
Currency	The quotation shall be presented Jordanian Dinars (JOD)
Language	The quotation shall be submitted in English
Submit to	innovation@gichd.org , with a copy to labunuwar@gichd.org , b.ohanyan@gichd.org

Questions can be submitted **no later than five working days before** the submission deadline. GICHD may issue written clarifications to all participants. Offers must be submitted by the deadline stated above and remain valid for **at least 60 days**. GICHD will notify participants of the outcome after completion of the evaluation.

RFO Terms

By participating in this RFO (e.g., by submitting an offer), you agree to the following terms:

- This RFO is not a contractual offer and does not create any obligation on the part of GICHD to award a contract or to accept any offer. GICHD reserves the right to reject any or all offers, to withdraw or amend this RFO at any time, or to cancel the procurement process without providing reasons and without incurring any liability towards the participants.
- GICHD shall not be liable for any costs or expenses incurred by the participants in connection with the preparation or submission of an offer.
- GICHD is under no obligation to provide feedback or explanations regarding the selection or rejection of any offer.
- Evaluation of offers will be at the sole discretion of the GICHD.
- GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant.
- This RFO and any related process shall be governed by the laws of Switzerland and subject to the exclusive jurisdiction of the courts of Geneva, Switzerland.

Requirements

Specification of services	GICHD is seeking a venue in Jordan to host the GICHD Innovation Conference 2027: a three-day international conference on innovation in mine action for 400 participants (experts, policymakers, researchers and innovators). GICHD intends to contract a single service provider to deliver all required venue facilities and related services described below, either directly or through approved subcontractors, under one contract and with one designated point of contact. Hotels able to provide accommodation are particularly encouraged to submit an offer; however, offers from other suitable venue providers will also be considered. The required services shall support a conference format comparable to the 2025 edition held in Luxembourg (400+ participants; see the 2025 programme), comprising plenary sessions, four parallel breakout sessions, an exhibition with 30–32 technology stands, networking and coffee breaks, and, subject to confirmation, an evening reception on day 1.
Timing	• Conference: The venue and all required services shall be available from 12 to 14 October 2027 (Tuesday to Thursday), from approximately 07:00 to 21:00 each day. • Set-up and dismantling: The venue shall provide access on 11 October 2027 for the set-up of the plenary room, exhibition area and organisers' office, including the stage, audiovisual equipment, interpretation booths and exhibition stands. Dismantling access shall be provided from 18:00 on 14 October 2027.
Location and layout	• Location: preferably, within one hour from Queen Alia International Airport. • Compact layout: The plenary room, breakout rooms, exhibition area and networking area shall be located on the same floor or on directly adjacent floors and arranged so that participants can walk between any two of these spaces within three minutes. The supplier shall indicate the floor and location of each proposed space in the submitted floor plans. • Accessibility: step-free access to all conference spaces, accessible toilets, and ramp or lift access to the plenary stage. • Parking at or near the venue for up to 40 vehicles.
Plenary room	• 400 participants in theatre-style seating (or classroom-style capacity), with a good view of the stage and screens from all seats. • Raised stage of approx. 10 m wide × 4 m deep and 60 cm high (provided by the venue or arranged through its supplier), with steps and ramp or lift access, armchairs and side tables for up to 7 panellists, and a lectern. • Large screen(s) and projection visible from all seats, stage lighting. • Audiovisual system - Sound system with wireless microphones for up to 8 speakers, 8 handheld and headset/lapel, one lectern microphones and 3 roaming microphones for audience questions.

Breakout rooms (4)	• Four break-out rooms available at the same time throughout the conference, each for up to 100 participants (theatre-style), close to the plenary. • Each room with projector and screen, sound system with at least 3 wireless microphones, clicker, and ideally a raised platform with armchairs for up to 4 panellists.
Exhibition area	• Dedicated indoor space for 30–32 stands (the exhibition and the coffee/networking area can share the same space). Each stand with a basic package: counter or table, 2 stools or chairs, several power sockets and reliable internet (wired connection on request) for live demos; screens on request. Each stand shall be indicatively 2–3 m wide × 2 m deep. • Exhibits are mid-size technology – e.g., mini-drones, detectors, sensors, mini robots and software that participants can try out – not heavy machinery. • Aisles wide enough for participants to circulate and gather around demos. • Stand furniture, screens and power provided directly by the venue or through its suppliers – please give prices per item. • Easy delivery access for exhibitors' equipment (goods lift or step-free route); area lockable or guarded outside conference hours.
Networking area and catering	• Networking area close to the plenary and exhibition, suitable for coffee breaks and informal meetings, with standing tables and seating for approx. 100. • Coffee breaks: 2 per day (morning and afternoon) for approx. 400 participants; drinking water available throughout the day. • Lunch (not yet decided): the venue should either have a space to serve a buffet lunch for approx. 400 participants (please quote as an option) or be within a short walk of restaurants/cafés. • Evening reception on day 1 (option): standing reception for approx. 400 participants (approx. 18:00–20:00), with a sound system for short speeches and music – please propose a space and a price per person. GICHD will arrange the entertainment programme itself.
Simultaneous interpretation booths	• Built-in interpretation booths, or space for 3 booths (2 interpreters each) with a clear view of the stage and screens. Interpreters and interpretation system will be contracted separately by GICHD.
Other rooms and services	• Registration area near the entrance, with space for 3–4 desks and queuing. • Cloakroom for approx. 400 participants, incl. luggage storage on the last day. • Prayer room. • Executive meeting room: a private, well-appointed room for approx. 6–8 people, suitable for high-level meetings – e.g., a small boardroom, a lounge-style room (sofas/armchairs around a coffee table), or a combination of both.

	• Organisers' office: a lockable room for approx. 6–8 staff with tables, power and internet, available from the set-up day (GICHD brings its own laptops and printers). • The venue must allow the GICHD to display its own banners and signage, for example in the meeting room and at registration.
Accommodation (desirable)	• 80 rooms booked and paid by GICHD for 4 nights (check-in 11 October, check-out 15 October 2027), single occupancy incl. breakfast; and • A preferential rate with a booking code/link for 150 additional rooms, booked and paid directly by participants until a cut-off date proposed by the venue, with no financial liability for GICHD for rooms not booked. • Please state the rates (incl. taxes and service charges), the cut-off date and until when the number of GICHD-booked rooms can be reduced free of charge. Offers without accommodation will also be considered.
Terms	Suppliers must agree to comply with GICHD's Partner Code of Conduct, the GICHD General Terms and Conditions (subject only to commercial negotiations), and any donor-mandated compliance clauses.

Proposal

The supplier shall provide a coherent, organized and clear offer in response to the request. The offer should at least cover the following items:

- a) Name of company/individual
- b) Address, contact details
- c) Short description of how the requirements set out above will be met by the supplier
- d) Confirmation of availability for the preferred dates, and until when the venue can hold the dates for GICHD without commitment
- e) Floor plans showing the proposed rooms and areas, with their size (m²) and capacity
- f) An indicative exhibition layout showing how 32 stands fit into the proposed space, with the stand dimensions
- g) Photos of the proposed plenary, breakout, meeting, exhibition and networking spaces
- h) List of the AV and interpretation equipment included in the price, and of what is available at extra cost
- i) Accommodation offer, if applicable
- j) Financial offer using the price table below, including any additional costs, the payment and cancellation terms, and the validity of the offer (at least 60 days)
- k) References: 2–3 comparable international events hosted in the last 3 years.

Price table – prices in JOD, including service charges, VAT and other taxes and any other costs (please show taxes and service charges separately). Please add columns and rows if needed.

#	Item	Quantity	Unit price	Total
1	Venue hire: plenary, 4 breakout rooms, exhibition and networking areas, registration area, cloakroom, prayer room, executive meeting room and organisers' office	3 days + set-up day		
2	Stage, Audio Video equipment and technicians for the plenary and breakout rooms (if not included in item 1) and as described in the Requirements table above	3 days		
3	Coffee breaks (2 per day) and drinking water	400 persons × 3 days		
4	Interpretation equipment: 3 booths, 6 interpreter consoles, technician (if not included in item 1)	3 days		
5	Interpretation receivers with headsets (if not included in item 1)	up to 400 units × 3 days		
6	Exhibition stand: counter/table, 2 stools, power sockets, internet	32 stands		
7	Dedicated event Wi-Fi (if not included in item 1)	3 days		
8	Accommodation for GICHD: single room incl. breakfast	approx. 80 rooms × 5 nights		
9	Other costs (e.g., electricity, cleaning, security, parking) – please specify (if not included in item 1)			
	Total (items 1–9)			
Options – please quote, not included in the total				

#	Item	Quantity	Unit price	Total
10	Buffet lunch	400 persons × 3 days		
11	Evening reception on day 1 (standing)	400 persons		
12	Screen/monitor for an exhibition stand	per stand		
13	Preferential room rate for participants (paid by participants)	per room per night		

Evaluation: Offers will be assessed against the following criteria: (1) compliance with and suitability against the technical requirements; (2) total evaluated price and overall value for money; and (3) demonstrated experience in hosting comparable international events. GICHD may request written clarifications, verify references and conduct site visits to shortlisted venues before completing the evaluation. Clarifications may not materially change the submitted offer.