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Request for Offers – Events Management Services in Libya

Introduction

The Geneva International Centre for Humanitarian Demining (the GICHD) invites interested companies to submit offers for an open framework agreement for events management services in Libya under the five-lot arrangement described in this Request for Offers (RFO). Bidders may apply for one lot, any combination of lots, or all lots. The GICHD may appoint one of more providers per lot and no minimum volume of service is guaranteed.

Reference number	RFO/2026/SB/01
Project number	99000
Posting date	5 November 2026
Deadline for offers submission	22 November 2026 at 23:59 Geneva time (CET)
Country of deployment:	Libya. Bidders must be legally eligible to provide the proposed services in Libya
Currency	The quotation shall be presented in **USD**
Language	The quotation shall be submitted **in English**. Supporting documents may be provided in Arabic where applicable.
Submit to	Procurement@gichd.org

Due to the high number of applications, only successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions. Thank you for your understanding.

Data Protection and Privacy considerations:
By expressing interest and submitting an offer, bidders acknowledge that the Geneva International Centre for Humanitarian Demining (GICHD) may process the personal data in their submission to administer and evaluate the procurement process, conduct due diligence and compliance checks, communicate with bidders and, where applicable, negotiate, award and manage a resulting contract. GICHD processes personal data in accordance with applicable data protection laws, including the Swiss Federal Act on Data Protection (FADP). Data may be shared with GICHD personnel, advisers, auditors, donors, service providers or other third parties where necessary for these purposes or required by law or funding agreements, subject to appropriate safeguards.
Bidders warrant that they are authorized to provide any personal data included in their submission and have informed the relevant individuals as required.

Personal data will be retained only as long as necessary for these purposes and applicable legal, contractual and audit requirements. Further information, including data subjects' rights, is available in the GICHD Data Protection Notice.
(Data protection notice | Geneva International Centre for Humanitarian Demining (gichd.org).

The GICHD seeks to promote gender balance and diversity among staff and consultants.

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 the GICHD to award a contract or to accept any offer. The 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 bidders.
- The GICHD shall not be liable for any costs or expenses incurred by the bidders in connection with the preparation or submission of an offer.
- The 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.
- The GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant (Bidder).
- This RFO and any related process shall be governed by the laws of Switzerland, subject to the jurisdiction of the courts of Geneva, Switzerland. Libyan law will only apply for mandatory local rules(licences, labor, taxes).

Requirements

The GICHD plans to organize in-person events in **Tripoli, Libya, from 1st December 2026 onwards.** Events include training courses, workshops, meetings and other conferences and may involve between 20 to 50 participants. Hotel accommodation and conference venues must be located in Tripoli, and interpretation and catering services must be available for delivery there. Document translation services may be delivered remotely.

The GICHD seeks qualified service providers for the following independently awardable lots.

- **Lot 1 – Hotel:** Minimum four-star hotel (*see minimum standard in table below*) Single-occupancy hotel rooms for participants, trainers, interpreters, observers and other authorized guests. The bidder will be expected to reserve and manage clean, secure hotel accommodation in Tripoli; provide booking confirmations, guest lists and cancellation terms. The premises must comply with GICHD's security requirements.

Requirement	Minimum Standard
Security	24-hour on-site security services to ensure the safety of all participants and their belongings.
Power Supply	Reliable electricity supply with backup power solutions (generator and/or inverter) available in case of outages.
Hot Water	Continuous access to hot water in all guest rooms and common areas.
Fire Safety	Compliance with applicable fire safety regulations, including fire extinguishers, smoke detectors, emergency exits, and evacuation procedures.
Internet Connectivity	Stable and reliable Wi-Fi access available throughout the facility, including guest rooms and meeting areas.
Room Cleanliness	Guest rooms must be clean, well-maintained, and serviced regularly throughout the stay.
Towels & Linen	Clean towels and bed linen provided upon arrival and replaced regularly as needed.
Service Standards	Dedicated and responsive staff available to support guests and promptly address requests or issues.

- **Lot 2 – Conference Venues:** Suitable conference rooms for events of up to 50 people (in either banquet, theater or u-shaped setup depending on event), including flipcharts with paper, markers, tape, reliable electricity, internet access and audiovisual support including microphones and screen with sound connection. A dedicated internet connection for online interpretation if applicable should be available. The room should also be big enough to accommodate an interpretation booth if needed for 2 interpreters as well as the technical setup that accompanies it. The premises must comply with GICHD's security requirements.

- **Lot 3 – Catering Services:** Coffee breaks, drinking water and lunch for up to 50 people, with dietary requirements and/or restrictions accommodated when requested. Ensure food safety, timely service and suitable vegetarian, allergy-sensitive arrangements and other requested options.

- **Lot 4 –Simultaneous Interpretation Services:** Professional two-way English/Arabic simultaneous interpretation, including two interpreters working as a team. Including an interpretation booth when required, as well as the technical material and setup (receivers, headsets, microphones and sound amplification) needed for the delivery of service. Coordinate assignments and ensure professional confidentiality and high standard quality.

- **Lot 5 – Document Translation Services:** Accurate translation of documents from Arabic into English and from English into Arabic, including proofreading and delivery in editable electronic format. Experience in Mine Action and Ammunition Management terminology and ability to work in MS PowerPoint directly. Preference will be given to the bidder who could directly work within an InDesign template to complete layout for Arabic publications. Apply confidentiality requirements.

Bidders may submit an offer for **one lot, any combination of two or more lots, or all five lots**. **Each lot must be priced and documented separately.** The GICHD may appoint one or several providers per lot, award multiple lots to one provider, or make no award for one or more lots.

The framework agreement will establish contractual terms and maximum unit prices. Quotes and availability will be requested for specific events/translation needs. Specific dates, locations, quantities and logistical details will be stated in each request.

For every awarded lot, designate a focal point, respond promptly to service requests, provide itemized supporting documents and comply with applicable Libyan laws and the GICHD requirements.

Clarifications – Bidders may request clarification regarding one or more lots by sending a written request to the bid submission emails no later than five working days before the submission deadline. All fees, applicable taxes and other costs must be included in the offer.

Minimum experience – Bidders must demonstrate relevant experience and the capacity to deliver comparable services, preferably for international organizations or similar clients. Evidence may include the company's track record.

Delivery Dates of the Services

The framework agreement will start upon signature by both parties and will cover **a minimum period of 1 year renewable for up to 3 years** pending annual performance review. No services are guaranteed; services may be ordered through authorized written request for services during this period.

Framework Agreement and Request for Services Arrangements

The framework agreement is not exclusive. The GICHD may procure the same services with another supplier if needed. The framework agreement does not guarantee any minimum quantity, expenditure, number of events or number of requests for service. Appointment to the framework agreement does not create an entitlement to receiving requests. The GICHD will pay only for services duly ordered and accepted under an authorized written request.

Procedure for Requesting Services

- Only authorized GICHD representatives may issue a request for services. Each order will identify the lot, service lines, quantities, location, delivery date, applicable unit prices and any event-specific requirements.
- The provider must acknowledge the request and confirm availability, final price and delivery arrangements within maximum **one week**.
- The provider must state its minimum lead time for standard and urgent requests in its offer. For urgent requests, the GICHD may specify a shorter response deadline, subject to the provider's confirmation. Unless otherwise agreed in writing, no service may begin before the GICHD issues a written request
- Where several providers are appointed to the same lot, requests may be allocated according to availability, suitability, rotation, value for money or a mini-competition among appointed providers.
- The GICHD may amend or cancel a request for service. Bidders must state cancellation deadlines and charges.
- Invoices must reference the framework agreement and request reference.

- Unit prices shall remain fixed **for the duration of the framework agreement**. Any permitted adjustment thereafter must follow the mechanism expressly stated in the framework agreement; no unilateral increase is permitted.

The Bidder shall submit a coherent, organized and clear offer for each selected lot.

Proposal Submission

The Bidder shall submit the following elements, clearly identifying every lot for which it is applying:

1. Company name, legal address, registration details and primary contact information.
2. A completed Lot Selection Form listing the lot or lots offered.
3. Evidence of relevant experience for each selected lot, including comparable assignments, client references and recommendation letters.
4. Proof that the company is legally registered and eligible to operate in Libya.
5. A separate, complete framework unit-price schedule for each selected lot
6. The type of payment accepted (cash or bank transfer) and the currency (prices must be in USD)
7. Any proposed subcontracting arrangements, with the subcontractor's role and credentials clearly stated.

Lot Selection Form

Bidders shall complete a separate unit-price schedule for every lot offered. Prices must be stated in **USD** and include all applicable taxes and service charges. Bidders must specify the taxes included. Unit prices must also include all ordinary staffing, administration, materials and other costs necessary to deliver the stated service, except separately identified and authorized location-based charges. No minimum quantity, expenditure or number of request for services is guaranteed.

Bidders must state the deadline for confirming participant numbers, arrangements for changes in quantities, and cancellation conditions.

Combined-lot discount, if offered: State any discount separately. Each lot and each unit price must remain valid and capable of independent award and request for service.

Lot 1 – Hotel Rooms

State the proposed hotel name, address, category (**minimum four-star hotel- please check minimum standard requirements page 3**), and applicable cancellation terms in the offer.

Service specification	Pricing unit	Unit price	Remarks / conditions
Single-occupancy standard room, including breakfast, Wi-Fi, all applicable taxes, and service charges	Room rate per night		
Early check-in, where available	Flat rate		

Late check-out, where available	Flat rate		
Other mandatory accommodation costs—specify	Specify		
Single room—block of 1–10 rooms	Room rate per night		
Single room—block of 11–25 rooms	Room rate per night		
Single room—block of 26–50 rooms	Room rate per night		

Lot 2 – Conference Venues for up to 50 People

The venue must be safe, accessible, professionally maintained, and available for the full event day. The offer must identify the proposed venues and describe the facilities, equipment, and services included. The venue must also send its safety and security measures in place regarding fire safety, backup power, accessibility and any other relevant measure.

Bidders must clearly specify what is included in each conference room rate. For each separately listed item already covered by that rate, enter “Included” in the unit-price column. Any additional charges must be stated separately.

Accommodation, conference facilities and catering within the same property are preferred. Bidders offering all Lots 1, 2 and 3 must indicate whether these services are provided at the same property. Where separate properties are proposed, bidders must state the distance, estimated travel time, available transfer arrangements, and any associated costs. Bidders offering only one of these lots remain eligible.

Service specification	Pricing unit	Unit price	Remarks / conditions
Main conference room for up to 50 people, including furniture, setup, cleaning, electricity and climate control	Venue/day		
Breakout room for up to 20 people	Room/day		
Dedicated event Wi-Fi suitable for up to 50 concurrent users	Day		
Dedicated internet connection in case of hybrid event and online interpretation needs.	Day		
Projector and screen or large display	Set/day		

Sound system with handheld and or clip-on microphones for speakers/facilitators	Set/day		
Extension cables, power strips, and suitable power outlets for trainers and participants	Set/day		
Flip charts, paper and markers	Set/day		
Power backup and technical support	Day		
Other mandatory costs, including security, parking or permits—specify	Specify		

Lot 3 – Catering Services

Menus must be varied, hygienically prepared and delivered on time. Rates should include food, beverages, transport, setup, serving staff, equipment, tableware and cleanup. Sample menus must accompany the offer.

Service specification	Pricing unit	Unit price	Remarks / conditions
Standard morning coffee break, including hot drinks, water and snacks	Person/service		
Standard afternoon coffee break, including hot drinks, water and snacks	Person/service		
Buffet or individually served lunch, including soft drink or water	Person/meal		
Drinking water throughout the event day	Person/day		
Supplement for vegetarian, vegan, allergy-sensitive or medically required meals, if applicable	Person/meal		
Serving staff, setup, tableware and cleanup, if not included	Event/day		
Delivery charge, if not included	Delivery		
Other mandatory catering costs—specify	Specify		

Coffee-break package—1–20 participants	Person/service		
Coffee-break package—21–35 participants	Person/service		
Coffee-break package—36–50 participants	Person/service		
Lunch package—1–20 participants	Person/meal		
Lunch package—21–35 participants	Person/meal		
Lunch package—36–50 participants	Person/meal		

Lot 4 – Simultaneous Interpretation: English–Arabic–English

Provide qualified English–Arabic and Arabic–English simultaneous interpreters with demonstrated experience in workshops and training. Experience in mine action, ammunition safety management, or related humanitarian fields is highly desirable. Bidders must submit profiles of the proposed interpreters.

Where requested, provide, install, test, and operate interpretation equipment suitable for the venue and confirmed participant numbers. Bidders must specify equipment capacity and provide on-site technical support and backup arrangements for equipment failure.

A standard event day is up to eight working hours including breaks; bidders must state overtime and cancellation conditions.

Service specification	Pricing unit	Unit price	Remarks / conditions
Simultaneous interpreter, English into Arabic and Arabic into English	Interpreter/day		
Overtime beyond eight hours	Interpreter/hour		
Interpreter preparation and terminology review, if charged separately	Interpreter/hour		
Standards-compliant interpretation booth	Booth/day		
Interpreter console, transmitters and related equipment	Set/day		
Wireless receiver and headset for participant	Unit/day		

Microphones and sound amplification	Set/day		
Sound technician, installation, testing and on-site support	Technician/day		
Transport and mobilisation of interpretation equipment	Event		

Lot 5 – Document Translation: Arabic–English–Arabic

Rates must be based on source-word counts unless otherwise indicated. Translations must be accurate, proofread, confidential and delivered in an editable format while preserving the source document structure.

Documents may include reports, publications, training materials, agendas, correspondence, and PowerPoint presentations. Translators must apply terminology relating to mine action and ammunition safety management.

Translation needs might go beyond events in Libya and be used for various projects within the GICHD.

Service specification	Pricing unit	Unit price	Remarks / conditions
Translation from English into Arabic, including proofreading	Price per word		
Translation from Arabic into English, including proofreading	Price per word		
Independent revision or proofreading of existing translation	Price per word		
Formatting and desktop publishing beyond standard formatting included in the translation rate	Page or slide – specify		
Urgent service surcharge—state threshold and percentage or rate	Specify		
Hourly rate for formatting for publications	Hour		

Standard formatting of editable Word documents and PowerPoint presentations must be included in the translation rate. Bidders must explain what constitutes complex formatting and identify any additional charges.

Required service information: State standard daily capacity, normal turnaround time, urgent turnaround time, quality-control process, translator qualifications, confidentiality arrangements and the process for terminology queries and revision requests. Corrections of translation errors or omissions must be provided at no additional cost.

Framework Pricing and Evaluation Requirements

Notional Financial Evaluation Baskets

The following quantities will be used solely to compare financial offers consistently. They are hypothetical evaluation quantities, are not forecasts and do not create any commitment to purchase. The evaluated price for each lot will be calculated by multiplying the bidder's applicable unit prices by the quantities below.

Lot	Notional evaluation basket
Lot 1 – Hotel Rooms	One booking of 50 single-occupancy rooms for one night, including breakfast; five early check-ins and five late check-outs.
Lot 2 – Conference Venues	One event for 50 participants over two weeks (10 working days): 10 main-room days; 3 breakout-room days; 10 days of Wi-Fi, projection, sound, flip charts, power backup, and technical support.
Lot 3 – Catering	One event for 50 participants over two weeks (10 working days): 500 morning coffee-break servings; 500 afternoon coffee-break servings; 500 lunches; drinking water for 500 participant-days
Lot 4 – Simultaneous Interpretation	One event for 50 participants over two weeks (10 working days): 20 interpreter-days; 10 booth-days; 500 receiver-days; 10 technician-days; 2 equipment mobilisations
Lot 5 – Document Translation	20,000 English source words into Arabic; 20,000 Arabic source words into English; 5,000 words of independent revision; 50 formatted pages

- Evaluated prices must include all applicable taxes, service charges, and mandatory costs.
- GICHD may correct arithmetic errors and apply the unit price that corresponds to the stated basket size. Complete every applicable line for each selected lot. Do not combine unlike services into one price.
- If you offer multiple prices within the same lot (e.g. two room types or two lunch options), list each option and its price on a separate line.
- State all assumptions, exclusions, minimum order values, lead times, cancellation charges, overtime rates, location surcharges and price-validity periods.
- Attach the technical evidence requested for each selected lot, including venue or hotel details, interpreter or translator profiles, equipment specifications and sample catering menus.
- Unit prices are maximum framework rates. A request for service may confirm a lower price but may not exceed the applicable framework rate unless an authorised contractual adjustment applies.

Legal Requirements

Interested Bidders must provide evidence that they are legally registered and authorized to perform the services offered in Libya. The selected bidder or bidders will enter into a contract with the GICHD based on the established template and must comply with the GICHD Partner Code of Conduct, the GICHD General Terms and Conditions, applicable Libyan law and any donor-mandated compliance clauses.

By applying to the tender, the applicant (Bidder) authorizes the GICHD to use their personal information to administer the tender. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

Evaluation of Proposals

Offers will be evaluated separately for each lot. Financial comparison will use the notional evaluation basket and the submitted framework unit prices. The evaluation will consider the following elements:

- Compliance with the mandatory eligibility and submission requirements.
- Understanding of and ability to deliver the scope of the selected lot.
- Qualifications, staffing, operational capacity and quality-assurance arrangements relevant to the selected lot.
- Proven and documented experience delivering comparable services.
- Competitiveness, completeness and transparency of framework unit prices and the resulting notional evaluated price.
- Ability to respond to service requests in the required Libyan locations and timelines.
- Acceptance of the GICHD's contractual, conduct, confidentiality and compliance requirements.

The GICHD may request clarifications, additional information, samples or references during evaluation. The GICHD may award each lot independently and may appoint one or several providers to a lot. Where several providers are appointed, requests for services may be allocated according to availability, suitability, rotation, value for money or mini-competition, as stated in the framework agreement.