

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested companies to submit an offer for the provision of the services described below as per requirements set out in this Request for Offers (RFO).

Reference number	RFO/2025/AVY/01
Project number	94006
Posting date	30 October 2025
Deadline for offers submission	18 November 2025, 23:59, CET Time Zone
Country/ies of deployment:	Ukraine, only companies registered in Ukraine are eligible to apply
Currency	The quotation shall be presented in Euros (EUR)
Language	The quotation shall be submitted in English
Submit to	ukraine@gichd.org and y.avramenko@gichd.org

Data privacy considerations: By expressing their interest and submitting a complete file, consultancy entities explicitly consent that the necessary information contained in the submission documents will be used to process the application. Consultancy entities acknowledge that the information provided will be checked against a series of criteria, including (and only if applicable) legal constraints as per funding agreements. The information collected by the GICHD is directly related to the GICHD's need to process the information the consultancy entities submitted adequately. Examples of the data we request include name, title, organisation, address, work experience, etc. For more information about data protection or the applicants' rights, see 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.

Successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions.

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 participants.

- The GICHD shall not be liable for any costs or expenses incurred by the participants (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, and the law of the country or countries in which services are provided.

Requirements

The GICHD is planning a series of events in Ukraine throughout 2026, starting 15 January 2026 with following working titles¹:

- NMAS Revision Workshop (5 days, Kyiv)
- Localisation Workshop (5 days, Kyiv)
- National Strategy Review Workshop (5 days, Kyiv)
- IMSMA Core User Training (10 days, Kyiv)
- IMSMA Core IM Administrator (10 days, Zakarpatska oblast)
- NTS Manager Course (10 days, Zakarpatska oblast)
- Mine Action Managers Course (10 days, Kyiv)
- Social and Behaviour Communication Training (5 days, Kyiv)
- Grant Management Training (10 days, Kyiv)
- OPS Analyst Course (20 days, Zakarpatska oblast)
- Mine Action Governance Workshop (5 days, Kyiv)
- Mechanical Land Release Course (5 days, Kyiv)
- Country Programme Visits (20 days, Kyiv)
- AMAT Awareness Raising Course (12 days, Kyiv)
- AMAT Symposium (5 days, Kyiv)

The above-mentioned events will take place in-person with approximately **40 people** including course/workshop participants, trainers, interpreters, and observers.

The GICHD is requesting offers from companies registered in Ukraine to provide administrative arrangements, security and logistic support of the events.

Mandate

The supplier will be expected to:

- Provide hotel booking services (single standard rooms) in the locations as specified

¹ Courses and dates will be subject to revision based on prevailing security circumstances and final consultations/approvals of the Ukrainian National Authorities.

in Ukraine for the course participants.

- Provide catering services (lunch, dinner, coffee breaks, water bottles, and refreshments) for up to 40 people.
- Provide conferencing equipment for the duration of the relevant course/event including but not limited to a computer, multimedia projector, screen, multifunction copying machine/ printer, colour flip charts, white boards, markers for flipcharts (set of 5 markers, 5 colours), stationary and roaming wireless microphones, clipboards, hand sanitizers, protective facemasks, etc.
- Provide *Ukrainian-English (and vice versa)* simultaneous interpretation services during events/meetings/courses with at least two interpreters working at the same time if required.
- Provide simultaneous interpretation equipment such as booth, earphones, microphones. Sound equipment shall be integrated with a sound amplification system.
- Provide photo/video coverage services during events/meetings/courses for communication, reporting, and visibility purposes.
- Provide reimbursement of ground transportation costs to the participants arriving in/leaving event venue (bus tickets and train tickets for “coupe”, economy and second class).
- Provide ground transportation for international experts from Kosice, Slovakia to the location in Zakarpatska oblast, Ukraine and/or Warsaw, Poland and/or Chisinau, Moldova to Kyiv and back.
- Provide on call vehicle and driver in Kyiv to support potential evacuation of international experts at short notice/as required.

Clarifications – Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email no later than 5 working days prior to the deadline date for submission. Service fees, value added taxes and any other costs should be included in the offer.

Minimum experience – The Bidder/Bidders’ team should have minimum of five (5) years demonstratable experience in supporting conferences and events, preferably with previous experience working with international organisations.

Delivery Dates of the Services

The mandate of the contract starts with the signing of the contract by both parties and covers the period from **15 January to 31 December 2026**.

Estimated Workdays to Deliver the Services

137 event days in total, with **40 days** of simultaneous interpretation.

The Bidder shall provide a coherent, organized and clear offer in response to the request.

Proposal Submission

The Bidder shall provide a coherent, structured and clear offer in response to the request submitting the following elements:

1. Name of the company and its legal address.

2. A concise narrative offer showing professional capacity and experience to deliver specified services within required timeline including a list of services relevant to the subject of this solicitation that were provided to other clients.
3. A proof of company registration in Ukraine.
4. Complete detailed price offer.
5. Relevant recommendation and reference letters.

Pricing

The Bidder shall provide a detailed quote for each type of services and a number of days using the table below. All quoted prices shall be in EUR inclusive of all applicable taxes and other charges.

Services	Quantity/Unit	Number of Days	Total
Accommodation			
Conference Equipment			
Catering Services			
Simultaneous Interpretation Services			
Interpretation Equipment			
Photo/Video Services			
Travel Cost Reimbursement			
International Transportation (Vehicle)			
Standby Vehicle and Driver			
Other Costs (Estimates)			
Total			

Legal Requirements

Interested Bidders must provide a guarantee that they are registered as a company in Ukraine. The selected company is expected to enter into a contract with the GICHD based on the established template. Bidders must agree to comply with the GICHD's Partner Code of Conduct, the GICHD General Terms and Conditions (subject only to commercial negotiations), and any donor-mandated compliance clauses.

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

Evaluation of Proposals

The evaluation of offers will consider the following elements:

- The ability to undertake the scope of the work and deliver requested services.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar services.
- Ability to comply with the GICHD's Terms and Conditions

The GICHD may request additional information from the Bidders during the selection process and may request to receive additional references from other clients of the applicants.