

CALL FOR TENDERS FOR THE SELECTION OF A HOTEL TO ACCOMMODATE GUESTS FOR NEFZAWA CITY 2025

1. CONTEXT AND OBJECTIVE

As part of organizing the second edition of Nefzawa City, which will take place on February 13-14, 2025, at ISET Kébili, with two additional days scheduled in advance to organize training sessions with a small group, Nefzawa Groupment for Media Development and Production is issuing a call for tenders to select a hotel responsible for accommodating the guests and speakers.

This international event will bring together media representatives, local stakeholders, as well as national and international partners.

The estimated number of guests is **50 people for the nights of February 11 and 12, and 150 people for the nights of February 13 and 14**. Any changes, whether an increase or decrease in the number of guests, will be communicated in advance.

This call for tenders aims to identify a hotel providing quality services that meet the specific needs of the participants for the period from **February 10 to 15, 2025**.

2.ACCOMMODATION PERIOD

- **Dates:** From February 10, 2025 (check-in) to February 15, 2025 (check-out).
- **Duration:** 5 nights.

3. SELECTION CRITERIA

Hotel proposals will be evaluated based on the following criteria:

3.1. Location

- Proximity to the event venue (ISET Kébili).
- Accessibility and transport facilities.

3.2. Accommodation and Comfort

- Capacity to accommodate up to 150 guests (individuals and groups).
- Availability of single and double rooms.
- Room amenities: heating, free Wi-Fi connection, private bathroom, welcome products (soap, shampoo, etc.).

3.3. Catering Services

- Breakfast included for all guests.
- Option for meals (lunch/dinner) with adapted options: vegetarian, vegan, gluten-free, halal, etc.
- Option to organize coffee breaks or snacks upon request.
- Please provide your offers for LPD (Room and Breakfast), half-board, or full-board options.

3.4. Spaces and Facilities

- Common areas: lounges, terraces, or gardens for informal exchanges.
- Availability of a meeting room or space for informal discussions, if necessary.
- Presence of a swimming pool or wellness center (optional, but appreciated).

3.5. Sustainability Commitments

- Environmental policies: waste management, renewable energy, reduction of plastic use, etc.
- Inclusive practices and adherence to accessibility standards for people with reduced mobility.

3.6. Tariffs and Payment Terms

- Competitive rates per night and per person, including taxes and service charges.
- Payment will be made after the full completion of the accommodation services, with a non-endorsable cheque provided at the beginning of the stay. This cheque will serve as a guarantee and will be returned at the end of the services.
- A clear and reasonable cancellation policy, specifying the deadlines and any applicable fees.

4. REQUIRED DOCUMENTS FOR SUBMISSION

Interested hotels must submit the following documents:

1. Details of accommodation capacity (number and types of rooms available).
2. Detailed rates per room type (single/double) and included or additional dining options.
3. Commitments regarding sustainability and inclusion.
4. General terms and conditions (payment terms, cancellation policy, confirmation deadlines).

5. SUBMISSION TERMS

- Submission deadline: Proposals must be submitted no later than January 15, 2025, by 6:00 PM.
- Submission address:

By email: contact@nefzawa.net

Or delivered to the GIE Nefzawa headquarters: Route Gabès - Kébili, 4200.

6. EVALUATION PROCEDURE

A selection committee will review the submitted proposals based on the criteria outlined above. Shortlisted hotels may be contacted for clarifications or a site visit before the final decision is made.

7. CONTACT FOR MORE INFORMATION

For any questions or clarification requests, please contact the event coordinator:

- **Name:** Ismat Sidhom
- **Phone:** +216 92545580
- **Email:** ismat@nefzawa.net

8. COMMITMENT CLAUSES

The GIE Nefzawa reserves the right to:

- Reject any proposal that does not comply with the terms of reference.
- Negotiate the terms of the offer with the selected hotel before signing the contract.
- Cancel the call for tenders if necessary, without any obligation to justify its decision.