

**WILPF INT - Women's International League for Peace and Freedom****Request for Quotation (RFQ)**

WILPF		Street:	Rue de Varembe 1, 1202		
RFQ No:	SWPM-GIZ-2025-018 &19	City:	Geneva		
Supplies Request No:	1	Tel/Fax No:	0041 22 919 70 80		
Date:	OCT 23. 2025	E-mail:	procurement@wilpf.org		
Attention:		Service Provider			
PLEASE QUOTE FOR THE SUPPLY/SERVICE OF THE FOLLOWING					
Accommodation / Meeting Venue Package / airport pick up					
Delivery: by Email.					
Delivery time: (13.NOV.2025) To (17. NOV.2025)					
Delivery time: (20.NOV.2025) To (23. NOV.2025)					
IN ACCORDANCE WITH THE DESCRIPTION LISTED HEREUNDER					
No	DESCRIPTION/SPECIFICATION	UNIT الوحدة	QTY	UNIT PRICE USD	TOTAL USD
Event #1 : (13.NOV.2025) To (17. NOV.2025) - 3-Days					
1	Hotel Accommodation - (Gefinor Rotana Hotel, Beirut) or equivalent Single room with breakfast included. Total nights (1 person x 4 nights) =4 Night Check-in: (13/11/2025) Check-out: (17/11/2025).	Room	4		0.000
2	Hotel Accommodation - (Gefinor Rotana Hotel, Beirut) or equivalent Single room with breakfast included. Total nights (29 persons x 3 nights) = 87 Night Check-in: (14/11/2025) Check-out: (17/11/2025).	Room	87		0.000
3	Meeting Room Equipment: From (15/11/2025) To (16/11/2025). camera 360, 14 mic, Projector, Projector screen and laptop (for 2 days).	Days	2		0.000
4	Lunch During the event, on (15/11/2025) and (16/11/2025), for (30 people x 2 days) = 60 meals.	meal	60		0.000
5	Coffee breaks: On (15/11/2025) and (16/11/2025). 2 Coffee Breaks per day. For (30 people x 2 Coffee breaks per day x 2 days) = 120	break	120		0.000
6	Airport Pick-up. Arrival Date: (14/11/2025). Departure Date: (17/11/2025). (16 People x Airport pick-up & Drop-off) = 30 Trip	Return Trip	30		0.000
Event #1 : (19.NOV. 2025) To (23. NOV. 2025) - 3-Days					
7	Hotel Accommodation - (Gefinor Rotana Hotel, Beirut) or equivalent Single room with breakfast included. Total nights (1 persons x 4 nights) = 4 Night Check-in: (19/11/2025) Check-out: (23/11/2025).	Room	4		0.000
8	Hotel Accommodation - (Gefinor Rotana Hotel, Beirut) or equivalent Single room with breakfast included. Total nights (24 persons x 3 nights) = 72 Night Check-in: (20/11/2025) Check-out: (23/11/2025).	Room	72		

9	Dinner upon Arrival day (20/11/2025) (25 person x 1 meal = 25 meals) and Dinner on (22/11/2025) (25 person x 1 meal = 25 meals)	Meals	50		0.000
10	Meeting Room Equipment: On (21/11/2025) and (22/11/2025). camera 360, 12 mic, Open box table set-up, Projector, Projector screen and laptop (for 2 days)	Venue	2		0.000
11	Lunch During the event, on (21/11/2025) and (22/11/2025) For (25 person x 2 days) = 50 meals	Meals	50		0.000
12	Coffee breaks: On (21/11/2025) and (22/11/2025). 2 Coffee Breaks per day. For (25 people x 2 Coffee breaks per day x 2 days) = 100 people	Meals	100		0.000
13	Airport Pick-up. Arrival Date: (20/11/2025). Departure Date: (23/11/2025). (25 People x Return Airport pick-up & Drop-off) = 50 Trip	Trip	50		0.000
14					0.000
Guaranteed Delivery Time/Period		Sub Total:		0.000	
<i>(Date on which the supplier guarantees that the goods will be ready for collection or delivered, if ordered)</i>		Delivery:		0.000	
		Loading and unloading charge:		0.000	
		VAT/Tax:		0.000	
Date:		Others: (Please specify)		0.000	
Supplier Name:		Discount:		0.000	
Supplier Signature:		Grand Total:		0.000 €	
Supplier Official Stamp:		Signed _____		DEADLINE FOR RECEIPT OF OFFERS:	
		<i>WILPF INT Logistics Officer</i>		October 28, 2025, at 12:30 PM CET	
		Payment conditions: 30 Days after receiving the correct invoice and supporting documents		Offer valid for _____ Working Days	

For Supplier USE	
Date:	
Supplier Name:	
Supplier Stamp:	
Offer Total in EUR:	

Payment term	
* Advance payment upon request. * Payment shall be exclusively made by cheque, or bank transfer within 30 days of goods received. and the correct vendor final invoice. * If the Vendor doesn't hold a bank account, the no-bank authorization letter must be signed.	
Transfer money owing to below account:	
Account name	
Bank Name	
Bank Address	
Account number	
SWIFT code	
Account currency	
Branch code	
IBAN	
Offer Deadline and Protocol:	
The Deadline for quote submissions is October 28, 2025, local [12:30 CET Europe Time] by email to procurement@wilpf.org Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than October 26, 2025 by [12:00 PM] local [Europe Time] time by email to [procurement@wilpf.org]. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that WILPF staff believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Kindly send us back the Request for Quotation form filled and signed on your end, along with your company business license	
Evaluation and Award:	
The award will be made to a responsible offeror whose offer follows the RFQ instructions and meets the eligibility requirements as follows: I. Administrative Requirements: • Signed RFQ. • Signed COI. • Company Business license & Bank account. • Detailed offer in USD with Tax Fees. • Technical Evaluation: Proposals will be assessed to determine compliance with the technical requirements. • Financial Evaluation: Only technically acceptable proposals will proceed to financial evaluation. The award will be made to the technically acceptable offer with the lowest price. Therefore. The selection will be made based on the lowest-priced, technically compliant offer. Proposals that meet the minimum technical requirements will be evaluated financially, and the award will be made to the offer with the lowest price among technically acceptable proposals. Note: All information used evaluation will be obtained from the received offer, and all related supporting documents provided by the supplier.	
Bidders must provide disclosure of any past, present relationships with any parties associated with issuance. Failure to provide open disclosure may result in having to re-evaluate the selection of a potential Bidder.	

Right to Select/Reject

WILPF INT reserves the right to select and negotiate with those firms it determines, in its own discretion, to be qualified for competitive evaluation and to Cancel negotiations without incurring any liability. WILPF INT also reserves the right to reject any or all offers received without explanation, and it reserves the right to disqualify any offers based on vendor failure to follow solicitation instructions.

WILPF INT also has right to:

- Extend the time of RFQ responses to receive a better deal on their demand after notification from all bidders.
- Cancel or modify the RFQ process at any time that is appropriate to the needs of the Organization.
- Issuing an award or multiple awards based on the initial evaluation of receiving offers without notifications.

Terms of Quotations:

Quotations:

- Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs.
- Pricing must be presented in USD
- Offers must remain valid for not less than [specify number of calendar days] after the offer deadline.
- Offerors are encouraged to provide quotations for all or some of the requested items, according to their available resources. However, preference will be given to offerors that can address the full technical requirements of this RFQ.
- Offerors must provide a complete description of the offered items.
- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

Reporting fraud

WILPF INT has zero tolerance for fraud and corruption

To make a report on the hotline, you may: -Please email the following: celine.rabbat@wilpf.org

Conduct

Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or WILPF INT staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Vendor shall inform WILPF INT in writing of any violations relating to its obligations hereunder. Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.