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| **HOTEL INFORMATION:** |
| Hotel Full Name: |  |
| Star Classification: |  |
| Address: |  |
| Hotel Address: |  |
| Total number of guest rooms |  |
| Total Number of Conference room |  |

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| **GENERAL HOTEL SERVICES:** |
|  | ANSWEAR AVAILABLE (YES/NO) |
| Elevator |  |
| Parking At Hotel Property |  |
| Air-conditioning / heating |  |
| Accessible By Wheel Chair |  |
| Restaurant  |  |
| Gym |  |
| Swimming Pool |  |
| Number of parking spaces: |  |
| If other kindly add them |  |

**Important note:** Please make sure to attach all the technical documentation requested in the Annex 3: term of reference with the technical offer form

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| **GUEST ROOM/ ACCOMMODATION** |
|   | ***Dimensions*** |  | ***Room details*** |
| **Room type** | Size | Bed | TV | Internet | Direct dial telephone | Suitable for disabled people | Roomservice | Heating and cooling service | Mini-bar with small fridge | Safe in room | Room has balcony | Shampoo & towels | Available number of room/room type |
| Sqm | Type | Yes/no | Type/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | State the QTY |
| *Example: single room* | *16* | *Twin-bed* | *Yes* | *Wi-Fi* | *Yes* | *No* | *Yes* | *Yes* | *Yes* | *No* | *No* | *No* |  |
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| **Bidder comments if any:** |   |

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| **MEETING / CONFERENCE FACILITIES** |
| **Conference room name** | ***Dimensions*** | ***Persons*** | ***Facilities*** |
| Height  | Size | Class-room | Theatre | U Shape | Board room | Banquet/round table | Reception | Natural Ventilation | Natural daylight | Internet available Type & speed | Coffeebreak facilities  | Lunch facilities | Air-conditioning/ heating | Available number of room/conference room type |
| Meter | Sqm | Max. no. | Max. no. | Max. no. | Max. no. | Max. no. | Max. no. | Yes/no | Yes/no | Type/no | Distance (meters) | Located in  | Yes/no | State the qty |
| *Example: Conference Room A* | *3* | *100* | *30* | *75* | *30* | *30* | *60* | *90* | *Yes* | *Yes* | *Wi-Fi, 30 Mbit/s* | *Next to room or in room* | *Yes* | *Yes* | *3* |
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| **Bidder Comments if any:** |  |