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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 ensure that all required technical documentation listed below and in Annex 3: Terms of Reference is attached to this Technical Offer Form. Any missing documents will render the submission ineligible for financial evaluation.

* Company profile and proof of 4-star or 5-star hotel classification
* Valid business registration and operating license
* Hotel portfolio, including clear photos of rooms, meeting spaces, and dining areas
* Sample menus with portion sizes
* Detailed list of conference services and included amenities
* Health and safety certifications (e.g., HACCP, ISO 22000)
* Copy of valid insurance coverage
* Information on parking availability and accessibility
* Policies regarding early check-in, late check-out, and cancellations

**Failure to submit any of the above documents will result in administrative disqualification from further evaluation.**

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| **GUEST ROOM/ ACCOMMODATION** | | | | | | | | | | | | | | |
|  | ***Dimensions*** |  | ***Room details*** | | | | | | | | | | | |
| **Room type** | Size | Bed | | TV | Internet | Direct dial telephone | Suitable for disabled people | Room service | 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 | Coffee break 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:** | | |  | | | | | | | | | | | | |