**INVITATION TO BID (ITB) FOR PROCUREMENT OF HOTEL ACCOMMODATION AND CATERING SERVICE**

CARE Caucasus kindly invites tour operators and hotel companies from Spain and Georgia to submit bids for HOTEL ACCOMMODATION and CATERING SERVICE of 22 visitors from Georgia in Barcelona, Spain, in the period from 01 November to 08 November 2025.

The Terms of Reference and the Bid Submission Form are presented below as Annex A and Annex B respectively. The submitted proposals shall be structured in full compliance with Bid Submission Form. The bids structured otherwise will not be reviewed by CARE. The bids shall be submitted by email, through only one virus-free and non-corrupted email transmission. The submission should include the filled Bid Submission Form and, on discretion of the bidder, an e-booklet/e-brochure advertising the subject hotel. The submission size must be limited to a maximum of 12MB, and no archived files should be used in the submission.

CARE is not bound to accept any bid, nor award a Contract, nor be responsible for any costs associated with a bidder’s preparation and submission of a bid, regardless of the outcome or the manner of conducting the selection process.

For any questions/clarifications related to this Invitation to Bid before deadline for submissions of proposals, please contact CARE on [Nino.Gurgenidze@care.org](mailto:Nino.Gurgenidze@care.org) The questions / clarifications should be sent to CARE not later than 72 hours prior to the deadline for submission of bids.

The bid and all correspondences and documents relating to the bid exchanged by the Bidder and CARE shall be written in the English language.

Bids shall be nominated in Euro.

To assist in the evaluation and comparison of bids, CARE may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

Deadline for submission of bids is July 18, 2025, 18:00 hours Tbilisi time.

The bids should be submitted to [geo.info@care.org](mailto:geo.info@care.org) or [Nino.Gurgenidze@care.org](mailto:Nino.Gurgenidze@care.org)

Any bid received by CARE after the deadline for submission of bids will be rejected.

ANNEX A

TERMS OF REFERENCE

**1. About CARE**

CARE has been working to achieve poverty reduction and inclusive sustainable economic development in Georgia since the early 1990s, through a broad range of interventions including capacity building and capitalisation of the emerging SME segment, natural resource management, environment protection and participatory governance. Currently, CARE, together with the Restaurateurs Association of Georgia (RAG) and the Spanish Fundación Restaurantes Sostenibles (FRS), is implementing the EU-funded Promoting Green Skills for Sustainability (PROGRESS) project aiming to improve skills required for the green transformation of small and medium-sized enterprises (SMEs) in food service sector.

As one of the activities of the project, CARE and partners will organise a learning visit of 22 representatives of key project stakeholders to food services and hospitality schools in Spain, and specifically in Barcelona, so they can see how the "greening" practices are adopted in the sector of food services, what are longer-term benefits of the adoption, and how the topic is incorporated into the professional skills development programmes. A number of participants of the visit will also take part in the Barcelona Gastronomic Forum that will be taking place in early November 2025.

**2. Purpose of this Tender**

CARE issues this ITB for the purpose of soliciting bids from service providers for provision of Hotel Accommodation and Catering Services for 22 visitors in the city of Barcelona, specifically within the districts of Ciutat Vella, Eixample, Gràcia i Park Güell, Horta-Guinardó, Les Corts and Pedralbes, Nou Barris, Sant Andreu, Sant Martí, Sants-Montjuïc, Sarrià-St. Gervasi. The services should be provided in a 3 Star or 4 Star hotel certified according to international hotel/accommodation criteria.

**3. Requirement**

Accommodation

2 single rooms on a Bed and Breakfast basis - for the period of 1st to 8th November 2025 (7 nights)

and

1 double room on a Bed and Breakfast basis - for the period of 1st to 8th November 2025 (7 nights)

and

2 single rooms on a Bed and Breakfast basis - for the period of 2nd to 8th November 2025 (6 nights)

and

8 double rooms on a Bed and Breakfast basis - for the period of 2nd to 8th November 2025 (6 nights)

In all rooms there should be internet access (Wi-Fi). Room and laundry services should be available and payable by guests. All rooms should have an external window or balcony, and not look into the intra-building technical space. The hotel should be located within a short walking distance to public transport, preferably metro.

Catering Service

Three-course (appetizer, main course, dessert) dinner, buffet style, for 22 guests for 4 evenings.

On each day, the menu should be different, not repeating the dishes of previous days. The guests should be given an opportunity to choose between vegetarian and non-vegetarian dishes. The guests should be also offered at least one type of fruit juice, one type of soft drink, plus still and sparkling water. No alcoholic drinks should be offered in the bid however the drinks can be ordered by the guests on their own. The dinners should be provided in the restaurant/café of the hotel where the guests will be accommodated or in a restaurant/café within a short walking distance from the hotel. The exact days/times of the dinners will be agreed between CARE and the tender winner closer to the days of visit.

**4. Additional Conditions**

The rates indicated in the bid can’t be changed by the supplier. CARE should be given a right to reduce the number of visitors 10% not later than 3 weeks prior to the visit. CARE is ready to pay 90% of the proposed price of the accommodation and catering service within a week after the contract is signed, and the remaining amount not later than 3 weeks prior to the start of the visit.

ANNEX B

BID SUBMISSION FORM

|  |  |
| --- | --- |
| Name of Bidder |  |
| Legal Address |  |
| Official registration ID (in Georgia or in Spain) |  |
| Year of registration |  |
| Bidder’s Authorized Representative Information | Name:  Title:  Telephone number(s):  Email: |
| Name of the hotel proposed for accommodation |  |
| Address |  |
| Website |  |
| Venue proposed for catering |  |
| Address |  |
| Website, if available |  |

Dear Sir / Madam,

Having examined the Terms of Reference, our company proposes the payment of a total of \_\_\_\_\_\_\_\_\_\_ EURO for the HOTEL ACCOMMODATION and CATERING SERVICES as described in the Annex A. The price includes all taxes and fees.

The breakdown of the cost of the services is presented below:

|  |  |  |
| --- | --- | --- |
| Proposed rate for accommodation in Single Room per night: | |  |
| Proposed rate for accommodation in Double Room per night: | |  |
| Total cost for 2 single rooms for 7 nights (1st to 8th November): | |  |
| Total cost for 1 double room for 7 nights (1st to 8th November): | |  |
| Total cost for 2 single rooms for 6 nights (2nd to 8th November): | |  |
| Total cost for 8 double rooms for 6 nights (2nd to 8th November): | |  |
| **Total cost of accommodation for 22 persons:** | |  |
|  | |  |
| Proposed rates for catering service – person/dinner/day: | |  |
| **Total cost of dinners for 22 persons for 4 days:** | |  |
| Illustrative menu for one dinner: |  | |

Signature:

Date: