

RESOLVE TO SAVE LIVES (RTSL) REQUESTS FOR PROPOSAL OF HOTEL SERVICE IN ADDIS ABABA, BISHOFTU, ADAMA AND HAWASSA

[Print](#)[Fullscreen](#)

Bid closing date	February 14, 2025, 5:00 PM local time
-------------------------	---------------------------------------

Bid opening date	No Specific Opening Date and Time
-------------------------	-----------------------------------

Published on	2merkato.com (Jan 16, 2025)
---------------------	-----------------------------

Posted	on Jan 16 2025 05:12 PM
---------------	-------------------------

Bid document price	
---------------------------	--

Bid bond	
-----------------	--

Region	Addis Ababa
---------------	-----------------------------

REQUEST FOR PROPOSAL FOR 2025. Summary & Background

Resolve to Save Lives (RTSL), is a U.S.-based not-for-profit organization partnering with countries, communities, and organizations to prevent 100 million deaths from cardiovascular disease and make the world safer from epidemics. RTSL is committed to saving as many lives as possible by prioritizing partnerships with government, national, and local organizations in low- and middle-income countries to co-create, advocate for, and scale up activities in heart disease prevention and epidemic preparedness. To find out more, visit: <https://www.resolvetosavelives.org> or [Twitter@ResolveTSL](#).

RTSL has a registered branch office in Ethiopia and has been working with Ethiopia Public Health Institute and Ethiopia Federal Ministry of Health, providing broad-based technical and financial assistance.

Objectives

RTSL staff and stakeholders travel significantly throughout the year to multiple cities in Ethiopia with one or more overnight stays. RTSL-Ethiopia's visitors coming from foreign countries also need accommodation services in Addis Ababa and beyond. In addition to lodging, RTSL-Ethiopia also needs to use meeting and workshop venues frequently in major cities in Ethiopia. We are exploring entering into agreements with safe, clean, guest-centric hotels in major cities and towns in Ethiopia for the year 2025, with fixed rates for the whole year.

Requirements

We are requesting lodging rates and meeting venues and services in Addis Ababa, Adama, and Bishoftu for the entire year by room type for lodging and service type for meeting venues. If your room type descriptions are different, please use the closest description provided below.

No.	RoomType	Unit Price
1	ClassicQueen	
2	ClassicTwin	
3	Premium King	
4	PremiumSuite	
5	GrandSuite	

MEETINGS/WORKSHOPS/CONFERENCE SERVICES

Description	Unit of measure	Unit price
Conference Hall with Equipment (Technical equipment, sound system, microphone, projector, good internet connection, printing possibilities, and stationery materials such as flip charts)	Full day meeting	
Twice refreshment with 1/2 Litter Water	Per person	
Buffet Lunch	Per person	
Buffet Dinner	Per person	

Proposal Content

Bidders must submit the following in the written proposal against which the bidder will be evaluated:

- Legitimate business address
- Business registration certificate/license with appropriate categories
- TIN certificate
- VAT Certificates
- Hotel profile, including audit report for the past three years and bank statement
- Details of the property/properties including number of rooms, number of meeting/conference rooms, available services included in the meeting room bookings, description of each meeting size and holding capacity, etc.
- Safety and security information about the hotels, including all measures in place to ensure safety as well as details about emergency response plans for security situations
- Details of additional services available, such as airport pickup/drop off, health facilities such as gym, spa, swimming pool etc.
- Service levels, including the lead time needed when requesting bookings, cancellations, and change timelines and penalties
- Details of pricing (in the table above) along with expected schedule of payments from clients.

Note:- RTSL reserves the right to complete due diligence physically to assess the property for cleanliness, safety, and security, room sizes, meeting rooms, etc. Assessment will also include checking on fire safety systems, sprinklers, emergency gathering points, exit directions, evacuation routes, etc.

Evaluation Criteria

Proposals will be evaluated in two parts. The technical proposal shall bear 50% of the total marks while the financial proposal shall bear 50% of the total marks.

Submissions Process

All interested and eligible bidders must submit their proposal by email to RTSEthiopiaOffice@resolvetosavelives.org **by February 14, 2025, 5:00 PM local time**. Proposals received after this time will not be entertained, only the service provider who meets the minimum requirement will be considered for further discussion.

Timeline

Activity	Target for Completion
----------	-----------------------

RFP sent to bidders	January 16, 2025
Bidders submit proposals	February 14, 2025
Bid analysis completed by RTSL	February 28, 2025
Selected bidders informed	March 3, 2025
Rejected bidders informed	March 4, 2025
Contract agreements signed by selected bidders	March 14, 2025

Potential bidders can contact RTSEthiopiaOffice@resolvetosavelives.org for additional information if necessary.

Company Info