

Terms of Reference

Title of Activity:	Meeting logistics for the National Action Plan for Health Security development Sri Lanka
Dates:	26 - 29 February 2024

WHO Sri Lanka is requesting for proposals from interested entities in the hospitality industry to arrange workshop logistics for the National Action Plan for Health Security development in Colombo, Sri Lanka.

Please respond to the request by filling the template in Annex A below together with Annex 2 (Confidentiality undertaking) and Annex 3 (Vendor Information Form) in the Request for Proposal document.

The selected venue for the above programme is responsible for the following;

Pre-workshop session

- Large enough to accommodate **40 pax**.
- To provide conference hall and facilities for 40 pax from 8.00 am to 5.00 pm on **26 February 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide conference package including lunch and tea with snacks on **26 February 2024** – *the exact number of pax to be informed by WHO close to the dates.*

Main session

- Large enough to accommodate 120 pax.
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noises.
- To provide conference hall and facilities for 120 pax from 8.00 am to 5.00 pm on **27 - 29 February 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide conference package including lunch and tea with snacks on **27 - 29 February 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- Conference venue should be backed up by a power generator in case of power outage.
- Seating arrangement – Round table cluster 8 persons per table
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days
- To comply with any other arrangements that may be requested time to time by the organizers.

Secretariat room

- Provide a small room (capacity of 10 pax) for conference secretariat during **26 - 29 February 2024** (should be available throughout these days).

Accommodation

To provide accommodation during the program

- **26 - 29 February 2024:** Accommodation (single occupancy, half board basis) for 10 pax for **3** nights – the exact number of pax to be informed by WHO close to the dates
- Cost for extra breakfast, lunch to be quoted per pax.

Audio-visual

- To provide the following on each day;
 - Podium with microphone
 - FM Microphones (x6)
 - Power outlets for each table
 - Flip-charts (x5) with stand and paper
 - An IT technician to be present on all days

Meals and refreshments

- Provide safe and hygienic food at all times according to standard food safety practices.
- Lunch to be provided at 12.30 pm on **26 - 29 February 2024**.
- Lunch should be provided at a restaurant/ venue outside the conference room
- Tea with snacks (one savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.00pm) with vegetarian options
- A banquet steward should be available throughout the sessions.

Venue location: within Colombo city limits

Annex A

Please respond to the request by filling the template (Annex A) below together with Annex 2 (Confidentiality undertaking) and Annex 3 (Vendor Information Form) in the Request for Proposal document.

Requirement	Availability (Yes/ No)	Unit Cost/ charges per pax/ or complimentary	Total cost/ total charges/ or complimentary
Pre-workshop session (26 February 2024)			
Large enough to accommodate 40 pax			
To provide conference hall and facilities for 40 pax from 8.00 am to 5.00 pm			
To provide conference package including lunch and tea with snacks			
Main Conference Room (27-29 February 2024)			
Conference hall and facilities for 120 pax from 8.00 am to 5.00 pm			
Conference package including lunch and tea, coffee station for 120 pax			
Seating arrangement – 8 per table cluster shaped			
Notepads, pens/pencils, glass water bottles, drinking glasses and mints provided on all days			
Venue of the conference to be set up with natural lighting, good ventilation , no external disturbances such as loud noise.			
Secretariat room (26-29 February 2024)			
Provide a small room (capacity of 10pax) for conference secretariat during (should be available throughout these days).			
Accommodation To provide accommodation during the program (single occupancy, half board basis) – the exact number of pax to be informed closer to the dates			
26-29 February 2024: Accommodation (single occupancy, Half board basis) for 10 pax for 3 nights		Single occupancy (HB basis) per night rate =	
Cost for extra breakfast per pax			
Cost for extra lunch per pax			

Audio-visual support			
To provide the following on each day;			
<ul style="list-style-type: none"> Podium with microphone Extension cords for setup of the above An IT technician to be present on all days 			
<ul style="list-style-type: none"> Flip-charts (x5) with stand and paper 			
<ul style="list-style-type: none"> Microphones (x6) 			
<ul style="list-style-type: none"> One screen and multimedia projector of good quality 			
Meals and refreshments			
Provide safe and hygienic food at all times according to standard food safety practices.			
Lunch to be provided at 12.30 pm on 26-29 2023			
Lunch should be provided at a restaurant/ venue outside the main conference room.			
Tea with snacks (one savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.00pm) with vegetarian options			
Tea and coffee stand with cookies to be available throughout the day.			
A banquet steward should be available throughout the sessions.			