

Terms of Reference

Title of Activity:	Workshop logistics for the Epidemic Intelligence from Open Sources (EIOS) Training Sri Lanka
Dates:	20-22 November 2023

WHO Sri Lanka is requesting for proposals from interested entities in the hospitality industry to arrange workshop logistics for the Epidemic Intelligence from Open Sources (EIOS) training 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;

Main conference room

- Large enough to accommodate 40 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 40 pax from 8.00 am to 5.00 pm on **20-22 November 2023** – *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 **20-22 November 2023** – *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 6 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 10pax) for conference secretariat during **20-22 November 2023** (should be available throughout these days).

Internet

The training is mainly on an online platform and all 40 participants are required to be connected to the internet during all training hours.

- A steady internet connection is mandatory with **at least 250 mbps bandwidth (dedicated)** where all 40 participants can connect simultaneously.
(Please note that this is a non-negotiable condition)

Accommodation

To provide accommodation during the program

- **20-22 November 2023:** Accommodation (single occupancy, bed and breakfast basis) for 10 pax for 2 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
 - One screen and multimedia projector with good clarity and resolution
 - FM Microphones (x5)
 - Extension cords for setup of the above
 - 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 **20-22** November 2023.
- 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
Main Conference Room (20-22 November 2023)			
Conference hall and facilities for 40 pax from 8.00 am to 5.00 pm			
Conference package including lunch and tea, coffee station for 40 pax			
Seating arrangement – 6 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 (20-22 November 2023)			
Provide a small room (capacity of 10pax) for conference secretariat during (should be available throughout these days).			
Internet (20-22 November 2023) The training is mainly on an online platform and all participants are required to be connected to the internet during all training hours.			
A steady internet connection is mandatory with at least 250 mbps bandwidth (dedicated) where all 40 participants can connect simultaneously. <i>(Please note that this is a non-negotiable condition)</i>			
Accommodation To provide accommodation during the program (single occupancy) – the exact number of pax to be informed closer to the dates			
20-22 November 2023: Accommodation (single occupancy, bed and breakfast basis) for 10 pax for 2 nights – <i>the exact number of pax to be informed by WHO close to the dates</i>		Single occupancy (BB 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 (x5) 			
<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 20-22 November 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.			