

TERMS OF REFERENCE

I. General Information

Title of the procurement	Venue rental + catering + accommodation + transfers
Beneficiary	Expertise France – Project CAP Rugby
Country	Fiji
Total planned duration	9

II. Background and Technical Specifications

1) Background

Expertise France is a public agency for international technical cooperation.

As part of the implementation of its activities, the CAP Rugby Project, implemented by Expertise France in partnership with the French Rugby Federation (FFR), intends to procure venue rental services (fully equipped), catering services, accommodation, and airport-hotel transfers. The detailed technical specifications are described below under section (2).

2) Technical Specifications

a) Accommodation

Dates	Number of single rooms	Number of nights
25 April – 26 April	2	1 night
26 April – 27 April	14	1 night
27 April – 28 April	32	1 night
28 April – 30 April	32	2 nights
30 April – 3 May	22	3 nights
3 May – 4 May	13	1 night

All rooms to include breakfast and airport shuttle.

b) Meeting Facilities & Catering

Date(s)	Meeting Facilities	Catering
25 April	None	2 buffet lunches 2 buffet dinners
26 April	None	5 buffet lunches 14 buffet dinners
27 April	None	14 buffet lunches 32 buffet dinners
28 – 29 – 30 April (each day)	3 equipped rooms (40 / 10 / 10 participants) Equipment: Chairs and tables, Video projector, Sound system, Internet connection, 1 lectern in the big room, Microphones, Flipcharts, pens, notepads Setup: Flexible / modular	32 buffet lunches 32 buffet dinners 70 small bottles of water Coffee breaks (morning and/or afternoon for 10-40 participants - schedule tbc)
1 – 2 – 3 May (each day)	2 equipped rooms (30 / 10 participants) Equipment: Chairs and tables, Video projector, Sound system, Internet connection, 1 lectern in the big room, Microphones, Flipcharts, pens, notepads Setup: Flexible / modular	22 buffet lunches 22 buffet dinners 50 small bottles of water - Coffee breaks (morning and/or afternoon for 10-30 participants - schedule tbc)
4 May	None	None