

Open Call for Procurement of Hotel Services

Terms of Reference (ToR)

About PLAY International

PLAY International is a leading NGO in the Western Balkans, dedicated to using sport and play as tools for education, social inclusion, and youth empowerment. Since 1999, PLAY has engaged over 80,000 children and youth, including marginalized groups, and has become a regional leader in "sport for development." Our mission focuses on promoting inclusive education, gender equality, youth employability, and intercultural dialogue through innovative, participatory activities to foster social cohesion and resilience in diverse communities.

About the Shared Horizons Project

The Shared Horizons project is a regional initiative designed to strengthen youth resilience, promote intercultural dialogue, and foster gender equality across the Western Balkans. The project will bring together 256 youth (aged 18-24) from six countries—Kosovo, Albania, North Macedonia, Montenegro, Serbia, and Bosnia and Herzegovina—for eight intensive bootcamps.

Each bootcamp will gather 32 participants for five days of capacity-building activities, intercultural exchange, and life-skills training.

This Open Call refers to the first four bootcamps, scheduled for summer 2025, taking place in Albania, Kosovo, North Macedonia, and Montenegro on the following dates:

- **Kosovo:** 30 June - 4 July 2025
- **North Macedonia:** 14 - 18 July 2025
- **Albania:** 28 July - 1 August 2025
- **Montenegro:** 11 - 15 August 2025

Each bootcamp runs for 5 consecutive days (4 nights).

Purpose of the Call

The purpose of this Open Call is to procure hotel services in Albania, Kosovo, North Macedonia, and Montenegro to host the first four bootcamps of the Shared Horizons project. PLAY International invites eligible hotels to submit offers for accommodation, meals, and coffee break services for each 5-day (4-night) bootcamp.

Required Services

Each bootcamp requires the following services from the selected hotel:

Accommodation

- Capacity to host 32 participants in single beds (no bunk beds).
- No mixing of men and women in the same rooms for 32 youth participants (16 women and 16 men).
- 4 single occupancy rooms for PLAY International staff.
- All rooms must meet minimum standards (clean, heated/cooled, with private bathrooms).

Meal Plan

For a total of 36 people (32 youth participants and 4 PLAY staff):

- Day 1: Lunch and Dinner
- Days 2, 3, 4: Breakfast, Lunch, and Dinner
- Day 5: Breakfast and Lunch

Coffee Breaks

For a total of 36 people (32 youth participants and 4 PLAY staff):

- Day 1: 2 coffee breaks
- Days 2, 3, 4: 3 coffee breaks per day
- Day 5: 2 coffee breaks
- Each coffee break to include: coffee, tea, water, and soft drink alternatives.

Additional Requirements

- Access to Wi-Fi in rooms and common areas.
- Safe environment and accessibility to nearby outdoor spaces (preferred).
- Availability of a conference/meeting room of at least 100 square meters that can comfortably fit 36 people, where sports-based sessions will be carried out (Desirable).

Expected Deliverables

Hotels must ensure:

- High-quality, clean, and safe accommodation according to the specifications above.
- Timely and professional meal and beverage services.
- Adaptability to dietary requirements and cultural considerations.
- Detailed billing per bootcamp, separated by service type (accommodation, meals, coffee breaks).

Eligibility and Evaluation Criteria

Eligible hotels must:

- Be registered and licensed to operate in the respective country.
- Demonstrate capacity in hosting group of 32 youth participants, plus 4 PLAY International staff (Total of 36 participants)
- Submit a competitive financial offer.

The evaluation will be based on the criteria outlined below and assessed using the following scoring system.:

- Technical capacity (size, facilities, flexibility) – 30 points
- Price competitiveness – 30 points
- Quality of services – 20 points
- Location and accessibility – 20 points

Total Score = 100 points

Application Process

Interested hotels should submit their detailed offer containing:

- A detailed offer/pricing based on the services outlined in the terms above
- Company profile and references
- Photos of rooms, dining, and meeting facilities
- Sample menu (including vegetarian/vegan options)
- Proof of business registration
- Website link
- Signed Sworn Declaration (Download [form here](#))

Submission Deadline: April 30, 2025

Submission Email: cdm.kosovo@play-international.org

Subject Line: Shared Horizons Bootcamp Hotel Services – [Fill in Country]

Contact Information

For any clarifications, please contact: Zana Zllanoga – Project Coordinator

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Website: www.play-international.org

PLAY International reserves the right to accept or reject any application without prior notice.

PLAY International maintains a strict policy against all forms of sexual exploitation and abuse, including any concerns related to child abuse or associated incidents. The organization's guidelines, responsibilities, principles, and definitions that address these serious concerns are comprehensively outlined under PLAY International's Child Safeguarding policies. All individuals associated with PLAY International, including employees, volunteers, partners, suppliers, subcontractors, and agents, or anyone with contractual agreements with the organization, are required to adhere strictly to these policies. These include all preventive measures and mandatory reporting protocols to ensure the safety and well-being of children in all operational contexts.