

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 — Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia — for nine intensive bootcamps.

Each bootcamp will gather 35 participants for five days of capacity-building activities, intercultural exchange, and life-skills training.

This Open Call refers to the second wave of five bootcamps, scheduled for summer 2026, taking place in Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia the following dates:

- **Albania (Tirana):** 23 March – 27 March 2026
- **Montenegro (Ulcinj, Budva, Podgorica /or the surrounding areas):** 20 April – 24 April 2026
- **Serbia (Belgrade):** 4 May – 8 May 2026
- **Bosnia and Herzegovina (Sarajevo):** 18 May – 22 May 2026
- **North Macedonia (Ohrid):** 8 Jun – 12 Jun 2026

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, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia to host five 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 39 participants (4 in single rooms, 35 in twin/double rooms) in single separate beds.
- All rooms must meet minimum standards (clean, heated/cooled, with private bathrooms).

Joint accommodation offers from two hotels are acceptable, provided that the hotels are located within a maximum walking distance of 10 minutes from each other and that all other requirements of these Terms of Reference are fully met.

Meal Plan

For a total of 39 people:

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

Coffee Breaks

For a total of 39 people:

- 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/or soft drink alternatives.

Additional Requirements

- Access to Wi-Fi in rooms and common areas.
- Accessibility to nearby outdoor spaces (preferred).
- Availability of a conference/meeting room of at least 100 square meters that can comfortably fit 39 people, where tables and chairs can be removed and play-based sessions will be carried out (preferred).

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 35 youth participants, plus 4 PLAY International staff (total of 39 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 options)
- Proof of business registration
- Website link
- Signed Sworn Declaration ([Download form here](#))

Submission Deadline: February 18, 2026 at 17:00 CET

Submission Email: denilda.derguti@play-international.org

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

Contact Information

For any clarifications, please contact: Denilda Derguti – Project Officer
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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.