

Annexure -G-

HOTEL ACCOMMODATION / HOTEL MANAGEMENT SERVICES

Procuring Agency: PRAL

Contract Period: 12 Months

Basis of Services: As-and-When-Required

Selection: One Travel/Hotel Management Service Provider

1. Financial Price Schedule

Sr. No.	Description of Service	Unit	Estimated Quantity for Evaluation	Bidder's Unit Rate (Rs.) (including Tax)	Total Evaluated Amount (Rs.) (including Tax)
1	3-Star Hotel – Standard Single Room including breakfast, Wi-Fi and standard facilities as per Scope of Work	Room/Night	100	_____	_____
2	4-Star Hotel – Standard Single Room including breakfast, Wi-Fi and standard facilities as per Scope of Work	Room/Night	100	_____	_____
3	5-Star Hotel – Standard Single Room including breakfast, Wi-Fi and standard facilities as per Scope of Work	Room/Night	50	_____	_____
	TOTAL EVALUATED BID PRICE		250		Rs. _____

2. Formula for Financial Evaluation

The bidder shall quote a **unit rate** against each item.

Total Evaluated Amount = Estimated Quantity × Bidder's Unit Rate

Accordingly:

Total Evaluated Bid Price = (100 × 3-Star Rate) + (100 × 4-Star Rate) + (50 × 5-Star Rate) + (50 × Booking Service Charge)

The resulting amount shall be considered the **Total Evaluated Financial Bid Price** for comparison of bidders.

3. Important Clarification Regarding Estimated Quantities

The estimated quantities of 100 room nights for 3-Star hotels, 100 room nights for 4-Star hotels, 50 room nights for 5-Star hotels and 50 bookings are indicative quantities solely for the purpose of financial evaluation and comparison of bids.

These quantities do **not** constitute a guarantee, minimum quantity, minimum business volume or financial commitment by PRAL. Actual requirements may be higher or lower during the contract period.

PRAL shall engage the successful Service Provider on an as-and-when-required basis, and actual payment shall be made only for accommodation/services actually authorized, booked and utilized by PRAL.

4. Hotel Arrangement

The successful Service Provider shall arrange suitable accommodation for PRAL employees, officials, guests, delegations, auditors and other authorized persons in Islamabad, Karachi, Lahore, Quetta, Faisalabad and other cities/locations as required by PRAL.

The Service Provider shall obtain and offer suitable corporate/preferential rates from reputable hotels meeting the required 3-Star, 4-Star or 5-Star category, as applicable.

Hotel options and applicable rates shall be provided to PRAL for approval before confirmation of booking.

5. Financial Conditions

The quoted room rates shall include breakfast, Wi-Fi/internet and standard facilities specified in the Scope of Work.

Applicable government taxes and statutory charges shall be clearly identified and charged in accordance with prevailing law.

The Hotel Management/Booking Service Charge shall cover all routine booking and coordination activities specified in the Scope of Work.

No additional agency/management/service charge shall be payable other than the quoted rate unless specifically approved by PRAL in writing.

Actual hotel accommodation charges shall be paid against actual rooms booked and utilized, at the approved/confirmed corporate rate.

6. Payment Terms

Payment shall be made monthly against actual accommodation/services utilized, duly verified and certified by the PRAL Administration Department/authorized representative.

The Service Provider shall submit a complete bill along with a valid Sales Tax Invoice and supporting documents, including hotel name, guest name, room category, check-in/check-out dates, number of nights, approved room rate, applicable taxes and service/management charges.

Payment shall be processed within 15–30 days of receipt of a complete and correct bill along with the required supporting documents, subject to verification by PRAL and deduction of applicable taxes and statutory deductions.

7. Penalty Clause

In case of failure to provide a confirmed booking, incorrect booking, or other service deficiency attributable to the Service Provider, the Service Provider shall immediately arrange suitable alternative accommodation of equal or higher standard at no additional cost to PRAL.

PRAL may impose a penalty of 2% of the applicable Hotel Management/Booking Service Charge for the affected booking, subject to a maximum of 10% of the monthly service charges.

Repeated or serious service failures may result in further contractual action, including cancellation/termination of the contract, in accordance with applicable procurement rules and contract terms.

No penalty shall apply where the failure is due to circumstances beyond the reasonable control of the Service Provider, provided that the Service Provider has exercised reasonable diligence and promptly informed PRAL.

