

Request for Quotation and Technical Offer

for Team Building Event for DRC Staff in Tunisia

1. Who is the Danish Refugee Council?

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO and one of the few with specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement-affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included in hosting societies; and works with civil society and responsible authorities to promote the protection of rights and peaceful coexistence.

2. Purpose:

The Danish Refugee Council (DRC) is seeking quotations and technical offers from qualified event organizers for a **one-day team-building event** in Tunisia.

This event aims to strengthen team cohesion, enhance communication, and reinforce organizational values among our staff. We kindly request your detailed proposal, including pricing, logistics, and an outline of activities.

Event Overview

Criteria	Details
Event Date	26 th of February or 27 th of February 2025
Event Location	Tunis, Tunisia.
Number of Participants	35 DRC Staff Members
Pick-up Locations	<ul style="list-style-type: none"> DRC Carthage Office Down town Habib Bourguiba Avenue
Event Duration	Full-day program (including transportation)
Preferred Location	A green, cozy venue with indoor and outdoor spaces
Catering	Breakfast, Lunch, and Refreshments
Activities Focus	<ul style="list-style-type: none"> Team cohesion Communication improvement Understanding DRC values Addressing future challenges

3. Required Services

We request your quotation to include the following:

1. Logistics & Venue Arrangement

- **Pick-up and drop-off transportation** for all participants from two locations.
- A **venue with both indoor and outdoor facilities**, providing a comfortable and inspiring environment for team-building activities.

2. Catering Services

- **Breakfast** upon arrival (light meal, coffee, tea, and juice).
- **Lunch** (buffet or set menu with vegetarian options).
- **Coffee breaks** (morning and afternoon).

3. Team-Building Program

Time	Activity	Objective
08:00 – 09:30	Pick-up & Arrival	Transport from designated office/location to the venue
09:30 – 10:00	Breakfast & Welcome Speech	Informal networking and briefing on the day's agenda
10:00 – 10:30	Energizer Activity	Ice-breaker to create a relaxed and engaging atmosphere
10:30 – 12:30	Morning Activity: Cohesion & Communication	Interactive exercises to strengthen collaboration, communication, and reinforce DRC values
12:30 – 13:30	Lunch Break	Socializing in a relaxed setting
13:30 – 15:30	Afternoon Activity: Future Challenges & Team Strategy	Workshops or outdoor problem-solving activities focusing on resilience, adaptability, and teamwork
15:30 – 16:00	Closing & Wrap-Up	Summary of key learnings and participant feedback
16:00 – 17:30	Return to Offices	Transport back to designated locations

Team-Building Program

- **Gifts and takeaway for Staff**
- **Back bags**
- **Plants**

4. Quotation & Technical Offer Requirements

Please provide:

1. Technical Proposal

- Proposed location and justification for its suitability.
- Detailed activity plan with facilitators' expertise.
- Any additional recommendations to enhance team engagement.
- Gifts to be offered to the staff

2. Financial Proposal

- Cost breakdown including venue rental, transportation, meals, facilitators, and other logistical expenses. (all costs including TTC)
- Payment terms and conditions.

3. Company Credentials

- Experience in organizing corporate team-building events.
- References from previous clients.

5. Submission Deadline

Kindly submit your proposal by **10th of February 2025** to rfq.tun@drc.ngo

Should you require further details, feel free to contact us at rym.cherif@drc.ngo and gouider.msalleem@drc.ngo .