



TERMS OF REFERENCE

Venue Rental and Catering Services for the Women Entrepreneurs Christmas Expo

Advancing Palestinian Women's Entrepreneurship Program

Assignment	Venue Rental and Catering Services for the Women Entrepreneurs Christmas Expo
Program	Advancing Palestinian Women's Entrepreneurship Program
Submission Deadline	Wednesday the 2nd of September 2026 at 3:00 local time.
Eligible Applicants	Legally registered venues in Ramallah/Al-Bireh able to provide the required venue, furniture, technical facilities, and catering directly or through a disclosed BWF-approved subcontractor.



1. About BWF

The Business Women Forum (BWF) is a national non-profit organization established in 2006, to promote and empower the role of businesswomen and entrepreneurs as leaders in the Palestinian economy through advocacy and influence to create an enabling environment for women in Palestine. BWF works through a comprehensive methodology through the provision of business development packages including capacity building, coaching, consultancy and technical support necessary for their businesses, enhancing access to markets, financing and knowledge, in addition to networking with local, regional and global institutions and organizations.

BWF has developed a holistic business development approach based on its cumulative experience over the past 20 years working to support women-owned businesses and women entrepreneurs from different sectors and backgrounds. The holistic, demand-driven business development approach includes capacity building and skills development programs, one-on-one coaching and mentoring, on-the-job training, developing competitive products, branding and creative design, providing seed funding, access to information, access to finance, and marketing, including identification of local marketing channels, development of marketing strategies, participation in local, regional and international networking platforms, and enhanced access to export chains.

In addition, BWF introduces role models, women champions, and advocates for women's issues at different levels. This holistic approach has contributed to enhancing business sustainability and access to economic opportunities through job creation and income generation, while promoting women as potential leaders and agents of change.

2. Background and General Information about the Program

This assignment falls under the Advancing Palestinian Women's Entrepreneurship Program, funded by the U.S. Embassy Jerusalem. The program aims to strengthen the business skills, leadership, competitiveness, and economic empowerment of Palestinian women entrepreneurs through practical training, exposure to U.S.-informed business excellence, and market-oriented opportunities.

The program targets 70 Palestinian women entrepreneurs from the West Bank and Jerusalem. Following the training phases, the participants are expected to take part in a three-day Women Entrepreneurs Christmas Expo in Ramallah. The proposed Expo dates are 3, 4, and 5 December 2026, subject to final confirmation by BWF. The Expo will provide a platform for product display, sales, business-to-business linkages, market exposure, networking, and visibility for women-led businesses, and is expected to receive a substantial number of visitors over the three days.

3. Purpose of this ToR

BWF seeks to contract one venue in Ramallah/Al-Bireh for the three-day Expo, including the required exhibitor furniture, technical facilities, cleaning, waste management, setup and dismantling access, and catering services.

- The venue package must cover three Expo days and all mandatory venue-related services listed in Section 4. The requirement is for one venue, with suitable internal allocation of the exhibition and supporting areas.
- Catering must be priced separately using the fixed quantities in Section 7.2.
- The venue will coordinate first with BWF and, after appointment, with the event-management company.
- Optional enhanced services may be listed separately and will be used only if approved by BWF.

4. Scope of Work and Venue Requirements

The selected venue provider will be responsible for ensuring that the venue, facilities, services, and catering arrangements meet the operational requirements of the Expo.



4.1. Location, Proposed Dates, and Access:

- Venue located in Ramallah/Al-Bireh and available on 3, 4, and 5 December 2026.
- Setup access on the afternoon/evening before the Expo.
- Dismantling access immediately after the Expo closes on the final day.

4.2. Main Exhibition Space and Area Allocation:

- One main exhibition venue with sufficient usable space for approximately 75 exhibitors, including reserve participants where applicable, and safe visitor circulation.
- Space for 75 exhibitor tables, each at least 1.80 m × 0.90 m.
- An allocated opening/common-use area within the same venue, with 50 additional chairs.
- Clearly allocated areas within the same venue for registration, B2B meetings, hospitality, participant support, and media/visibility activities.
- The internal area allocation must keep aisles, emergency exits, exhibitor tables, and venue facilities clear.

4.3. Mandatory Furniture and Waste Bins

The venue must provide:

- 75 exhibitor tables, minimum size 1.80 m × 0.90 m.
- 150 exhibitor chairs, two per table.
- Matching neutral-colored table coverings.
- 75 individual waste bins, one per exhibitor.
- 50 additional chairs for the opening/common-use area.

The offer must state the specifications and condition of the proposed furniture and provide photographs.

4.4. Technical Facilities and Utilities

The venue must provide:

- Adequate lighting, heating/ventilation, toilets, basic Wi-Fi, and standard utilities.
- Electrical capacity and safe outlet/extension distribution for the approved layout.
- Cable covers and safe installation of all electrical connections.
- Sound system with at least two microphones, speakers, mixer/cables, podium or lectern, and technical support.

Applicants must disclose any electrical limits, Wi-Fi capacity limitations, backup-power arrangements, and other technical restrictions.

4.5. Safety, Accessibility, and Logistics

The venue must provide or clearly confirm:

- Emergency exits, fire-safety arrangements, and compliance with applicable venue requirements.
- Accessible entrance and movement paths; accessible toilets where available.
- Loading/unloading access and service-provider access.
- Parking capacity, location, and whether parking is free or paid.
- Secure overnight storage or another secure arrangement, where available.

4.6. Cleaning and Venue Operations

The venue must provide:

- Cleaning before opening, during each Expo day, and after closing.
- Routine waste collection and sufficient cleaning/support staff.
- A designated venue focal point throughout setup, implementation, and dismantling.



- Clear venue rules related to branding, decoration, external suppliers, catering, sound, storage, security, and operating hours.

4.7. Catering and Hospitality

Catering will be required for 80 persons per day for three days and shall include:

- One lunch meal per person per day, including a main course, side dish, salad, bread, beverage, and dessert or fruit.
- A vegetarian option must be available upon request.
- Two refreshment/coffee breaks per person per day, including hot drinks and sweet/savory items.
- At least two 500 ml water bottles per person per day.

Menus, service method, staffing, equipment, dietary arrangements, and food-safety measures must be provided. Any catering subcontractor must be disclosed; the venue remains fully responsible for delivery and quality.

5. Site Visit and Technical Verification

BWF may conduct a site visit as part of the technical assessment of submitted offers. The site visit may include verification of:

- Venue size and layout;
- Access and circulation;
- Proposed furniture;
- Technical capacity;
- Electricity and sound arrangements;
- Safety and emergency arrangements;
- Accessibility;
- Loading/unloading;
- Cleaning and storage arrangements; and
- Catering facilities and service arrangements.

Shortlisted venues may be requested to host a technical walkthrough.

BWF may reject a proposed venue that does not meet the required technical, safety, accessibility, or operational conditions.

6. Payment

Payments will be linked to the satisfactory provision of the agreed venue and catering services and submission of the required supporting documentation, subject to BWF review, verification, and written acceptance.

The selected provider shall submit:

- Taxable invoices;
- A valid tax deduction at source certificate;
- Required company registration documents; and
- Any other supporting documents required for payment.

Notes:

- The detailed payment schedule, including any approved deposit or advance payment, will be confirmed in the signed contract.
- Final catering payment will be based on the quantities approved in writing by BWF and actually delivered.
- BWF may withhold or adjust payment in cases of incomplete, delayed, or unsatisfactory services until the required corrective measures are completed to BWF's satisfaction.
- All service providers should submit taxable invoices and a valid tax deduction at source certificate; where this is not available, the applicable income tax deduction (10%) will be applied to the total amount.

7. Application Process

Interested applicants are invited to submit separate Technical and Financial Proposals in accordance with the requirements below. The Technical Proposal must not contain financial information.

7.1. Technical Proposal

The Technical Proposal must demonstrate the venue's suitability, availability, facilities, services, and operational capacity. At a minimum, it must include:

- **Venue details:** Legal name, address, contact person, authorized representative, and contact details.
- **Availability:** Confirmation of the proposed dates and exact setup/dismantling access hours.
- **Space and layout:** Usable area, dimensions, maximum occupancy, floor plan, entrances, exits, columns, and proposed allocation of the main exhibition area and supporting functions.
- **Furniture:** Specifications and photographs of tables, chairs, coverings, and waste bins.
- **Technical facilities:** Electricity, sound, lighting, Wi-Fi, backup power, cable safety, and technical support.
- **Operations:** Loading/unloading, parking, accessibility, toilets, cleaning, storage, security, and venue rules.
- **Catering:** Proposed menus, staffing, equipment, service arrangements, dietary accommodation, and food-safety information.
- **Commercial terms:** Payment, deposit, cancellation, postponement, date-change, force majeure, liability, damage, and offer validity of at least 90 days.
- Completed Technical Offer Summary Table below.

Technical Offer Summary Table

No.	Required Information	Applicant Response (Yes / No)	Supporting Reference / Annex
1	Venue legal documents and authorized representative		
2	Availability on 3-5 December 2026, including setup and dismantling access		
3	Confirmation that one venue provides sufficient usable space for approximately 75 exhibitors, including reserve participants where applicable, with 75 tables of at least 1.80 m × 0.90 m, safe visitor circulation, and an allocated opening/common-use area with 50 additional chairs.		
4	Proposed internal area allocation within the same venue for registration, circulation, B2B meetings, hospitality, media/visibility, and participant support		
5	Electricity, lighting, Wi-Fi, heating/ventilation, backup power, and cable safety		
6	Mandatory sound system, podium/lectern, and technical support		
7	Loading/unloading, parking, accessibility, toilets, emergency exits, and fire safety		
8	Cleaning, routine waste collection, storage, security, and venue focal point		
9	Catering for 80 persons per day for three days, including menus and food-safety arrangements		
10	Cancellation, postponement, liability, payment, deposit, and offer-validity terms		



7.2. Financial Proposal

The Financial Proposal must be submitted separately from the Technical Proposal. All prices must be stated in USD including VAT. The project is not VAT exempt. Applicants must use the fixed units and quantities in the table below.

No.	Item / Service	Unit	Quantity	Unit Cost USD incl. VAT	Total USD incl. VAT	Notes
1	Expo Venue Rental	Day	3			Includes all mandatory venue-related services and facilities listed in Section 4.
2	Lunch meal	Person / meal	240			80 persons per day × 3 days; attach the proposed menu.
3	Two refreshment / coffee breaks	Person / day	240			Unit price covers both daily breaks and the stated menu.
4	Bottled-water service	Person / day	240			At least two 500 ml bottles per person per day. Enter zero if included in another catering line.

Financial Proposal Notes:

- All mandatory venue charges must be included in the three daily venue rates.
- Setup/dismantling access, furniture, waste bins, sound, electricity distribution, cleaning, venue focal-point support, utilities, Wi-Fi, and standard operations must not be priced separately.
- Optional enhanced services may be listed in a separate annex only.
- No undisclosed mandatory charge will be accepted after award.
- Final catering payment will be based on quantities approved in writing and delivered.

8. Application Submission

Interested applicants must submit their offers by hand delivery to the offices of the Business Women Forum – Palestine at the following address:

Business Women Forum – Palestine

Al Bireh, Al Balou', Al Fare Building, Second Floor, Palestine

Submission Deadline: Wednesday the 2nd of September 2026 at 3:00 local time.

Submission Notes:

- **Two envelopes:** Submit one sealed Technical Proposal and one sealed Financial Proposal.
- **Labeling:** Label each envelope with the assignment title and proposal type.
- **Technical Proposal:** Maximum 15 pages, excluding the cover, contents page, photographs, floor plans, legal documents, licenses, certificates, and annexes.
- **Financial Proposal:** Maximum 5 pages, excluding legal, tax, and banking documents. Use the table in Section 7.2.
- **Signature:** All proposal pages must be signed and stamped.
- **Compliance:** Late, unsigned, unstamped, incomplete, or improperly separated offers may not be considered.



9. Required Supporting Documents

Applicants must provide:

- Company or establishment registration certificate.
- Valid tax deduction at source certificate.
- Valid professional or operating license, where applicable.
- Authorized-signatory details and valid identification document.
- Bank account information in the company/establishment name, upon request.
- Available insurance, fire-safety, occupancy, or venue-compliance documents.
- Catering subcontractor registration, license, and relevant food-safety documents, where applicable.
- Evidence of comparable venue/event experience and client references, where available.

10. Evaluation of Offers

Offers will be assessed on the basis of quality, technical suitability, operational feasibility, and cost.

The evaluation will consider:

- Suitability of the venue location and overall space;
- Proposed layout and internal area allocation;
- Furniture and included services;
- Technical facilities and utilities;
- Accessibility, safety, and emergency arrangements;
- Cleaning and operational support;
- Catering quality and proposed menus;
- Setup, dismantling, loading, storage, and other logistical arrangements;
- Commercial terms and operational risks;
- Completeness and clarity of the submitted offer; and
- Overall price and value for money.

Notes:

- Financial Proposals will be reviewed only for applicants that meet the required technical and operational conditions.
- BWF may request clarifications, supporting documents, or a technical site visit before making the final selection.
- BWF is not obligated to accept the lowest-priced offer and may select the proposal that provides the best overall value and operational fit.

11. Other General Notes

- The proposed Expo dates are 3–5 December 2026, subject to final confirmation by BWF.
- Applicants must submit complete, accurate, and compliant proposals.
- The selected provider must submit taxable invoices, a valid tax deduction at source certificate, company registration documents, authorized-signatory details, and valid identification for each authorized signatory.
- The selected provider shall bear all operational and logistical costs required to deliver the approved venue and catering services, unless otherwise agreed in writing by BWF.



- Any change to the approved venue arrangements, services, schedule, staff, subcontractors, or deliverables requires prior written approval from BWF.
- BWF may negotiate the scope, services, timeline, payment terms, or cost components before contract signature.
- BWF may award the venue and catering components separately, where operationally necessary. Any venue award shall remain limited to one Expo venue.
- BWF may amend, suspend, cancel, reissue, or reject any or all offers at any stage without obligation to award.
- Event-specific layouts, plans, materials, and outputs prepared under the assignment shall be the property of BWF.
- The selected provider must maintain confidentiality regarding participant information, event plans, guest lists, and project documents.
- The selected provider remains responsible for approved subcontractors and must cooperate with BWF, the appointed event-management company, and authorized service providers.
- All activities must be implemented in a safe, respectful, inclusive, and non-discriminatory manner.