

Call for Quotations for Accommodation Meals and Refreshments

Training | 20-22 November 2026 | 23 people

Publication date: 12 October 2026

Submission deadline: 19 October 2026 at 23:59, Kosovo local time.

The NGO Advocacy Center for Democratic Culture (ACDC) invites interested service providers to submit quotations for hotel accommodation, meals and refreshments for a training programme lasting three days under the project "Bringing Pride to the North 2.0". The project is implemented with the support of the Centre for Civic Education (CCE/CGO), under the programme "Together For LGBTQI+ Equality", funded by the European Union.

Scope of services

A complete service package is required at a hotel in Kosovo for 23 people, including training participants, the organising team and the trainer. Arrival is on 20 November 2026 and departure on 22 November 2026. The package must include the following services for all 23 people.

Service	Dates and scope	Total
Accommodation	Nights of 20/21 and 21/22 November	46 overnight stays
Breakfast	21 and 22 November	46 meals
Lunch	20, 21 and 22 November	69 meals
Dinner	20 and 21 November	46 meals
Refreshment breaks	Two per day on all three days	6 breaks for 23 people
Drinking water	Throughout all three training days	For 23 people

Refreshment breaks must include coffee, tea, water or juice, and a light snack. The provider must accommodate dietary requirements and allergies notified in advance.

Minimum requirements

The hotel must have capacity for all 23 people on the specified dates, in single and/or twin or double rooms with private bathrooms, heating and internet access. The quotation must specify the number and types of rooms, the hotel address, check-in and check-out times, and a proposed menu. The provider must be registered to provide the requested services and ensure privacy and equal treatment of all guests.

Quotation requirements

- Provider name, registration and fiscal numbers, a copy of the registration certificate, and contact person details.
- A signed financial quotation in euros for the complete package for 23 people, with individual prices for accommodation, meals and refreshments. State the price excluding VAT, VAT where applicable, and the total price including all mandatory charges separately.
- Confirmation of availability for 20-22 November 2026 and a description of the offered services in accordance with this call.
- Payment and cancellation terms, and quotation validity of at least 30 days from the submission deadline.

Submission and selection of quotations

Submit quotations electronically in PDF format to office@acdc-kosovo.org no later than 19 October 2026 at 23:59, Kosovo local time. Use the same email address for questions and clarification requests.

Email subject: Quotation for Accommodation and Meals - Bringing Pride to the North 2.0 - 20-22 November 2026

Selection will be based on the lowest total comparable price among quotations submitted on time that are complete and meet all stated requirements. ACDC may request clarifications and reserves the right not to select any quotation, providing reasons for its decision. Publication of this call does not constitute an obligation to award a contract.