

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Hotel Services – Kick-off of Decentralized Renewable Energy Demonstration Plants Improvement: “Synergizing Action for Sustainable Rural Electrification and Beyond”

**Project number/
cost centre:**

G-0111845-001

IO: 11845040000

Tender number

I. General information

1. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975.

As part of the Energy Programme, the project “Renewable Energy Mini-Grids in South-South Triangular Cooperations in Indonesia (ENTRI)” has been commissioned by the German Ministry for Economic Cooperation and Development (BMZ) with an implementation period until December 2025, amended until December 2027.

The Directorate General of New, Renewable Energy and Energy Conservation (DG NREEC) of the Indonesian Ministry of Energy and Mineral Resources (MEMR) is the strategic partner for ENTRI, in its implementation ENTRI coordinates with National Coordination Team of Indonesia's South-South Cooperation (NCT SSC) and other relevant system on Indonesian international development cooperation as well as relevant stakeholders implementing triangular cooperation in Indonesia and in SSTC beneficiary countries.

2. Context

In order to strengthen Indonesia's role as a pivotal country in South-South and Triangular Cooperation (SSTC) and enhance knowledge exchange and practical learning on decentralized renewable energy (DRE), leveraging and further improving existing good practices from DRE sites in Indonesia as demonstration plants is essential. The selected DRE sites will receive technical and non-technical interventions to strengthen their performance, impact, and sustainability, while also integrating inclusive and gender-mainstreaming approaches, engaging non-state actors (NSAs), and encouraging youth participation.

To officially initiate the improvement process at the selected DRE sites, the Kick-off of Decentralized Renewable Energy Demonstration Plants Improvement: “Synergizing Action for Sustainable Rural Electrification and Beyond” is scheduled for 5-6 November 2026 in Yogyakarta. Highlighting the Kedungrong Micro Hydro Power Plant (MHP) in Yogyakarta and the Gunung Halu MHP in West Java as selected DRE sites, the event's key agenda features the official project kick-off, a series of panel discussions on the sustainability and wider socio-economic impacts of DRE facilities, and a focus group

discussion. Together, these sessions will provide a platform to strengthen understanding and synergies among state and non-state actors, including youth, regarding their roles in supporting the sustainability of renewable energy facilities and expanding their impact on local communities.

To support the successful implementation of this activity, hotel event management and accommodation services are being procured under this Terms of Reference (ToR).

3. GIZ shall hire the contractor for the anticipated contract term, from **3 November 2026** to **7 November 2026**

II. General Requirements

Project ENTR1, implemented by GIZ is looking for a qualified hotel for the provision of hotel event management and accommodation services. The hotel shall be strategically located in the city center of Yogyakarta, highly accessible from the main train station (Tugu Station) and all local participants. Additionally, the hotel must feature adequate pick-up and drop-off areas to accommodate two buses with capacity of 35 seaters required for the participants' site visit.

The hotels will be expected to deliver a set of services listed below.

Event requirement

Descriptions	Frequency	
	Day	Pax/ Unit
Event : Kick-off of DRE Demonstration Plants Improvement		
ACCOMMODATION:		
Accommodation: Date CI: 3.11.2026 ; Date CO: 7.11.2026	4	7
Accommodation: Date CI: 4.11.2026 ; Date CO: 7.11.2026	3	8
Accommodation: Date CI: 4.11.2026 ; Date CO: 6.11.2026 (late check out 17.00 WIB)	2	65
Late check-out fee on 6.11.2026	1	65
MEETING PACKAGE		
Date: 4.11.2026		
- Secretariate room (15 pax per room)	1	1
Date: 5.11.2026		
- Full board conference / meeting: (2x coffee breaks ,2x meals (Lunch+Dinner))	1	100
- VIP holding room (15 pax per room)	1	1
- Secretariate room (15 pax per room)	1	1
Date: 6.11.2026		
- Full day conference / meeting: (2x coffee breaks, 1x meal (Lunch))	1	100
- Break out room (25 pax per room): 4 breakout rooms	1	4
- VIP holding room (15 pax per room)	1	1

- Secretariate room (15 pax per room)	1	1
MEETING EQUIPMENT		
Flipchart (6.11.2026)	1	5
LED Videotron min. 5 m x 3 m (5-6.11.2026)	2	1
LED TV Screen 42 inch (5-6.11.2026)	2	2
Main stage around 7 m x 3 m (5-6.11.2026)	2	1
Microphone (5-6.11.2026)	2	5
Standard sound system (5-6.11.2026)	2	1
Notepads + pencils (5-6.11.2026)	2	100
Please add if there is any other:		
Mini garden (5-6.11.2026)	2	1
Additional generator (5-6.11.2026)	2	1
Internet Bandwidth 25 Mbps (5-6.11.2026)	2	1
TRANSPORTATION		
Land transport for 16 seaters (pick-up), Hi-Ace Premio or equivalent Route: train station to hotel ; Date : 3.11.2026 ; 1 unit	1	1
Land transport for 16 seaters (pick-up), Hi-Ace Premio or equivalent Route: train station to hotel ; Date : 4.11.2026 ; 6 unit	1	6
Land transport for 16 seaters, Hi-Ace Premio or equivalent Route: Hotel-Kedungrong v.v ; Date : 5.11.2026 ; 1 unit	1	1
Rental Bus for 35 seaters, Bus or equivalent Route: Hotel-Kedungrong v.v ; Date : 5.11.2026 ; 2 unit	1	2
Land transport for 16 seaters (drop-off), Hi-Ace Premio or equivalent Route: hotel to airport/train session ; Date : 6.11.2026 ; 5 unit	1	5
Land transport for 16 seaters (drop-off), Hi-Ace Premio or equivalent Route: hotel to airport/train session ; Date : 7.11.2026 ; 2 unit	1	2

DETAIL MEETING ARRANGEMENT

- **Event Name:** Kick-off of Decentralized Renewable Energy Demonstration Plants Improvement: "Synergizing Action for Sustainable Rural Electrification and Beyond"
- **Signage Event:** Kick-off of Decentralized Renewable Energy Demonstration Plants Improvement: "Synergizing Action for Sustainable Rural Electrification and Beyond" (ESDM-GIZ)

- **Meeting Room Requirement**

A. Plenary Hall / Ballroom (5-6 Nov 2026). The hotel shall provide 1 unit plenary hall / ballroom for 2 days with the following criteria:

- With a minimum size of 200 – 400 sqm, accommodating 100 participants in a roundtable and half-moon seating arrangement, with approximately 13–17 tables and 6–8 chairs per table and provide adequate space for comfortable movement and circulation.

- Ensure dedicated space at the rear of the meeting room for the Front of House (FOH) technical control desk, with sufficient space for audio, video, lighting, and presentation equipment without obstructing participant circulation or sightlines.
- Minimum clear ceiling height of 4 meter to ensure unobstructed sightlines and adequate installation clearance for the videotron and event production equipment.
- Include a stage with minimum dimension of 7 m × 3 m to provide sufficient space for 4 panellists and 1 moderator, maintaining an appropriate and safe distance from the Videotron as well as equipped with safe and stable access steps.
- Bright and well illuminated, with sufficient and evenly distributed artificial lighting suitable for conferences, presentations, photography, and video recording. The interior must be free of any structural columns, pillars, or other permanent obstructions within the main seating, stage, and presentation areas that may obstruct participants' sightlines to the stage and videotron.

B. Breakout room. The hotel shall provide total 6 units breakout room:

- 1 secretariate room in 4-6 Nov 2026
- 1 VIP holding room in 5-6 Nov 2026
- 4 breakout room on 6 Nov 2026

The breakout room with the following criteria:

- The secretariate room shall be located near and/or at the same floor with the ballroom.
- Each breakout room shall accommodate 25 participants in a U-shape seating arrangement. The layout shall provide adequate space for comfortable movement and circulation. The size of the room respectively, VIP holding room: 45 – 55 sqm, breakout rooms: 75 – 90 sqm.
- The breakout rooms shall preferably be located on the same floor as the plenary hall/ ballroom to minimize participant mobilization time and facilitate efficient transition between sessions.
- If the breakout rooms cannot be located on the same floor as the plenary hall/ballroom, they shall preferably be located on a single adjacent floor and be easily accessible from the plenary hall/ballroom.

The breakout room shall follow the criteria of the venue/meeting room (above). The charges of the breakout room shall be indicated either based on the used (half day or full day reservation) charge by room rental or meeting packages.

Note:

Flexible remuneration: A budget of 10% of the contract value is foreseen for flexible remuneration to cover additional costs that may be incurred during the event. Please take this budget into account in your price schedule. Use of the flexible remuneration item is based on GIZ requests.

1. Cancellation Policy:

Cancellation for booking of accommodation:

- Cancellation for group booking 72 hours before the group scheduled arrival date without penalty.
- Cancellation for single room booking may be cancelled 48 hours prior to arrival without penalty.
- In cases of no show one night room charge will be applicable and GIZ will send a written request for reservation cancellation by e- mail where the booking is made.

Cancellation for Meeting package:

GIZ requires to cancel the meeting space and related food & beverage, supplies and equipment by written notice to the Hotel if such notice is received by the Hotel, your flexibility in terms of cancellation will be considered.

2. Sustainable Event Management

As an organization, GIZ is committed to making sustainable choices and reducing greenhouse gas emissions. We expect all events organized by GIZ to be conducted in a sustainable manner, with a focus on minimizing CO2 contributions and, if possible, compensating for them. Service providers are required to adhere to GIZ's minimum sustainability standards for events.

- When preparing an offer or conducting an event, it is highly recommended to incorporate options for reducing emissions. These options may include minimizing the use of plastic, using non-single use materials, saving energy, ensuring hygiene, providing healthy snacks, using locally sourced products and, proper waste management. Additionally, obtaining a certification of sustainability, such as a (green hotel certification), would be an advantage.

3. Data Protection

All information received as well as all ideas developed during this assignment as far as related to this agreement is owned by GIZ and shall be treated with strictest confidentiality by the service provider and must not, without the explicitly written consent of GIZ, be used by it or disclosed by third parties. The service provider shall return all documents in soft and hard copy.

4. Safety and Security

- Service Provide shall pass the clearance inspection conducted by GIZ Safety and Security based on minimum requirement.
- Provision for movement of specially disabled people such as wheelchairs and separate pathways for walking or lifts.

- Secured parking facility

5. Contract

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consent of GIZ, be used by it or disclosed by third parties. The service provider shall return all documents in soft and hard copy.

6. Payment

The vendor shall submit the final invoice without delay, and in any event not later than four weeks (30 days) after the Event. The final invoice may be submitted directly after the event is completed.