

REQUEST FOR PRICES

Event Management Services

Request for Prices — One-Year Long Term Agreement

Background

Lapis Group is seeking eligible service providers to submit price offers for the services listed in this Request for Prices (RFP). The purpose of this exercise is to establish one-year Long Term Agreements (LTAs) with qualified vendors across key service categories. LTAs allow Lapis Group to engage pre-vetted providers at pre-agreed rates, reducing procurement lead times and ensuring consistent quality across event management, catering, and logistics engagements.

Objective

To obtain competitive and transparent price offers from qualified service providers in order to establish one-year Long Term Agreements. Vendors awarded an LTA will be engaged on a per-assignment basis at the rates submitted. When Lapis Group requires a service, it will contact the relevant LTA vendor to confirm availability and agree on the specific scope prior to proceeding. This TOR covers event management services including catering, venue rental, interpretation, and audio-visual equipment for professional events ranging from small workshops to large conferences of up to 150 participants.

Scope of Work

- Provide catering services (coffee breaks, lunches, or combined packages) at the specified pax ranges, including all staffing, setup, and clearing.
- Provide or coordinate venue rental at mid-range and high-end properties, with both full-day and half-day options.
- Provide event management support including ushers, reception staff, registration coordination, and logistics management.
- Provide professional simultaneous interpretation services with all required equipment (booths, receivers, headsets) where applicable.
- Provide, install, and operate sound systems, podiums, and staging as required.
- All catering prices must be quoted on a per-person basis.

Price Schedule

Service providers are requested to provide unit prices (in JOD, excluding sales tax) for the items below using the Excel price schedule template provided alongside this Request for Prices. Catering prices must be quoted per person; venue and service items per event or per day as indicated.

Important: Companies that cannot fulfil all items in this Request for Prices are still encouraged to submit an offer. Leave the unit price blank for any item that is outside your scope or capacity. Partial offers will be considered.

No.	Item	Services Included	Unit Price (JOD)
1	Coffee break — up to 20 pax	Tea, coffee, juice, light pastries and sandwiches. Includes setup, service staff,	

		and clearing.	
2	Coffee break — 20–50 pax	Tea, coffee, juice, light pastries and sandwiches. Includes setup, service staff, and clearing.	
3	Coffee break — 50–100 pax	Tea, coffee, juice, light pastries and sandwiches. Includes setup, service staff, and clearing.	
4	Coffee break — 100–150 pax	Tea, coffee, juice, light pastries and sandwiches. Includes setup, service staff, and clearing.	
5	Lunch — up to 20 pax	Hot and cold buffet or set menu. Includes setup, service staff, and clearing.	
6	Lunch — 20–50 pax	Hot and cold buffet or set menu. Includes setup, service staff, and clearing.	
7	Lunch — 50–100 pax	Hot and cold buffet or set menu. Includes setup, service staff, and clearing.	
8	Lunch — 100–150 pax	Hot and cold buffet or set menu. Includes setup, service staff, and clearing.	
9	Coffee break + lunch — up to 20 pax	Combined package: morning coffee break and full lunch service.	
10	Coffee break + lunch — 20–50 pax	Combined package: morning coffee break and full lunch service.	
11	Coffee break + lunch — 50–100 pax	Combined package: morning coffee break and full lunch service.	
12	Coffee break + lunch — 100–150 pax	Combined package: morning coffee break and full lunch service.	
13	Venue — mid-range (3–4 stars)	Meeting or conference room rental. Quote separately for full-day and half-day rates.	
14	Venue — high-end (4–5 stars)	Meeting or conference room rental. Quote separately for full-day and half-day rates.	
15	Event management services	Provision of ushers, reception staff, registration coordination, and floor logistics. Price per event per day.	
16	Simultaneous interpretation — Arabic / English	Professional interpreter with required equipment (booth, headsets). Price per interpreter per day.	
17	Simultaneous interpretation — Arabic / French	Professional interpreter with required equipment. Price per interpreter per day.	
18	Simultaneous interpretation — Arabic / Spanish	Professional interpreter with required equipment. Price per interpreter per day.	
19	Sound system / Podium / Stage rental	PA system, wireless microphones, podium, and stage as applicable. Price per event per day.	

Note: For venue items (items 13–14), please provide separate pricing for full-day and half-day rates in the notes column of the Excel template.

Submission Requirements

- Completed price schedule (Excel template provided alongside this Request for Prices) with unit prices in JOD, excluding sales tax. Leave blank any items you are unable to fulfil.
- Company profile (maximum 3 pages) including an overview of the organization, areas of specialization, and key team members.
- A list of relevant previous work, including a brief description of each project.
- Sample menus per catering category.
- Interpretation vendors must confirm professional qualifications and language pairs offered.

Submission Instructions

Interested service providers are requested to:

- Submit all required documents electronically to procurement@lapis-group.com with the subject line: [TOR Reference] – [Company Name].
- Submission deadline: 15 April 2026.
- Please **download and fill out the following excel sheet and attach in your email:**
LINK: [Price Schedule Event Management.xlsx](#)
- All prices must be quoted in Jordanian Dinar (JOD) and must exclude sales tax.
- All submitted prices must remain valid for a period of one (1) year from the date of LTA signature.
- Companies that cannot fulfil all items are encouraged to submit a partial offer — leave blank any items that cannot be fulfilled.
- Lapis Group will not cover any costs associated with the preparation or submission of offers.

Evaluation Criteria

- Technical competence and relevant experience in the service category.
- Quality of portfolio and demonstrated past performance.
- Competitiveness of the financial offer relative to market rates.
- Availability and capacity to deliver within required timeframes.

Lapis Group reserves the right to accept or reject any or all offers received, and to negotiate terms with shortlisted vendors prior to finalizing any one-year Long Term Agreement.