

ANNEX 4. ACCOMMODATION FOR PARTICIPANTS
REQUEST FOR PROPOSAL



INFORMATION

- Please submit a GRID recapping proposed hotels, as per the requirements below (no more than 15 total).
- The grid should contain the following information for all hotels:
 - Name of hotel
 - Classification/Star rating if applicable
 - Address
 - Distance (walking) from Congress venue
 - Number of rooms in proposed room block, per type
 - Room rate(s), per type (commissionable 10%)
 - Breakfast inclusion
 - WiFi inclusion
 - Applicable inclusions and concessions (as listed below)
 - Applicable policies (as listed below)
- All prices must be in \$ USD currency, or equivalent
- Taxes and all other service fees (city tax, etc.) should be clearly indicated

RFP Release date: 8 December 2025

Response due date: 1 March 2026

ORGANIZATION

Name: International Political Science Association (IPSA)

Website: www.ipsa.org

Contact: callforbids@ipsa.org

EVENT DETAILS

Name of the event:	30 th IPSA World Congress of Political Science
Attendees:	2,500 to 3,500
Dates:	July 2029
Venue:	To be determined

REQUEST FOR PROPOSAL - ELIGIBILITY CRITERIA

General Information

- Must be within a short walking distance from the Congress venue: 15 minutes or a maximum of 1.6 km
- Online reservations with a group code or a special reservation link or microsite
- Regular double bedroom rate should range from \$100 to \$250 USD (excluding taxes, and all other fees but inclusive of 10% commission)

Quantity and Range of Hotels:

- 4 stars: 40% of room nights
- 3 stars: 30% of room nights

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- 2 stars hotel / apartment hotel / student residence*: 30% of room nights

*Student residences or budget hotels may exceed the distance of 15 min (1.6 km) but should be relatively close to the Congress venue

Capacity and date requirements

- Nights: seven days prior to the World Congress until two days after the World Congress
- Number of room nights: 1,850
- Number of rooms: 150 to 300

Dates

- Check-In date: 2 days prior to the World Congress
- Check-out date: 1 day after the World Congress

Pre Congress Day -1	Pre Congress Day 0	Day 1	Day 2	Day 3	Day 4	Day 5 Post Congress	Total Room Nights
50	300	300	300	300	300	300	1,850

Room Rate Requirements

Description

- Commissionable rate of 10% for single and double occupancy
- Room rate available from seven (7) days prior to the World Congress until five (5) days after the World Congress
- The rate cannot be undersold online
- Same room rate for single or double occupancy
- Indicate if the rate includes breakfast. If the hotel offers breakfast, it should indicate the rate including breakfast.

Inclusions

- Free breakfast (if available)
- Free Wi-Fi in the bedroom and the lobby
- Taxes and all other service fees (city tax, etc.) should be clearly indicated
- One (1) complimentary room night for every 25 room nights sold, cumulative for the whole period of the World Congress, applied to all rooms sold
If the complimentary room nights are not used, they will be deducted from the overall invoice or converted into free services.
- 10% commission on each room night sold, on all room categories, on the rate before taxes*

* IPSA is an agency registered to IATA as a Travel Industry Designator Service (TIDS) and can, therefore, benefit from the commissionable rate from hotels.

Contract Specific Clauses

The contract must include the following clauses:

Force Majeure

In the event that any of the parties fail to fulfill all or any part of its obligations hereunder due to any event beyond reasonable control of the (Hotel) and/or IPSA, including government restrictions

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imposed, orders by official authorities, laws and regulations put into force, official prohibitions or declaration of measures pertinent to an extraordinary situation in the country, strikes, lock-outs, epidemics, quarantine, terrorism, earthquake, and similar catastrophes and failure of (Hotel) to exercise its operator rights, then the contract shall be terminated automatically without the parties being obliged to any indemnification. In this case, (Hotel) shall return to IPSA, the contract price paid to it, within 30 (thirty) days following the application of IPSA to (Hotel) in writing without any accrual of interest.

Commission

The commission of 10% on the rooms sold will be paid to IPSA. The commission shall exclude taxes for room nights paid for the room block and be paid by the Hotel within 30 days after payment of the Master Account. For purposes of commission payment, the Congress period shall extend to all shoulder date bookings. The client will invoice the Hotel to get the commission after receiving the room block pick-up report.

Reservations

The Hotel will provide a reservation page customized to IPSA, which IPSA will advertise on its website.

The Hotel shall not accept reservations from a Third Party other than one officially appointed by IPSA.

The hotel agrees to redirect any booking requests from individuals or 3rd parties to IPSA (or its designated agent) and to credit room commission for any reservation that may have been accepted directly from the hotel (via booking engines for examples) for the Congress dates. The Hotel is to provide IPSA with a complete reservation list for meeting dates one week prior to Congress dates for audit purposes.

The Hotel must guarantee that it will not sell rooms at discounted rates on the internet lower than the Congress published rates. If a lower rate is found, the Hotel must agree to honor that rate for the entire IPSA room block.

IPSA does not agree to relocation of our attendees in case of overbooking.

Contract Specific Clauses for Participants

The proposals must include the following clauses:

Cancellation policy for Participants' Room Block

- 14 weeks prior to the event: possibility to cancel 100% of IPSA room block
- 10 weeks prior to the event: possibility to cancel 75% of IPSA room block
- 6 weeks prior to the event: possibility to cancel 50% of IPSA room block
- 2 weeks prior to the event: possibility to cancel 25% of IPSA room block

Booking, payment and cancellation policies for Participants

- No deposit requested from IPSA or guests at all times.

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- No attrition policy will be applied to IPSA – all contracts will be under the “open block” formula.
- Cut-off date: The rate should be available to all participants until 30 days before the 1st check-in date.
- The participants should be able to cancel their reservations without penalty until 48 hours before their check-in date.
- Only one room night will be charged to the participant if the cancellation occurs from 48 to 24 hours before their check-in date.
- All room nights will be charged to the participant if the cancellation occurs less than 24 hours before their check-in date.
- Delegates are responsible for making their own individual reservations and payments.
- Accommodation, incidentals such as mini-bar, phone calls as well as individual food and beverage orders will be paid by the guests individually