

ANNEX 5. CONGRESS HEADQUARTER HOTEL
REQUEST FOR PROPOSAL



INFORMATION

The proposals for a Headquarter Hotel (minimum 2 and no more than 5) must include official proposals for each hotel with the stamp and the signature from a senior manager

- IPSA will promote the Headquarter Hotel as the Word Congress Official Hotel on the event's website
- All prices must be in \$ USD currency or equivalent.
- Taxes and all other service fees (city tax, etc.) should be clearly indicated
- If you do not meet **ALL** the criteria below, **please DO NOT send a proposal.**

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 ^h 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

- 4 or 5-star hotels
- Must be within a short walking distance from 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 USD to \$250 USD (excluding taxes, and all other fees but inclusive of 10% commission)

Capacity and date requirements

- Nights: seven days prior to the World Congress until two days after the World Congress
- Number of room nights: 809
- Number of rooms: 5 to 140

Dates

- Check-In date: Five (5) days prior to the World Congress
- Check-out date: Two (2) days after the World Congress

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Pre- Congress	Day -5	Day -4	Day -3	Day -2	Day -1	Total Room Nights
Rooms for Secretariat	5	5	7	7	10	34
Rooms for Executive Committee					30	30
Rooms for participants					25	25
8Subtotal	5	5	7	7	65	89

Congress	Day 0	Day 1	Day 2	Day 3	Day 4	Total Room Nights
Rooms for Secretariat	10	10	10	10	10	50
Rooms for Executive Committee	30	30	30	30	30	150
Rooms for participants	50	50	100	100	100	400
Subtotal	90	90	140	140	140	600

Post-Congress	Day 5 Post Congress	Day 6 Post Congress	Total Room Nights
Rooms for Secretariat	10	10	20
Rooms for Executive Committee	20	5	25
Rooms for participants	50	25	75
Subtotal	80	40	120

Room Rate Requirements

Description

- Commissionable rate in at least 2 categories for single and double occupancy
- Room rate available from five (5) days prior to the World Congress until two (2) days after the World Congress
- The rate cannot be undersold online
- Indicate if the rate includes breakfast. If the hotel offers breakfast, it should indicate the rate including breakfast.

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Inclusions

- Free breakfast
- 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.
- Possibility to upgrade twenty-five (25) standard rooms to superior rooms (executive floor) for VIPs and Executive Committee members
- Ten (10) staff room upgrades to superior rooms (same floor)
- Boardroom for 40 persons (hollow square) available for 2 days
- One (1) complimentary upgrade to a suite for a VIP
- 10% of 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 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 (congress Venue) 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 in order to get the commission after receiving the room block pick-up report.

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 for the Congress dates.

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.

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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 room block of IPSA WC2029.

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

CONTRACT SPECIFIC CLAUSES FOR SECRETARIAT AND EXECUTIVE COMMITTEE

The contract must include the following clauses:

Payment Policies for IPSA (Secretariat and Executive Committee)

- Deposit at the signature of the contract of 5% of the total amount
- 12 months prior to the event: payment of 15% of the total amount
- 8 months prior to the event: payment of 30% of the total amount
- 4 months prior to the event: payment of 30% of the total amount
- 2 months prior to the event: payment of 10% of the total amount
- 1 month prior to the event: payment of 10% of the total amount

Cancellation policy for IPSA (Secretariat and Executive Committee)

- 12 months prior to the event: possibility to cancel 95% of IPSA room block
- 08 months prior to the event: possibility to cancel 80% of IPSA room block
- 04 months prior to the event: possibility to cancel 50% of IPSA room block
- 02 month prior to the event: possibility to cancel 20% of IPSA room block
- 01 month prior to the event: possibility to cancel 10% of IPSA room block

Buying Back

If the World Congress is cancelled, the Hotel must make reasonable commercial efforts to resell the cancelled rooms. If the Hotel resells the said rooms and the meeting space, in whole or in part, for an amount equal to or greater than the amount of the payment policy, the Hotel shall reimburse the payment proportionately.

Deposit

If the entire room block is canceled more than 18 months before group arrival, there is no cancellation fee: the deposit will be reimbursed in total.

CONTRACT SPECIFIC CLAUSES FOR PARTICIPANTS

The contract 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
- No attrition policy will be applied to IPSA – all contracts will be under the “open block” formula.

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- Cut-off date: The rate should be available to all participants until 1 July 2027
- 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