

European Family Summer Camp — Public Supplier Discovery & RFP Pack

Same-scope procurement brief for Cascais–Oeiras and Porto–Foz–Matosinhos

Prepared from independently checkable public sources. No supplier inquiry, reservation, contract, booking, payment, or private-account access occurred.

Purpose and status

This pack converts public discovery into written-bid requests. It has not been sent. No supplier has quoted, accepted, reserved inventory or been appointed. All respondents must quote the same dates, scope and commercial structure so the two destination tracks can be compared.

Procurement objective

Obtain decision-grade written bids for an 18-family, approximately 30-child, four-week July 2027 cohort while preserving the right to stop without material nonrefundable exposure.

Program fact pattern

Item	Requirement
Arrival / departure	Arrival Sunday 4 July 2027; departure Sunday 1 August 2027.
Camp dates	Monday 5 July–Friday 30 July 2027; 20 weekdays.
Families	18 target; mix of 3- and 4-person families; approximately 30 children.
Children	Ages 6–12 only.
Camp hours	Mon–Thu 13:30–21:30; Fri 13:30–18:30. Quote optional Friday extension separately.
Locations	Track A: Cascais–Oeiras coast. Track B: Porto–Foz–Matosinhos.
Commercial form	All taxes, fees, mandatory insurance and defined services shown separately and as an all-in total.
Validity	Bid validity, inventory hold and staged-payment schedule required.

RFP 1 — RNAVT organizer / merchant of record

The respondent must be able to serve as the contracting organizer and merchant of record, subject to counsel's final structure.

Required response	Evidence / detail
Legal identity	Full legal name, tax number, address, signatory and ownership.
RNAVT	Current number and direct official-registry evidence.
Liability / FGVT	Policy certificate, limits, territorial scope, expiry and current guarantee-fund status.
Customer contract	English package terms, pre-contract disclosures, cancellation/refund terms, assistance duties, complaint process and force majeure.
Fund flow	Ability to collect €250 refundable priority reservations and later program payments; segregated/operating treatment; refund SLA; chargeback handling.
Supplier chain	Ability to contract housing, camp, transport, catering and activities as organizer.
Tax	Written TAMS/VAT treatment, invoices and treatment of

	brand/referral/management fee.
Fees	Fixed fee and open-book percentage; base model cap 10% of supplier spend. Explain exclusions and minimum fees.
References	At least two family/group or educational travel clients.
2027 validity	Commitment to keep registry and policies current through 1 August 2027.

Automatic disqualifiers

No current RNAVT; refusal to show insurance/FGVT evidence; inability to act as merchant of record; unclear refund control; fee structure that cannot be normalized; or reliance on disclaimers instead of organizer obligations.

RFP 2 — Holiday-camp operator

The bid must cover the complete child program. A normal-hours retail brochure is not responsive.

Scope	Required bid response
Operator evidence	Legal entity, tax number, IPDJ registration number, current registry evidence and proof of specific prior-program communication where available.
Capacity	30 children ages 6–12; maximum and minimum viable count; waitlist/backup capacity.
Hours	Mon–Thu 13:30–21:30; Fri 13:30–18:30. State exact staff arrival/departure and pickup grace.
Staffing	Coordinator, monitor roster assumptions, age-group ratios, qualifications, English level, employment status, background/safeguarding checks, illness/absence backup.
Program	Four-week curriculum with sports, arts, local culture, outdoor/beach time and weather backup. No mandatory surf-only specialization.
Meals	Snack + dinner Mon–Thu; Friday snack/meal; menus, allergies, food-provider registration and water.
Venue	Address, exclusive/shared spaces, toilets, indoor weather capacity, security, accessibility and proximity to housing.
Transport	Every movement, licensed carrier, supervision, seatbelts/child restraints, pickup/drop-off and late-hour transport.
Safety	Emergency plan, medical lead, incident reporting, missing-child protocol, parent authorization, medication, water/beach procedures.
Insurance	Personal accident and liability certificates, limits, exclusions, late hours, beach/surf endorsements and dates.
Pricing	All-in per child for 28/30/32 children; one-child and sibling pricing; VAT; payment schedule; cancellation; minimum guarantee.
Target cap	Cascais ≤€1,600/child; Porto ≤€1,500/child for complete scope. Quote alternatives if cap cannot be met.

Automatic disqualifiers

No verifiable IPDJ registration; inability to staff statutory ratios; no late-hours safeguarding/transport plan; insurance exclusions for planned activities; unclear legal employer; or price above cap without a product reprice path.

RFP 3 — Housing cluster

Requirement	Specification
Inventory	18 independent family units for 28 nights. Provide unit-by-unit matrix, not an aggregate claim.
Minimum unit	Two real bedrooms, private bathroom, kitchen, dining/work surface, reliable Wi-Fi, heating/cooling appropriate to July and legal occupancy for family size.
Services	Utilities, Wi-Fi, arrival clean, mid-stay clean, linens/towels, maintenance SLA, lockout and 24/7 emergency contact.
Child suitability	Safe windows/balconies, smoke/CO protection as applicable, stairs/lifts disclosed, cribs/high chairs by request.
Location	Address and travel time to camp/coworking. Target: 80% of units within 30 minutes door to door of camp.
Licensing	Local lodging/serviced-apartment registration and right to contract group inventory.
Price	All taxes, cleaning, utilities, commissions, deposits and damage terms shown per unit and total.
Cascais cap	Average $\leq$ €3,650/unit; at least 12 units at/below cap; remaining $\leq$ €4,200 unless customer upgrade revenue is identified.
Porto cap	Average $\leq$ €2,500/unit.
Payment	No more than 20% nonrefundable exposure before paid conversion gates unless fully covered by customer-backed capital.
Cancellation	Staged release dates, name changes, unit substitutions, property failure, re-accommodation and refund terms.

Public housing leads

Track	Lead	Public scale signal	Bid purpose	Source
Cascais	Vila Bicuda	79 villas; high public seasonal retail	Test whether a major group discount and T1/T2 mix can meet cap	S20–S21
Cascais	NAMA Carcavelos	45 residences planned	Test opening certainty, inventory and delivery risk	S22
Cascais	Portugal Portfolio	Managed coastal portfolio	Assemble clustered distributed units	S24
Cascais	Casa de Limão	Three 2BR units	Micro-cluster / premium units	S74
Porto	Vibrant Host	Eight group-oriented apartments	Core cluster lead	S72
Porto	Oporto Maison	Multiple apartment buildings	Core serviced-apartment lead	S33–S34,S86
Porto	Porto Touristic Apartments	Multi-property registered portfolio	Distributed cluster lead	S73
Porto	Boavista Palace	Serviced-apartment format	Cluster/corporate-stay lead	S62

RFP 4 — Insurance broker / underwriter

Coverage question	Required response
Named insureds	Proposed U.S. brand, Portuguese organizer, camp operator and additional-insured structure.
Territory/jurisdiction	Portugal operations, U.S. customers and claims; defense costs and governing-law limitations.
GL/E&O	Limits, deductibles, occurrence/claims-made basis, retro date and professional/travel-program exclusions.
Minors	Abuse/molestation, safeguarding, hired/non-owned staff, medical/incident records and exclusions.
Activities	Beach, surf, sports, excursions, meals and alcohol-free adult events.
Motor	Airport/excursion transport; vendor auto evidence and non-owned exposure.
Cyber/privacy	Children's medical and personal data; breach response.
Cancellation	Whether any event cancellation/nonappearance coverage is available and its exclusions.
Quote	Bind-able or indication status, premium, taxes, conditions, required risk controls and expiry.

Planning reserve: €2,000–€6,000 for U.S. brand/program coverage, separate from supplier policies. This is not a quote.

RFP 5 — Coworking, activities, transfers and catering

Vendor	Scope	Required proof
Coworking	20–30 desks/rotating access, private call rooms, reliable tested bandwidth, local hours, four-week rate.	Business identity, service terms, capacity and backup connectivity.
Transfers	Airport and selected excursion transport; family luggage and child restraints.	Operator/license, auto insurance, vehicle/driver list, cancellation and delay plan.
Activities	Family opening/closing, weekly family event, adult anchors and optional excursions.	Registration, insurance, capacity, weather/cancellation, all-in group rate.
Catering	Camp dinners/snacks and selected events.	Food-business evidence, menu, allergen process, delivery/hot-hold plan, per-head rate.

Commercial response template

Line	Supplier response
Legal entity / registration	
Service dates / availability	
Capacity / minimum guarantee	
Base price before VAT/tax	

VAT/taxes/mandatory fees	
All-in price	
Deposit / nonrefundable amount	
Payment dates	
Cancellation / attrition	
Substitution / failure remedy	
Insurance evidence	
Bid validity / hold expiry	
Assumptions / exclusions	

Normalized scorecards

Camp criterion	Weight
Legal/registry/insurance completeness	20%
Safeguarding and staff quality	20%
Ability to deliver late schedule	20%
Program/meal/venue quality	15%
Price and commercial terms	15%
Location/transport	10%

Housing criterion	Weight
Exact 2027 inventory and licensing	25%
Average all-in cost	25%
Cluster/travel time	20%
Unit quality/family suitability	15%
Cancellation/payment terms	10%
Operations/SLA	5%

Organizer criterion	Weight
RNAVt/insurance/FGVT/fund flow	30%
Package/customer/refund capability	25%
Tax/commercial clarity	15%
Supplier contracting/operations	15%
Fee	10%
References	5%

Bid-comparison rule

1. Reject nonresponsive bids before scoring.
2. Normalize every quote to the same dates, 18 families and 30 children.
3. Add omitted taxes, meals, insurance, cleaning, transport and required labor before comparison.
4. Run the integrated model at 15, 18 and 20 families.
5. Apply contribution-margin, break-even, working-capital and cancellation gates.
6. Select neither city if no complete stack passes.

Public supplier discovery appendix

Type	Supplier/lead	Observed fact	Source
Camp	Camp Go	Public 2026 camp; IPDJ registry S15/DRLVT	S13,S71
Camp	Carcavelos Tennis	Public normal-hours pricing; IPDJ 413/DRLVT	S14,S71
Camp	Prime School	Public 2026 program; operator entity IPDJ 410/DRLVT	S15,S71
Camp	U.Porto CDUP	€155/week incl. food/insurance; IPDJ 253/DRNorte	S70,S83
Camp	Surfing Life	€250/week with lunch; IPDJ 25/DRNorte	S70,S82
Housing	Vila Bicuda	79-villa scale; high public seasonal retail	S20–S21
Housing	NAMA Carcavelos	45 planned residences	S22
Housing	Vibrant Host	Eight group apartments marketed	S72
Housing	Oporto Maison	Multiple serviced-apartment buildings	S33–S34,S86
Organizer	Official RNT/RNAVt	Public registry and statutory framework	S75–S77