

# TENDER PROPOSAL FORM for Lots 1.1 to 1.7

Fill in the **red boxes** below and attach the requested documents

## I. GENERAL INFORMATION ▼

Tenderer's Name ▶	
Address ▶	
Phone/Fax and e-mail ▶	
Name of Contact point ▶ <i>(See Section III.B of Terms of Reference)</i>	

## II. REQUIREMENTS FOR ASSESSMENT OF ELIGIBILITY CRITERIA ▼

### A. Registration ▼

Being registered as a company in in the country where the services are to be provided and in accordance with the national legislation (See Terms of Reference, Section V).

Make sure to attach the Tenderer's Registration documents.

### B. Experience of the Tenderer ▼

- Being able, as a Provider, to demonstrate 3 years of experience of providing similar services to public and/or international bodies;

Please indicate below number of years of experience of your company in providing event management services as described in the Terms of Reference. Make sure to attach 3 reference letters from your major clients. ▼

### C. Financial capacity ▼

Having an annual turnover of over 120000 EUR (one hundred twenty thousand)

For the annual turnover of your company, make sure to attach a copy of the audit financial statements of the company, or any equivalent document, for the past 2 financial years (profit and loss account) and auditor's/accountant's report indicating the annual turnover over the last 2 years of reference according to the company's practice.

### D. Human capacity ▼

Having at least 2 (two) staff members responsible for even organisation/event management services.

Please indicate below the number of staff in your company and indicate how many staff members are employed in relevant roles ▼

## III. REQUIREMENTS FOR ASSESSMENT OF AWARD CRITERIA ▼

### A. Relevance of the experience ▼

Please, describe below your company's experience and how it meets the service requirements set forth in the Terms of Reference. Also, please, include examples of 3 largest events you have managed in the past 2 years with a description of the nature and extent of services rendered (type of events, national or international, number of participants, types of services provided etc.) ▼

### B. Technical capacity – Conference/meeting room and related materials and resources ▼

Please, describe below how you intend to meet the service requirements as mentioned in Section II A of the Terms of Reference, including but not limited to:

- List of venues you may offer to the Council of Europe for conferences;
- List of equipment with basic specification, which you are able to provide at the events. ▼

### C. Technical capacity – Accommodation ▼

Please, describe how you intend to meet the service requirements as mentioned in Section II B of the Terms of Reference, including but not limited to:

- A list of hotels the tenderer may offer to the Council of Europe as venues/accommodation;
- Full details of cancellation policy which is referred in Article 7 of Act of Engagement for events and accommodation including deadlines for changes/final confirmation of bookings and liability in case of last-minute cancellations or “no-shows”, if applicable.

### D. Technical capacity – Catering ▼

Please, describe how you intend to meet the service requirements as mentioned in Section II C of the Terms of Reference, including but not limited to:

- Provision of sample menu(s);
- Description of how the company ensures that full Health and Safety and hygiene standards required by national legislation are strictly followed by staff and contractors and how this is monitored. ▼

### E. Technical capacity – Transfer/transport services ▼

Please, describe how you intend to meet the service requirements as mentioned in Section II D of the Terms of Reference, including but not limited to:

- Description of how the transportation will be managed by the company (types of vehicles, drivers' expertise etc.) ▼

### F. Technical capacity – Security ▼

Please, describe how you intend to meet the service requirements as mentioned in Section II E of the Terms of Reference, including but not limited to security protocols. ▼

### G. Technical capacity – Other ▼

Please, provide in addition, the following:

- Description of the mechanisms used to ensure efficient management of events, including but not limited to number of events that can be organised per week and simultaneously in different locations and how this will be dealt with;
- Description of your company's management structure, including description of key positions towards planning and implementing of the project
- Detailed description of logistical support to be provided, including any subcontracting arrangements (what type of services will be subcontracted and to whom, role of each sub-contractor);
- Information about your local partner networks in target cities (see Section I of the Terms of Reference) and/or your company representation in target cities;
- Number of events that can be organised per week and how this will be dealt with;
- Capacity to provide services not expressly mentioned in the Terms of Reference but related to them, such as organising social events for attendees etc.

Any additional information demonstrating the technical capacity of the tenderer ▼

**H. Human capacity ▼**

In this section, please describe how the competencies and experience of your company's staff members, allocated to the execution of this Framework Agreement, correspond to the level of services requested in the Terms of Reference, including but not limited to:

- Details and anonymous CV of the contact person describing relevant competencies and language skills (as referred to under Section III.B of the Terms of Reference);
- The list of the relevant experience and language skills of other staff allocated to the execution of this Framework Agreement. ▼

**IV. SIGNATURE ▼**

Name and capacity of the Signatory <sup>1</sup> ▶	
Date and place of signature ▶	
Signature ▶	

**FOR THE LIST OF ALL DOCUMENTS TO BE PROVIDED BY THE TENDERER, PLEASE, CHECK THE LAST PAGE OF THE TENDER FILE – FINAL CHECK-LIST.**

---

<sup>1</sup> The Signatory of this Tender Proposal Form shall be the same as the signatory of the Act of Engagement. He/she shall have the authority to sign on behalf of the Provider. In case the Provider is a consortium, the signatory shall have the authority to sign on behalf of the lead entity, which acts for and on behalf of all member entities comprising the consortium.