

**Programmatic Cooperation Framework for
Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine and Belarus**



APPENDIX I

TECHNICAL SPECIFICATION for CALL FOR TENDER

Tender #	4455/2017/64 as of 22 June 2017
Services	<p>Event management services for 10 events:</p> <p>Event 1: First Interactive Workshop on the Dynamic Security for Senior Prison Officers in Kharkiv, 10 August 2017 (10h00 - 16h00)</p> <p>Event 2: Second Interactive Workshop on the Dynamic Security for Senior Prison Officers in Odesa, 15 August 2017 (10h00 - 16h00)</p> <p>Event 3: Third Interactive Workshop on the Dynamic Security for Senior Prison Officers in Lviv, 18 August 2017 (10h00 - 16h00)</p> <p>Event 4: Fourth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Dnipro, 21 August 2017 (10h00 - 16h00)</p> <p>Event 5: Fifth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Bila Tserkva, in the Bila Tserkva In-Service Training Centre, 27 September 2017 (10h00 - 16h00)</p> <p>Event 6: Sixth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Vinnytsia, 04 October 2017 (10h00 - 16h00)</p> <p>Event 7: Visit to the <u>Pilot Prison No 65</u> (Bozhkove town, 12 Parkova Str., Poltavaska Oblast) on 14 September 2017</p> <p>Event 8: Visit to the <u>Pilot Prison No 35</u> (Bila Tserkva, 16 Vasylia Symonenka Str.) on 15 September 2017</p> <p>Event 9: Visit to the <u>Pilot Prison No 81</u> (Stryzhavka, 30 Aleyi Str., Vinnytska Oblast) on 05 October 2017</p>
Venues	<ol style="list-style-type: none"> 1) Premier Hotel Aurora, Kharkiv 2) Hotel Gagarin, Odesa 3) Leopolis Hotel, Lviv 4) Hotel Reikarz (Reikarz Hotel Group), Dnipro 5) Bila Tserkva In-Service Training Centre, Bila Tserkva 6) Hotel in Vinnytsia tbc – suggestions from the applicants/ service providers of the tender 7) Prison No 65 - Bozhkove town, 12 Parkova Str., Poltavaska Oblast 8) Prison No 35 - Bila Tserkva, 16 Vasylia Symonenka Str. 9) Prison No 81 - Stryzhavka, 30 Aleyi Str., Vinnytska Oblast
Participants	<p>6 Workshops - 28 participants per each workshop;</p> <p>3 Visits – 3-4 participants per each visit</p>
Description of services	<p>In the framework of implementation of the Eastern Partnership Programmatic Co-operation Framework Project “Further Support for Penitentiary Reform in Ukraine”, funded by the European Union and implemented by the Council of Europe, the Council entrusts the Service Provider with providing the following event management services to the Project events:</p> <p>Event 1: First Interactive Workshop on the Dynamic Security for Senior Prison Officers in Kharkiv, 10 August 2017 (10h00 - 16h00)</p> <p>Number of participants: 28. Event duration: 10:00 – 16:00.</p> <p>The Tenderer shall provide a package of event management service that includes:</p>

1. CONFERENCE HALL AND TECHNICAL EQUIPMENT

- Rent and set up of **conference hall “Congress Hall” at the Premier Hotel Aurora**, in Kharkiv, Ukraine. Settings – open café Bottled water for participants on the tables.

Please take a note that the conference hall is pre-booked by the Council of Europe. For details, please contact hotel manager Ms Anna Voitenko at conference@hotel-aurora.com.ua or 067.570.0462

- Rent and set up of technical equipment: i) Sound equipment: 3 radio microphones; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers.

2. MEALS

- 1 Welcoming coffee-break - in the hotel menu book “Coffee break Variant No 3”;
- 1 Extended coffee-break (incl. savoury, cookies and pastry) – In the hotel menu book “Coffee break Recharge”;
- 1 buffet lunch - in the hotel menu book variant No 1 of Business lunch. + 1 vegetarian variant No 4

3. CONFERENCE SUPPORT

Conference managers should conduct registration of participants, process reimbursement of participants travel costs, should take care of the proper directions to the conference room, provide technical/ organisational supervision at the event, ad hoc requests. The event will require presence of 2 managers on site.

4. TRAVEL AND TRANSPORTATION

- Reimbursement of travel expenses for participants - Estimated reimbursement amount per participant is **35 EUR, TOTAL – EUR 910.00**
- Procurement of train tickets **Kyiv - Kharkiv- Kyiv (intercity)** – first class – 2 persons
- Transportation services Kharkiv railway station – Hotel (sedan for 2 persons). **The car should have safety belts!!**
- Transfer Hotel Kharkiv - Kharkiv railway station (sedan per 2 persons). **The car should have safety belts!!**

5. Accommodation

Participants should be accommodated at the Hotel where the event takes place (Hotel Aurora). If this hotel is not available for the accommodation, please provide the offer of the hotel of 3 or 4 star in the walking distance to the venue or located downtown with good transport infrastructure. Single standard rooms with good plumbing, air conditioner, Wi Fi and TV in the room, modern styled and comfortable, room rate to include (not outdated interior) breakfast on 10.08 and dinner on 09.08.17.

-4 premier rooms to be booked and paid by the Service Provider.

- 2 premier rooms to be booked only (will be paid by the CoE experts directly). Please **indicate 0.00** in your offer.

6. PRINTING

Per participant: 28 packages of copies A4 colour 2-sided printing (150 pages per person)

Badges: for all participants should be designed and printed on carton, in colour (with logos) with neck stripes.

Name tags for the participants on the table.

7. OTHER

Pick up materials (banners) at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with hand-outs and pens; deliver the materials left back to the CoE Office).

Event 2: Second Interactive Workshop on the Dynamic Security for Senior Prison Officers in Odesa, 15 August 2017 (10h00 - 16h00)

Number of participants: 28. Event duration: 10h00 – 16h00.

The Tenderer shall provide a package of event management service that includes:

8. CONFERENCE HALL AND TECHNICAL EQUIPMENT

- Rent and set up of **conference hall No 2 at the Gagarin Hotel**, in Odesa, Ukraine. Settings – open café Bottled water for participants on the tables.

Please take a note that the conference hall is pre-booked by the Council of Europe. For details, please contact hotel manager Ms Alena Pordan at conference@gagarinn.com or 38 048 774 44 77

- Rent and set up of technical equipment: i) Sound equipment: 1 radio microphones, 15 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment - 28 people; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers;

9. MEALS

- 1 Welcoming coffee-break – in the hotel menu book “Coffee break No 7 +fruits”;
- 1 Extended coffee-break (incl. savoury, cookies and pastry) – In the hotel menu book “Coffee break No 1+ fruits, éclairs, macarons”;
- 1 buffet lunch - in the hotel menu book “Buffet variant No 1”

10. CONFERENCE SUPPORT

Conference managers should conduct registration of participants, process reimbursement of participants travel costs, provide technical/organisational supervision at the event, ad hoc requests. The registration desk should be equipped with the laptop and printer (***print of materials may be requested at the event***), visible signs/directions. The event will require presence of 2 managers on site.

11. TRAVEL AND TRANSPORTATION

- Transfer **Odesa airport – Hotel in Odesa – Airport (next day)** (sedan per 4 persons). **The car should have safety belts!**
- Reimbursement of travel expenses for participants - Estimated reimbursement amount per participant is **35 EUR, total – EUR 910.00**

12. ACCOMMODATION

Participants should be accommodated at the Hotel where the event takes place. If this hotel is not available for the accommodation, please provide the offer of the hotel of 3 or 4 star (5-star will be also considered if no other hotel venues meeting indicated criteria are available) or located downtown with good transport infrastructure. Single standard rooms with good plumbing, air conditioner, Wi Fi and TV in the room, modern styled and comfortable, room rate to include (not outdated interior) breakfast on 15.08.17 and dinner on 14.08.17.

-4 rooms to be booked and paid by the Service Provider.

- 2 rooms to be booked only (will be paid by the CoE experts). Please indicate 0.00 in the offer.

13. PRINTING

Per participant: 28 packages of copies A4 colour 2-sided printing (150 pages per person)

Badges: for all participants should be designed and printed on carton, in colour (with logos) with neck stripes.

Name tags for the participants on the table.

14. OTHER

Pick up materials (banners) at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with hand-outs and pens; deliver the materials left back to the CoE Office).

Event 3: Third Interactive Workshop on the Dynamic Security for Senior Prison Officers in Lviv, 18 August 2017 (10h00 - 16h00)

Number of participants: 28. Event duration: 10h00 – 16h00.

The Tenderer shall provide a package of event management service that includes:

15. CONFERENCE HALL AND TECHNICAL EQUIPMENT

- ✓ Rent and set up of conference hall Karelia at the Hotel Leopoli, in Lviv, Ukraine. Settings – open café Bottled water for participants on the tables.

Please take a note that the conference hall is pre-booked by the Council of Europe. For details, please contact hotel manager Ms Anastasia Kerechan at Anastasiya Kerechan, anastasia.kerechan@leopolishotel.com or 380 50 431 01 90

- ✓ Rent and set up of technical equipment: i) Sound equipment: 3 radio microphones; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers;

16. MEALS

- 1 Welcoming coffee-break – in the hotel menu book **Coffee break No 3**;
- 1 Extended coffee-break (incl. savoury, cookies and pastry) – in the hotel menu book **Coffee break No 4**;
- 1 buffet lunch (*requirements: tea, coffee, juice, fruits, 4 types of cold snacks, 2 types of main dishes (meat and fish), grilled vegetables, 2 types of side dishes – rice and potatoes – 600 gm per person, 200 ml of drinks*).

17. CONFERENCE SUPPORT

Conference managers should conduct registration of participants, process reimbursement of participants travel costs, provide technical/organisational supervision at the event, ad hoc requests. The registration desk should be equipped with the laptop and printer (*print of materials may be requested at the event*), visible signs/directions. The event will require presence of 2 managers on site.

18. TRAVEL AND TRANSPORTATION

- Procurement of train tickets **Kyiv - LVIV- Kyiv (intercity)** – first class – 2 persons
- Transfer Lviv railway station – Hotel (sedan per 2 persons). **The car should have safety belts!**
- Transfer Hotel Lviv – Lviv railway station (sedan per 4 persons). **The car should have safety belts!**
- Reimbursement of travel expenses for participants - Estimated reimbursement amount per participant is **35 EUR, total EUR 910.00**

19. ACCOMMODATION

Participants should be accommodated at the Hotel of 3 or 4 star (5-star will be also considered if no other hotel venues meeting indicated criteria are available) or located downtown with good transport infrastructure. Single standard rooms with good plumbing, air conditioner, Wi Fi and TV in the room, modern styled and comfortable, room rate to include (not outdated interior) breakfast on 18.08. 17 and dinner on 17.08.17.

-4 rooms to be booked and paid by the Service Provider.

- 2 rooms to be booked only (will be paid by the CoE experts). Please indicate 0.00 in the offer.

20. PRINTING

Per participant: 28 packages of copies A4 colour 2-sided printing (150 pages per person)

Badges: for all participants should be designed and printed on carton, in colour (with logos) with neck stripes.

Name tags for the participants on the table.

21. OTHER

Pick up materials (banners) at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with hand-outs and pens; deliver the materials left back to the CoE Office).

Event 4: Fourth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Dnipro, 21 August 2017 (10h00 - 16h00)

Number of participants: 28. Event duration: 10h00 – 16h00.

The Tenderer shall provide a package of event management service that includes:

22. CONFERENCE HALL AND TECHNICAL EQUIPMENT

- ✓ Rent and set up of **Conference hall (77 sq m) at the Reikarz Hotel**, in Dnipro, Ukraine. Settings – open café Bottled water for participants on the tables.
Please take a note that the conference hall is pre-booked by the Council of Europe. For details, please contact hotel manager Ms Ana Koroid anna.koroid@reikartz.com or 38 067-546-70-75 or Mr Valerii Pop valeriy.pap@reikartz.com
- ✓ Rent and set up of technical equipment: i) Sound equipment: 3 radio microphones; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers;

23. MEALS

- 1 Welcoming coffee-break – in the menu book Coffee break “Firmovyi”;
- 1 Extended coffee-break (incl. savoury, cookies and pastry) – in the menu book Coffee break “Etnichnyi”;
- 1 buffet lunch (incl. appetizers, salad, main course with garnish, desert, non-alcoholic drinks such as tea, coffee) - in the menu book lunch “Hastronomichnyi”

24. CONFERENCE SUPPORT

Conference managers should conduct registration of participants, process reimbursement of participants travel costs, provide technical/organisational supervision at the event, ad hoc requests. The registration desk should be equipped with the laptop and printer (***print of materials may be requested at the event***), visible signs/directions. The event will require presence of 2 managers on site.

TRAVEL AND TRANSPORTATION

- Transfer Dnipro airport – Hotel (sedan per 2 persons) – **The car should have safety belts!!**
- Transfer Hotel Dnipro – Dnipro airport (sedan per 2 persons) - **The car should have safety belts!!**
- Reimbursement of travel expenses for participants - Estimated reimbursement amount per participant is **35 EUR, total EUR 910.00**

25. ACCOMMODATION

Participants should be accommodated at the Hotel where the event takes place (Reikarz Hotel). If this hotel is not available for the accommodation, please provide the offer of the hotel of 3 or 4 star (5-star will be also considered if no other hotel venues meeting indicated criteria are available) or located downtown with good transport infrastructure. Single standard rooms with good plumbing, air conditioner, Wi Fi and TV in the room, modern styled and comfortable, room rate to include (not outdated interior) breakfast on 21.08.17 and dinner on 20.08.17.
-4 single rooms to be booked and paid by the Service Provider.
- 2 rooms to be booked only (will be paid by the CoE experts). Please indicate 0.00 in the offer.

26. PRINTING

Per participant: 28 packages of copies A4 colour 2-sided printing (150 pages per

person)

Badges: for all participants should be designed and printed on carton, in colour (with logos) with neck stripes. Name tags for the participants on the table.

27. OTHER

Pick up materials (banners) at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with hand-outs and pens; deliver the materials left back to the CoE Office).

Event 5: Fifth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Bila Tserkva, in the Bila Tserkva In-Service Training Centre, 27 September 2017 (10h00 - 16h00)

Number of participants: 28. Event duration: 10h00 – 16h00.

28. CONFERENCE HALL AND TECHNICAL EQUIPMENT

Rent of the conference hall: the conference hall will be provided free of charge by the Centre. Preparation and set up of the conference hall, technical equipment, hand-out materials. ***Bottled water should be provided for the participants.***

Technical equipment package

Sound equipment: 3 radio microphones, 18 goose microphones, loudspeakers, mixer, amplifier; Laptop (with remote presentation control), projector and screen; Flipchart and set of markers.

29. MEALS

- 1 Welcoming coffee-break (*requirements: tea, coffee, juice, fruits, 2 types of biscuits/cakes/pie – 180-200 gm per person, 150 ml of drinks (coffee etc);*

- 1 Extended coffee-break (*requirements: tea, coffee, juice, fruits, 2 types of biscuits/cakes/pie, 2 types of savoury/sandwiches – 250 gm per person, 150 ml of drinks (coffee etc);*

- 1 buffet lunch (*requirements: tea, coffee, juice, fruits, 4 types of cold snacks, 2 types of main dishes (meat and fish), grilled vegetables, 2 types of side dishes – rice and potatoes – 600 gm per person, 200 ml of drinks).*

Please kindly calculate catering to be brought from Kyiv because **catering in Bila Tserkva is of poor quality! The project asks you not to use this catering <http://lvs-catering.com.ua/about.html>**

Please kindly take a note that those offers that don't meet the above-mentioned criteria will not be considered!

30. CONFERENCE SUPPORT

Event managers should conduct registration of participants, process reimbursement of participants travel costs, provide technical/organisational supervision at the event, ad hoc requests. The event will require presence of 2 managers on site. The registration desk should be equipped with the laptop and printer (***print of materials may be requested at the event***), visible signs/directions.

31. TRAVEL AND TRANSPORTATION

a) Estimated reimbursement amount per participant is **35 EUR, total – EUR 910.00.**

b) Transportation/transfer for up to 10 participants **Kyiv – Bila Tserkva – Kyiv** (minivan, Mercedes Vito, VW Transporter etc). **The car should have safety belts!! The driver should wait till 16h00.** Water (0.5 l) should be available for the delegation during the trip – 8 bottles in total.

32. PRINTING

Per participant: 28 packages of copies A4 colour 2-sided printing (150 pages per person)

Badges: for all participants should be designed and printed on carton, in colour (with

logos) with neck stripes.
Name tags for the participants on the table.

33. OTHER

Pick up materials (banners) at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with hand-outs and pens; deliver the materials left back to the CoE Office).

Event 6: Sixth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Vinnytsia, 04 October 2017 (10h00 - 16h00)

Number of participants: 28. Event duration: 10h00 – 16h00.

34. CONFERENCE HALL AND TECHNICAL EQUIPMENT

- ✓ Rent and set up of conference hall: **the Service Provider should suggest 3-4 star hotel in Vinnytsia (5-star will be also considered if no other hotel venues meeting indicated criteria are available).** Conference room has to be in the same hotel where the participants will be accommodated and have excellent facilities (modern furniture, adjustable tables), windows (be spacious and have daylight), air conditioning, Wi Fi in the room, **be of 75 sq m or more** (U-shape settings + extra space for interactive training) per 25 people. U-shape settings. Bottled water for participants included.
- ✓ Rent and set up of technical equipment: i) Sound equipment: 3 radio microphones; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers.

35. MEALS

- 1 Welcoming coffee-break (*requirements: tea, coffee, juice, fruits, 2 types of biscuits/cakes/pie – 180-200 gm per person, 150 ml of drinks (coffee etc);*
- 1 Extended coffee-break (*requirements: tea, coffee, juice, fruits, 2 types of biscuits/cakes/pie, 2 types of savoury/sandwiches – 250 gm per person, 150 ml of drinks (coffee etc);*
- 1 buffet lunch (*requirements: tea, coffee, juice, fruits, 4 types of cold snacks, 2 types of main dishes (meat and fish), grilled vegetables, 2 types of side dishes – rice and potatoes – 600 gm per person, 200 ml of drinks).*

Please kindly take a note that those offers that don't meet the above-mentioned criteria will not be considered!

36. CONFERENCE SUPPORT

Conference managers should conduct registration of participants, process reimbursement of participants travel costs, provide technical/organisational supervision at the event, ad hoc requests. The registration desk should be equipped with the laptop and printer (**print of materials may be requested at the event**), visible signs/directions. The event will require presence of 2 managers on site.

37. TRAVEL EXPENSES

- Procurement of train tickets **Kyiv - Vinnytsia- Kyiv (intercity)** – first class- 2 persons
- Transfer Vinnytsia railway station – Hotel (sedan per 4 persons) **The car should have safety belts!!**
- Transfer Hotel Vinnytsia - Vinnytsia railway station (sedan per 4 persons). **The car should have safety belts!!**
- Reimbursement of travel expenses for participants - Estimated reimbursement amount per participant is **35 EUR, total EUR 910.00**

38. ACCOMMODATION

Participants should be accommodated at the Hotel where the event takes place. If this hotel is not available for the accommodation, please provide the offer of the hotel of 3 or 4 star (5-star will be also considered if no other hotel venues meeting

indicated criteria are available) or located downtown with good transport infrastructure. Single standard rooms with good plumbing, air conditioner, Wi Fi and TV in the room, modern styled and comfortable, room rate to include (not outdated interior) breakfast on 04.10.17 and dinner on 03.10.17.

-4 rooms to be booked and paid by the Service Provider.

- 2 rooms to be booked only (will be paid by the CoE experts). Please indicate 0.00 in your offers.

39. PRINTING

Per participant: 28 packages of copies A4 colour 2-sided printing (150 pages per person)

Badges: for all participants should be designed and printed on carton, in colour (with logos) with neck stripes.

Name tags for the participants on the table.

40. OTHER

Pick up materials (banners) at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with hand-outs and pens; deliver the materials left back to the CoE Office).

Event 7: Visit to the pilot prison No 65 (Bozhkove town, 12 Parkova Str., Poltavsk Oblast) on 14 September 2017

41. TRAVEL AND TRANSPORTATION

- Procurement of train tickets intercity **Kyiv-Poltava-Kyiv** - per 2 persons. Return to Kyiv last train on 14.09.17
- Transportation service railway station Poltava - Hotel Poltava - car sedan per 2 people. **The car should have safety belts!!**
- Transportation services **Hotel Poltava - Prison No 65 in Bozhkove - Hotel Poltava** - car sedan (**the driver should wait till 17h00**). Water in the car during all travels – 1 l per person (2 persons).
- Reimbursement of travel expenses of participants Estimated reimbursement amount per participant is **35 EUR, total EUR 70.00**

42. ACCOMMODATION

- 2 Single standard rooms with breakfasts 13.09.17 - 14.09.17
- Dinner at the hotel 13.09.17
- Pre-book 2 standard rooms for the CoE. Please indicate 0.00 in your offer.

EVENT 8: Visit to the pilot prison No 35 (Bila Tserkva) on 15 September 2017

43. TRAVEL AND TRANSPORTATION

Transportation services **Kyiv - Bila Tserkva - Kyiv** - car sedan per 2 persons (**the driver should wait till 16h30**). Water in the car: 1 l per person. **The car should be equipped with safety belts!**

Reimbursement of travel expenses – total **EUR 35.00** (just one person travelling).

44. OTHER

Flipchart and set of markers

EVENT 9: Visit to the pilot prison No 81 (Stryzhavka, 30 Aleyi Str., Vinnytska Oblast) on 05 October 2017

45. TRAVEL AND TRANSPORTATION

- Transportation service **Vinnytsia-Prison No 81 - Vinnytsia** per 2 persons, car sedan per 2 persons (**the driver should wait till 16h30**). Water in the car: 1 l per person. **The car should be equipped with safety belts!**
- Reimbursement of travel expenses – total EUR 35.00 (just one person travelling).

46. OTHER

	<p>Flipchart and set of markers</p> <p><i>The full list of the expected services is specified in the APPENDIX III (Estimated budget template) to the announcement of the Call for tender for event organisation services 4455/2017/64 as of 22 June 2017</i></p>
Payment	<p>In return for the fulfilment by the Tenderer of its obligations under the contract, the Council undertakes to pay the Tenderer a fee in EUR.</p> <ul style="list-style-type: none"> • This fee shall be payable within 60 calendar days upon receipt of the deliverables of the contract (listed in Appendix II) and its acceptance by the Council and on presentation of an invoice in and in Euros. • Advance payment of 30% is possible. • 100% payment after conduction of events 1,2,3 and submission of the reporting documents and after their acceptance by the CoE. • Balance payment after conduction of all events within 60 calendar days of submission of the documents.
Service Provider Exclusion Criteria	<p>Those service providers who already exceeded their CoE procurement thresholds with the Council of Europe cannot participate in the tender. They are namely “Event Envoy” LLC, Arena Conferences & Seminars LLC, PE “Travel Company Bytsko”.</p> <p>Tenderers should:</p> <ul style="list-style-type: none"> • Have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering; • Are not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind; • Have not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct; • Do comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established.
Service Provider Eligibility Criteria	<p>Tenderers should meet the following criteria:</p> <ul style="list-style-type: none"> • Proven working experience in organising similar events and providing high quality event management and logistics support services. • Operational and financial capacity of the company. • A good record of services provided to the Council of Europe would be an asset.
Service Provider Award Criteria	<p>Tenderers will be assessed against the following selection criteria:</p> <ul style="list-style-type: none"> ✓ Venue options proposed to be meeting the requested criteria indicated in the Tender Specification; ✓ Quality=cost balance of proposed options; ✓ Financial offer; ✓ Catering menu prepared according to the requirements; ✓ Completely filled in Application Form as well as accurate and correct calculation of each bids submitted; ✓ Submission of bids before the deadline indicated in the call for tender; ✓ A proven track record of services provided to the Council of Europe would be an asset.
Call for tender issued	22 June 2017
Date of the announcement of the results	13 July 2017

<p>Documents to be provided by the Tenderers</p>	<p>The applications with price proposals shall be sent via e-mail to kyiv@coe.int indicating TENDER 4455/2017/64 in a subject line by 04 July 2017, 19h00 Kyiv Time. The deadline is compulsory.</p> <p>The offer should consist of:</p> <ul style="list-style-type: none"> • <i>the completed and signed Tender Application Form (See Appendix II);</i> • <i>an estimated budget (based on the template in Appendix III). Estimated budget should be <u>on the Company's letterhead duly signed and stamped</u>. Each bid should be submitted in 2 formats: scanned PDF on the letterhead, with the date, name of responsible persons, signature and stamp) and Excel (where calculations are clearly made as per the formula provided in Estimated Budget Template document).</i> <p><i>The estimated budget should be presented in all-inclusive prices which means that companies fees and VAT should be included into the proposal.</i></p> <ul style="list-style-type: none"> • <i>Catering menu. Submission of menu is compulsory</i> <p><i>CURRENCY: the offer should be quoted either in Euros or in Hryvnias. The Council of Europe rate of exchange is 1 EUR=29,06 UAH.</i></p> <p>For details, please contact the Project Assistant Oksana Nechyporuk at Oksana.nechyporuk@coe.int , +38 044 425 60 01 (ext. 124)</p>
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