

TENDER TECHNICAL SPECIFICATION

Tender #	8419/2017/2 as of 06/07/2017
Services	Summer school «Internal displacement in Ukraine : learning for common solutions»
Location and dates	Yaremche, Ukraine, 14-18 August 2017
Dates	13-18 August 2017
Description of services	<p>The Council of Europe Project “Strengthening the Human Rights Protection of Internally Displaced Persons in Ukraine” (herein after “the Project”) implemented as part of the Council of Europe Action Plan for Ukraine 2015-2017 aims at improving the existing protection systems and mechanisms for internally displaced persons (IDPs) as well as Ukrainian legislation on IDPs, notably in line with European and other international standards. In connection with the Project, the Council entrusts the Service Provider with arrangement of Summer school «Internal displacement in Ukraine : learning for common solutions»</p> <p>Number of participants: 80 participants from the Eastern Ukraine</p> <p>Event duration: 5 days</p> <p>The Service Provider shall provide a package of event arrangement and management services that includes the following:</p> <p>IMPORTANT: <u>Service Provider is to propose in the bid the locations for the Summer school which meet the following requirements and general guidelines:</u></p> <p>Summer school should be conducted at the hotel/hotel complex (Yaremche preferable) 4* suitable to host participants and render accommodation, meals, excellent conference facilities. Hotel/Hotel complex should have available for this event: 1 big conference hall for 80 pax, classroom or round table set-up, 3 conference halls for 30 persons, classroom or round table set-up including presidium;<u>(3 small conference rooms preferable, but we are ready to accept proposal with 2 small conference rooms)</u> Restaurant suitable for lunch, place for coffee-breaks.</p> <p>Hotel/Hotel complex is wished located in Yaremche (for example, Karpaty baza otdyha, Romantic Spa Hotel). You are welcome to suggest other hotel complexes, suitable for the activity.</p> <p>Hotel venue (for accommodation and trainings). Rooms (room rate should include breakfast) should be with modern plumbing, air conditioner, Wi Fi and TV in the room, modern styled and comfortable. Accommodation shall be paid by Service Provider, should other not be advised by Project team</p>

additionally.

15 rooms should be reserved additionally and will be paid by participant to the hotel directly

b. Meals.

Hotel/ Hotel Complex restaurant should be able to offer coffee-breaks, dinner, lunch, according to the dates and number of participants, indicated in the templates.

- Lunches (soup, salad, main course, 1 drink per person);
- Dinner (salad, main course, 1 drink per person);
- Standard coffee - breaks (coffee/tea, baked pastry/cookies,)
- Welcome reception, variety of dishes, 1 glass of wine per person incl. sound equipment and wireless mics for the dinner
- Barbecue party, to be organised outdoors, including 1 glass of wine per person; incl. sound equipment and wireless mics for the dinner
- Mineral water (non-gas, 0.5l in plastic bottle) should be placed on the tables with the glasses in the rooms. 2 bottles per person/per day
- Lunch in Lviv on 18/08/2017
- Lunch boxes on 18/08/2017

c. Rent of the conference hall and technical equipment. Hotel/Hotel complex has to have available for the Summer school dates the following conference facilities:

- Big conference hall for 80 pax, classroom or round table set-up including presidium, including rent of sound equipment, 40 table mics, 4 wireless mics, rent of LCD projector with beamer, rent of laptop, rent of screen, rent of flipchart with paper and markers, 9:00 - 18:00, 14 - 17. 08. 2017
- 3 or 4 conference halls for 30 persons, classroom or round table set-up including presidium, including rent of sound equipment, 15 table mics, 2 wireless mics, rent of LCD projector with beamer, rent of laptop, rent of screen, rent of flipchart with paper and markers, 9:00 - 18:00, 14 - 17. 08. 2017 /

It is expected that hotel/hotel complex has modern furniture (adjustable tables, chairs) in sufficient number required for hosting up to 80 participants.

Conference facilities should also include availability of projector, screen, laptop, beam pointer/slide changer (for presentations), flipchart with paper and markers for each activity.

d. Reimbursement of travel costs to participants and transportation.

- Transport reimbursement to participants should be paid in cash during the training to participants as per actual travel expenses incurred (according to original train/bus tickets presented);
- Arrival transfers from the train station in Ivano-frankivsk to the Summer school venue on 13.08.2017 (3 minivans with air condition, 20 persons each)
- Arrival transfer from the train station in Lviv to the Summer school venue on 13.08.2017 (1 minivan with air condition, 20 persons each)

	<p>- Transfer from the Venue to Lviv, work of the bus during the day (till 18:00), Lviv city tour(4 minivans with air condition, 20 persons each)</p> <p>Important: Fee for transport cost cash reimbursement (if any to be incurred) should not exceed 20% and should be added in the <i>Provisional Budget Template</i> document as a separate line. If this expense was not foreseen in Service Provider' Tender bid and actually incurred, no further claims should be accepted by Project team at the stage of final payment.</p> <p>e. Conference support. Service provider should ensure presence of 4 conference managers during all Summer school. The registration has to be organised each morning. The service provider has to provide person for contacting participant concerning their travel information. Recording of the USB flash drives shall be organised during the conference</p> <p>Service Provider representatives - Conference managers should be dressed appropriately (business style) and be available on site during whole duration of event. They will be responsible for arranging table name plates, participants' registration, folding and distribution of handout materials, process reimbursement of travel costs, provide technical/organisational supervision at the event, carry out any ad hoc requests. Direction signs at the hotel/hotel complex (showing how to get to the conference room where activities takes place) as well as the registration desk should be equipped with visible signs/directions.</p> <p>Important: Conference managers should arrive to the place where training takes place in advance (have sufficient amount of time) before event starts to double check all the services ordered with the hotel. Conference managers should stay on site until the official end of the event, gather and pack all materials, which have to be delivered back to the CoE office in Kyiv.</p> <p>Service Provider is expected to arrange the delivery of all project materials from Council of Europe Office (8, Illinska Str.) to venue and back. The project materials will include notebooks, folders, 2 banners, notebook bags, 3 books per person, USB flash drives and other visibility materials.</p> <p>f. Printing and publications. - photocopy black and white and colour; - colour badges for participants - table tag printing - design and production of T-shirts with logo - design and printing of certificates</p> <p>The full list of the expected services is specified in the APPENDIX II Provisional budget template to Call for tender 8419/2017/2 as of 06 July 2017.</p>
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Payment	<p>In return for the fulfilment by the Service Provider of its obligations under the contract, the Council undertakes to pay the Service Provider a fee in EUR or in UAH as follows:</p> <ul style="list-style-type: none"> • Advance payment of max 60% from the total price of <u>the contract</u>; • The balance amount as per actual expenditures incurred shall be paid within 60 calendar days upon receipt of the services of the contract (listed in Appendix II) and its acceptance by the Council and on presentation of an invoice.
Service Provider Exclusion Criteria	<p>Bidders 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>Bidders should meet the following eligibility criteria:</p> <ul style="list-style-type: none"> • Have a proven working experience in organising similar events and providing high quality event management and logistics support services (min 1 calendar year). • Operational, HR and financial capacity of the company.
Service Provider Award Criteria	<p>Bidders will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • Venue options proposed to be meeting the requested criteria indicated in Tender Specifications. • <u>Important</u>: Suppliers have to provide bids/quotes and invoices <u>in all-inclusive prices</u> (no commission and other taxes to be shown in bids/invoices). Included VAT must be shown in invoices separately, for VAT payers as per following format: <p style="text-align: center;"> <i>Total price without VATXXX</i> <i>VAT 20%XXX</i> <i>Total price including VAT.....XXX</i> </p> <ul style="list-style-type: none"> • Quality=price balance of proposed options. • Completely filled in Application Form as well as accurate and correct calculation of each bids submitted. <p>Each bid should be submitted in 2 formats: scanned PDF (on the</p>

	<p>letterhead, with the date, name of responsible person, signature and stamp) and Excel (where calculations are clearly made as per the formula provided in <i>Provisional Budget Template</i> document).</p> <ul style="list-style-type: none"> • Submission of bids before the deadline indicated in the call for tender. • A good record of services provided to the Council of Europe would be an asset.
Call for tender issued	July 6, 2017
Date of the announcement of the results	July 19, 2017
Documents to be provided by the Bidders	<p>All Bids should be sent via e-mail to kyiv@coe.int indicating TENDER 8419/2017/2 in a subject line by July 13, 2017 at 23:59 Kyiv Time. The deadline is compulsory.</p> <p>The following documents should be presented:</p> <ol style="list-style-type: none"> 1. APPENDIX I Tender Application Form 8419/2017/2 all fully completed and signed; 2. APPENDIX II Provisional budget template filled in as per all requested service positions in PDF <u>and</u> Excel format. Submitted PDF formatted budget should be <u>duly signed, stamped and dated</u>; provided on the <u>Company's letterhead</u> (the budget to be in both UAH and EUR, at the CoE rate as of 05/07/2017 1 Eur = 29,65 UAH; <p>If you have any questions, please reach out to Anna Portnova, +38 044 425 60; anna.portnova@coe.int ; 01 ext. 136 or Oleksii Murashkevych +38 044 425 60 01 ext.152; Oleksii.MURASHKEVYCH@coe.int</p>