

**STRENGTHENING THE HUMAN RIGHTS PROTECTION
OF INTERNALLY DISPLACED PERSONS IN UKRAINE**



TENDER TECHNICAL SPECIFICATION

Tender #	BH8419/2016/1 as of 22 September 2016
Services	Event management services for 4 events
Location	Kyiv, Ukraine
Dates	12-13/10/16, 20-21/10/16, 27-28/10/16, 03-04/11/16
Description of services	<p>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 providing trainings in October – November 2016.</p> <p>4 trainings on rights of IDPs for social protection: application of the legislation of Ukraine in the light of European human rights standards</p> <p>Number of participants: 30 per training, 120 total. Event duration: 1.5 days The Service Provider shall provide a package of event management service that includes (for each event, 4 events in total):</p> <p>a. Rent of the conference hall and technical equipment. Table shape: classroom for participants + table/presidium for speakers and moderators. 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: 20 table mics, amplifier and mixer. Presentation: laptop, projector, pointer and screen, flipchart with paper and markers.</p> <p>b. Conference support. Conference managers should conduct every day registration of participants, process reimbursement of travel costs when necessary, 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.</p> <p>c. Providing printing services. Per participant: 50 copies black and white A4, 10 copies A4 colour; 30 table name plates (for each event)</p> <p>d. Pick up materials at the Council of Europe Office (8 Illinska St., Kyiv and deliver them to the venue, compile branded folders with handouts and pens; deliver the materials left back to the CoE Office).</p> <p>e. Providing catering services:</p> <ul style="list-style-type: none"> - Welcome coffee breaks for the date of arrival (including canapés and pastry); - 2 Standard coffee-breaks (incl. cookies and pastry) - 2 lunches (incl. salad, soup, main course with garnish, drinks) - Dinner at the first day (appetizers, salad, main course with garnish, desert,

	<p>drinks) -Dinner before departure f. Reimbursement of travel expenses for participants. Estimated reimbursement amount per participant is 1200 UAH. Reimbursement fee is possible. g. Organisation of transportation for the participants: For each training: 1st day – from Train station to the venue; 2nd day Venue – Travel station. h. Organisation of the tour to Pirohovo state museum incl. rent of the bus, services of the guide, entrance tickets, organisation of the lunch in Pirohovo, mineral water for the bus. g. Providing accommodation. Single accommodation including breakfast and late check-out. The hotel should be suggested by the Service provider. The requirements for the hotel: centrally located, 3*. The conference facilities should be in the same venue with rooms for participants</p> <p>The full list of the expected services is specified in the APPENDIX II to Call for tender 8419/2016/1 as of 22 September 2016</p>
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.</p> <ul style="list-style-type: none"> • The fee shall be payable 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. • Advance payment of 30% is possible.
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 Adjudication Criteria ((Selection Criteria))	<p>Bidders will be assessed against 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. • Financial offer. • Operational and financial capacity of the company. • A good record of services provided to the Council of Europe would be

	an asset.
Call for tender issued	22 September 2016
Date of the announcement of the results	29 September 2016
Documents to be provided by the Bidders	<p>All Bids should be sent via e-mail to kyiv@coe.int indicating TENDER BH8419/2016/01 in a subject line by 27 September 2016, 23:55 Kyiv Time. The deadline is compulsory.</p> <p>The following documents should be presented:</p> <ol style="list-style-type: none"> 1. <i>the completed and signed Application Form (See Appendix I);</i> 2. <i>a provisional budget (using the template reproduced in Appendix II). Proposed budget should be duly signed, provided on the Company's letterhead (the budget to be in both UAH and EUR, at the CoE rate as of 22/09/2016 1 Eur = 29,35 UAH;</i> <p>For questions please contact the Project Assistant Anna Portnova at anna.portnova@coe.int, +38 044 425 60 01(ext. 136)</p>