



TECHNICAL SPECIFICATION for CALL FOR TENDERS

Tender #	4455/2016/33 as of 22 October 2016
Services	Event management services for 1 event
Location	Ramada Encore Hotel Kyiv, Ukraine (103 Stolychne Shosse Str.)
Dates	12-13 October 2016
Participants	150
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 event management services to the Project event on 12-13 October 2016:</p> <p>Two-day Annual Conference on prison management issues for senior prison managers in Ukraine, to be held on 12-13 October 2016</p> <p>Number of participants: 150. Event duration: 2 days, 9:00 – 18:00.</p> <p>The Tenderer shall provide a package of event management service that includes:</p> <p>1. CONFERENCE HALL AND TECHNICAL EQUIPMENT</p> <p>Table settings: theatre + presidium for speakers and moderators with 5 white armchairs and 5 glass tables, behind the presidium – big wall-size project banner (available) on the metal construction (to be rented). Preparation and set up of the conference hall, technical equipment, hand out materials. Bottled water should be provided for the participants.</p> <p>Please note. Conference hall rental details.</p> <p>The conference hall “Madrid” at the Ramada Encore Kiev Hotel has been pre-booked for this event. When contacting the hotel for a quote, please refer to the pre-booking made by the Project Assistant Oksana Nechyporuk.</p> <p>Technical equipment package</p> <p>Sound: 8 radio microphones, amplifier and mixer. Presentation: laptop, projector, pointer and 2 screens.</p> <p>Other specific sound set:</p> <ul style="list-style-type: none"> • Broadband speaker system (Двосмугова\широкосмугова акустична система) (Electro-Voice ELX 115 (1x15"+1x1,5", 8Ohm , 400 W / 800 W / 1600 W)); • low-frequency speaker system (низькочастотна акустична система) (Sub system md 2882 (2x18", 4Ohm, 800 W / 1600 W / 3200 W)); • Case amplifiers and collector panel (Кейс з підсилювачами та конекторною панеллю) (AMP Rack (DBX DRIVE PA, QSC RMX5050, QSC RMX 3051)); • Digital sound mixer (Цифровой микшерный пульт, 20 фейдеров, 32

	<p>inputs, 16 outputs (Behringer X32);</p> <ul style="list-style-type: none"> • DI-box (Ді-бокс) (Samson DI); • Manual radio system (Ручна радіо система) (Sennheiser G2 (wireless system)); • Proel StageBox 24/6 30m мультитор <p>2. MEALS 12-13 October:</p> <ul style="list-style-type: none"> - Welcoming coffee-breaks; - 6 Standard coffee-breaks (incl. cookies and pastry); - 2 buffet lunches (incl. salad, soup, main course with garnish, non-alcoholic drinks such as tea, coffee); - 2 buffet dinners (appetizers, salad, main course with garnish, desert, non-alcoholic drinks such as tea, coffee). <p>3. CONFERENCE SUPPORT</p> <p>Conference managers should conduct registration of participants each day, 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 (<i>print of materials may be requested at the event</i>), visible signs/directions.</p> <p>4. TRAVEL EXPENSES</p> <p>Estimated reimbursement amount per participant is 35 EUR.</p> <p>5. ACCOMMODATION for participants at the <u>Ramada Encore Kyiv Hotel</u>. Period: 11-13 October 2016. Rooms: 136 standard single rooms, 7 – superior twin rooms, 7 – studio single rooms, dinner (on 11 October) and breakfast (on 12 and 13 October) included.</p> <p>6. PRINTING</p> <p>Per participant: 150 copies A4 colour 2-sided printing (150 pages per person), plastic comb binding, 150 name tags on ribbon.</p> <p>7. OTHER</p> <p>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>The full list of the expected services is specified in the APPENDIX III to Call for tender for event organisation services 4455/2016/33 as of 22 September 2016</p>
<p>Payment</p>	<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.
<p>Tenderer Selection Criteria</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;

	<ul style="list-style-type: none"> • 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.
Tenderer Adjudication Criteria (Selection Criteria)	<p>Tenderers 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.
Non-Applicable Tenderers	Please kindly note that such event management company, namely “Event Envoy” LLC cannot participate in this call for tender in respect to financial regulations of organisation
Call for tender issued	23 September 2016
Date of the announcement of the results	27 September 2016
Documents to be provided by the Tenderers	<p>The quoted prices shall be sent via e-mail to kyiv@coe.int indicating TENDER 4455/2016/33 in a subject line by 27 September 2016, 17:00 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 on the Company’s letterhead duly signed and stamped.</i> <p>For details, please contact the Project Assistant Oksana Nechyporuk at Oksana.nechyporuk@coe.int , +38 044 425 60 01 (ext. 124)</p>