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**Joint Programme between the European Union and the Council of Europe “Strengthening the Implementation of European Human Rights Standards in Ukraine”**

**TENDER TECHNICAL SPECIFICATION**

<b>Tender #</b>	<b>BH4434/2016/1 as of 11 October 2016</b>
<b>Services</b>	Event management services for one big-scale event
<b>Location</b>	Kyiv, Ukraine
<b>Dates</b>	4-5 November 2016
<b>Description of services</b>	<p>Joint Programme between the European Union and the Council of Europe “Strengthening the Implementation of European Human Rights Standards in Ukraine” (herein after “the Project”), implemented as part of the Programmatic Cooperation Framework for Eastern Partnership countries, is working on strengthening the Ombudsperson’s Office operational capacities in the domain of non-discrimination. Within this Project’s component, the Council entrusts the Service Provider with providing event management service for the First All-Ukrainian Student Forum “Discrimination in Ukraine: from apprehension to prevention”.</p> <p><b>First All-Ukrainian Student Forum “Discrimination in Ukraine: from apprehension to prevention”</b> <b>Number of participants: 400 total. Event duration: 2 days.</b> <b>Venue: premises of the Taras Shevchenko National University of Kyiv (60, Volodymyrska Str., Kyiv). No rent of venue is required.</b> The Service Provider shall provide a package of event management service for whole 2 days of event that includes :</p> <p><b>a. Rent of technical and other equipment.</b></p> <ul style="list-style-type: none"><li>○ 5 LED screens</li><li>○ 5 laptops (with mouse, clicker)</li><li>○ 4 portable screens and projectors</li><li>○ 10 table microphones</li><li>○ 10 headsets - hands free microphones</li></ul> <p>Presentation tools: 6 flipcharts with paper and markers.</p> <p><b>b. Accommodation for 210 participants from regions.</b> <b>Accommodation for 210 participants from regions in hotel/hostel rooms for 2-4 people with private bathroom, including breakfast.</b> <b>Requirements:</b> if hotel – 3-star hotel, close to metro station, clean rooms with separate beds for 2-4 people and private bathroom in the room; if hostel – clean, renovated, close to metro station, separate beds, breakfast.</p> <p><b>c. Reimbursement of travel expenses</b> for 210 participants from regions. Estimated reimbursement amount per participant is 1000 UAH. Reimbursement fee is possible, should be indicated separately.</p>

**d. Providing catering services:**

- 2 Welcome coffee breaks (including canapés and pastry);
- 4 Standard coffee-breaks total (incl. cookies and pastry);
- 2 lunches (buffet style, incl. drinks (juices, water);
- Dinner at the first day (buffet style, incl. drinks (juices, water);
- Reception on 2<sup>nd</sup> day (buffet style);
- Water for participants – 2 bottles per participant per day, paper cups, glasses for speakers (on tables).

Including any additional equipment required, cocktail tables, table clothes etc.

**e. Printing services and production of visibility items.**

- Folders with clip/"envelope" type from recycled material
- Notebooks from recycled paper - 45 pages
- Pens from recycled material
- Banners - standard- 4 (for spider mounting)
- Brand walls – 2 big size (5mx3m)
- Production of silicon bracelets for participants with the Activity's design
- Production of 10 wooden/plastic signs/letters with for the Activity's title, hashtag etc.
- Printing of caricatures and thematic posters (up to 40 items) to be hanged in the premises of University, including careful hanging on the walls in University.
- Printing of agenda and hand-out materials – sets of 200 black/white pages+ 20 colour pages.

Layouts for all visibility items will be provided by the Project.

**f. Conference support.** Not less than **8 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, accompanying participants between the rooms, supervise regional participants check-in and check-out, contacting participants when necessary, preparing information letters for participants. The registration desk should be equipped with the visible signs/directions.

Additional staff to assist participants with special needs may be required – assisting people in wheelchairs getting up the stairs, accompanying people with eyesight/hear troubles etc.

**g. Photo and video services.**

Professional photographer services for 2 days – at least 50 professional edited photo to be received after the event.

Video shooting during 2 days, short film (up to 20 minutes) of different activities' shooting should be compiled.

The full list of the expected services is specified in the APPENDIX II to Call for tender 4434/2016/1 as of 11 October 2016

<b>Payment</b>	<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"> <li>• 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.</li> <li>• Advance payment of 30% is possible.</li> </ul>
<b>Service Provider Exclusion Criteria</b>	<p>Bidders:</p> <ul style="list-style-type: none"> <li>• Have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;</li> <li>• 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;</li> <li>• Have not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;</li> <li>• 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.</li> </ul>
<b>Service Provider Adjudication Criteria ((Selection Criteria))</b>	<p>Bidders will be assessed against the following criteria:</p> <ul style="list-style-type: none"> <li>• Proven working experience in organising similar events and providing high quality event management and logistics support services.</li> <li>• Financial offer.</li> <li>• Operational capacity of the company.</li> <li>• A good record of services provided to the Council of Europe would be an advantage.</li> </ul>
<b>Call for tender issued</b>	12 October 2016
<b>Date of the announcement of the results</b>	19 October 2016
<b>Documents to be provided by the Bidders</b>	<p>All Bids should be sent via e-mail to <a href="mailto:kyiv@coe.int">kyiv@coe.int</a> indicating <b>TENDER BH4434/2016/01</b> in a subject line by <b>17 October 2016, 23:55 Kyiv Time. The deadline is compulsory.</b></p> <p>The following documents should be presented:</p> <ol style="list-style-type: none"> <li>1. <i>the completed and signed Application Form (See Appendix I);</i></li> <li>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 11/10/2016 1 Eur = 28.9373 UAH;</i></li> </ol> <p><b>For questions please contact the Project Assistant Iryna Krutova at <a href="mailto:iryna.krutova@coe.int">iryna.krutova@coe.int</a>, +38 044 425 60 01( ext. 131)</b></p>