



## APPENDIX I

### TECHNICAL SPECIFICATION for CALL FOR TENDERS

<b>Tender #</b>	<b>4455/2016/46 as of 16 December 2016</b>
<b>Services</b>	<p>Event management services for 5 events:</p> <p>Event 1: A visit to the Naderzhynshchynska Colony No 65 (village Bozhkove, Poltavaska Oblast) on 10 January 2017</p> <p>Event 2: The Project Steering Committee Meeting, to be held in Kyiv at the Hilton Hotel (30 Tarasa Shevchenka blvd, Kyiv, Ukraine) on 31 January 2017 (14h00-17h00)</p> <p>Event 3: The two-day two parallel workshops on prison management and rehabilitation of inmates, to be held in Kyiv at the Hilton Hotel, on 01-02 February 2017</p> <p>Event 4: The round table for the prison governors, to be held on 03 February 2017 (09h00-13h00)</p> <p>Event 5: A visit to the Stryzhavska Colony No 81 on 03 February 2017</p>
<b>Location</b>	The Hilton Hotel Kyiv, Ukraine (30 Tarasa Shevchenka blvd)
<b>Dates</b>	<p>10 January 2017</p> <p>31 January 2017</p> <p>01-02 February 2017</p> <p>03 February 2017</p>
<b>Participants</b>	10.01.17 (2 persons); 31.01.17 (35 persons); 1-2.02.17( 1 group - 35 persons; 2 group - 25 persons); 3.02.17 (20 persons); 3.02.17 (Stryzhavka - 2 persons)
<b>Description of services</b>	<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 events:</p> <p><b>EVENT: A visit to the Naderzhynshchynska Colony No 65 (village Bozhkove, Poltavaska Oblast) on 10 January 2017</b></p> <p><b>Number of participants: 2. Event duration: 10:00 – 15:00.</b></p> <p>The Tenderer shall provide a package of event management service that includes:</p> <p><b>1. TRAVEL AND TRANSPORTATION</b></p> <p>Transportation service Kyiv-Bozhkivske-Kyiv 10 January 2017 for 2 persons (car)</p> <p>Water (1 l ) should be available for the participants during the trip.</p> <p>Departure: 10 January 2017, at 08h00 (tbc)</p> <p><b>2. MEALS</b></p> <p>Lunch box for two participants (1 box*2 participants)</p> <p><b>3. OTHER</b></p> <p>Printing of materials - black and white, 30 pages per person, stapled</p>

Set of markers and flipchart paper

**EVENT 2: The Project Steering Committee Meeting, to be held in Kyiv at the Hilton Hotel (30 Tarasa Shevchenka blvd, Kyiv, Ukraine) on 31 January 2017 (14h00-17h00)**

**Number of participants: 35. Event duration: 14h00 – 17h00.**

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

**4. CONFERENCE HALL AND TECHNICAL EQUIPMENT**

- ✓ Rent and set up of conference hall San Francisco Meeting Room, U-shape, Hilton Hotel, Kyiv. Bottled water for participants included
- ✓ Rent and set up of technical equipment: i) Sound equipment: 3 radio microphones, 3 'goose' microphones for speakers in presidium, 15 'goose' microphones for participants, speakers, amplifier and mixer; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers.

**Please note.** Conference hall rental details.

The conference hall San Francisco Meeting Room at the Hilton 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.

Conference manager: Kateryna Tkachenko at [Kateryna.tkachenko@hilton.com](mailto:Kateryna.tkachenko@hilton.com), 067.690.2309.

**5. MEALS**

- Welcoming coffee-break at 14h00;
- 1 extended coffee-break (savory incl. cookies and pastry).

**6. CONFERENCE SUPPORT**

Conference managers should conduct registration of participants, 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 3 managers on site.

**7. PRINTING**

Per participant: 100 pages, A4 colour 2-sided printing (35 copies)  
Name tags for the table.

**8. ORGANISATIONAL SERVICES**

**Pick up materials** 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: The two-day two parallel workshops on prison management and rehabilitation of inmates, to be held in Kyiv at the Hilton Hotel, on 01-02 February 2017**

**Number of participants: group 1 – 35; group 2 - 25. Event duration: 09h00 – 17h30.**

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

**9. CONFERENCE HALL AND TECHNICAL EQUIPMENT**

- Rent and set up of conference hall San Francisco Meeting Room at the Hilton Hotel per 35 people. Open café settings. Bottled

water for participants included.

- Rent and set up of technical equipment – Room 1: i) Sound equipment: 3 radio microphones, 18 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment - 35 people; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers;
- Rent and set up of conference hall New York Meeting Room at the Hilton Hotel per 25 people. U-shape. Bottled water for participants included.
- Rent and set up of technical equipment – Room 2: i) Sound equipment: 2 radio microphone, 13 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment – 25 people; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers

**Please note.** Conference hall rental details.

Two conference halls- New York Meeting Room and San Francisco Meeting Room at the Hilton 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. Conference manager: Kateryna Tkachenko at [Kateryna.tkachenko@hilton.com](mailto:Kateryna.tkachenko@hilton.com), 067.690.2309.

#### **10. MEALS**

- 2 Welcoming coffee-breaks;
- 4 extended coffee-breaks (incl. cookies and pastry);
- 2 buffet lunches (incl. salad, soup, main course with garnish, non-alcoholic drinks such as tea, coffee);
- 2 buffer dinners (appetizers, salad, main course with garnish, desert, non-alcoholic drinks such as tea, coffee).

#### **11. CONFERENCE SUPPORT**

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 (***print of materials may be requested at the event***), visible signs/directions. The event will require presence of 5 managers on site.

#### **12. TRAVEL EXPENSES**

Estimated reimbursement amount per participant is 35 EUR.

**13. ACCOMMODATION** for participants at the Ibis Kyiv City Centre Hotel (or any other 3-star hotel. *If the hotel is not within the walking distance, please kindly add to the budget the expenses for the bus to the venue.*

Period: 31 January – 2 February 2017.

Rooms: 55 standard single rooms.

dinner (on 31 January 2017) and breakfast (on 1 and 2 February 2017) included.

#### **14. PRINTING**

Per participant: 100 pages, A4 colour 2-sided printing (60 copies)

Name tags for the table; 150 name tags on ribbon.

## 15.ORGANISATIONAL SERVICES

**Pick up materials** 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).

## 16.OTHER

Printing: Badges for participants on ribbon; name tags on the table

### EVENT 4: The round table for the prison governors, to be held on 03 February 2017 (09h00-13h00)

**Number of participants: 20. Event duration: 09h00 – 13h00.**

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

## 17. CONFERENCE HALL AND TECHNICAL EQUIPMENT

- Rent and set up of conference hall New York Meeting Room at the Hilton Hotel. U-shape. Bottled water for participants included.
- Rent and set up of technical equipment: i) 3 radio microphones, 11 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment; ii) Laptop (with remote presentation control), projector and screen; iii) Flipchart and a set of markers.

**Please note. Conference hall rental details.**

The conference hall New York Meeting Room at the Hilton 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.

Conference manager: Kateryna Tkachenko at [Kateryna.tkachenko@hilton.com](mailto:Kateryna.tkachenko@hilton.com), 067.690.2309.

## 18. ACCOMMODATION

Single standard room, breakfast included (02.02 - 03.02.17)

at the Ibis Kyiv City Centre Hotel (or any other 3-star hotel. *If the hotel is not within the walking distance, please kindly add to the budget the expenses for the bus to the venue*).

Period: 02 February – 03 February 2017.

Rooms: 20 standard single rooms.

breakfast (on 3 February 2017) included.

## 19. MEALS

- 1 extended coffee-break (incl. cookies and pastry);
- 1 buffet lunch (incl. salad, soup, main course with garnish, non-alcoholic drinks such as tea, coffee);

## 20. PRINTING

Per participant: 100 pages, A4 colour 2-sided printing (20 copies) with plastic binder

Badges for participants (20 people).

### EVENT 5: A visit to the Stryzhavska Colony No 81 on 03 February 2017

**Number of participants: 2. Event duration: 09h00 – 18h00.**

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

## 21. TRAVEL AND TRANSPORTATION

- ✓ Transportation service: Kyiv-Vinnytsia-Kyiv 03 February 2017 for 2

	<p>persons – Intercity (participants may leave on 02 February 2017)</p> <p>✓ Transportation service: Vinnytsia-Stryzhavka 03 February 2017 for 2 persons (car). Water (1 l) should be available for the participants during the trip. Departure: 03 February 2017, at XX (tbc)</p> <p><b>22. MEALS</b></p> <p>Lunch box for two participants (1 box*2 participants)</p> <p><b>23. PRINTING</b></p> <p>Printing of materials - black and white, 30 pages per person, stapled</p> <p>Set of markers and flipchart paper.</p> <p>The full list of the expected services is specified in the APPENDIX III (Estimated budget template) to Call for tender for event organisation services 4455/2016/46 as of 16 December 2016</p>
<b>Payment</b>	<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"> <li>• 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.</li> <li>• Advance payment of 30% is possible.</li> </ul>
<b>Selection Criteria</b>	<p>Those service providers who already exceeded their thresholds with the Council of Europe cannot participate in the tender. They are <b>namely “Event Envoy” LLC, Arena Conferences &amp; Seminars LLC, PE “Travel Company Bytsko”</b>.</p> <p>Tenderers should:</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>Adjudication Criteria</b>	<p>Tenderers 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 and financial capacity of the company.</li> <li>• A good record of services provided to the Council of Europe would be an asset.</li> </ul>

<b>Call for tender issued</b>	16 December 2016
<b>Date of the announcement of the results</b>	04 January 2016
<b>Documents to be provided by the Tenderers</b>	<p>The quoted prices shall be sent via e-mail to <a href="mailto:kyiv@coe.int">kyiv@coe.int</a> indicating <b>TENDER 4455/2016/46</b> in a subject line by <b>31 December 2016, 14:00 Kyiv Time. The deadline is compulsory.</b></p> <p>The offer should consist of:</p> <ul style="list-style-type: none"> <li>• <i>the completed and signed Tender Application Form (See Appendix II);</i></li> <li>• <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></i></li> </ul> <p><b>For details, please contact the Project Assistant Oksana Nechyporuk at <a href="mailto:Oksana.nechyporuk@coe.int">Oksana.nechyporuk@coe.int</a> , +38 044 425 60 01 (ext. 124)</b></p>