**TENDER TECHNICAL SPECIFICATION**

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| **Tender #** | **8419/2017/1 as of 03/05/2017** |
| **Services** | 11 Cascade trainings for lawyers-staff of the bureau for free legal aid and staff of the departments of the representations of local centres for secondary free legal aid provision |
| **Location and dates** | Kryvuy Rih (1 training) – 03/06/2017  Dnipro (4 trainings – 03/06/2017, 17/06/2017, 24/06/2017, 01/07/2017)  Bila Tserkava (1 training – 10/06/2017)  Kyiv (3 trainings – 24/06/2017, 24/06/2017, 08/07/2017)  Severodonetsk (1 training – 10/06/2017)  Svyatohirsk (1 training – 17/06/2017) |
| **Dates** | 03/06/2017 – 08/07/2017 |
| **Description of services** | 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 11 cascade trainings for lawyers-staff of the bureau for free legal aid and staff of the departments of the representations of local centres for secondary free legal aid provision  **Number of participants: 22 participants per training**  **Event duration: 11 one-day trainings**  The Service Provider shall provide a package of event arrangement and management services that includes the following:  **IMPORTANT:** Service Provider is to propose in the bid the locations for the trainings which meet the following requirements and general guidelines:  Trainings should be conducted at the hotel/hotel complex 3-4\* suitable to host paticipants and render accommodation, meals, excellent conference facilities. Hotel/Hotel complex should have available for this event: 1 conference room for up to 25 persons, separate tables for 4-5 persons + prsidium; Restaurant suitable for lunch, place for coffee-breaks.  Hotel/Hotel complex is wished to be centrally located.  **a. 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 additionally.  **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,)  - Extended coffee - break (with canapés, pastry, tea, coffee)  - 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.  **c. Rent of the conference hall and technical equipment**. Hotel/Hotel complex has to have available for the trainings dates the following conference facilities:  - 1 conference room with tables and chairs suitable to host up to 25 participants wit separate tables for 4-5 persons + presidium, very good WiFi and air conditioning;  It is expected that hotel/hotel complex has modern furniture (adjustable tables, chairs) in sufficient number required for hosting up to 25 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.** 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).  **Important**: Fee for transport cost cash reimbursement (if any to be incurred) should not exceed 20% and should be added in the *Provisional Budget Template* 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.  **e.** **Conference support**.  Service provider should ensure presence of 1-2 conference managers during all trainings.  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 seminar takes place) as well as the registration desk should be equipped with visible signs/directions.  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.  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 full list of the expected services is specified in the APPENDIX II Provisional budget template to Call for tender 8419/2017/1 as of 3 May, 2017. |
| **Payment** | 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:   * Advance payment of max 60% from the total price of the contract; * 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** | Bidders should:   * 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** | Bidders should meet the following eligibility criteria:   * 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** | Bidders will be assessed against the following criteria:   * Venue options proposed to be meeting the requested criteria indicated in Tender Specifications. * Important: Suppliers have to provide bids/quotes and invoices in all-inclusive prices (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:   *Total price without VAT ………………..XXX*  *VAT 20% ……………………………………….XXX*  *Total price including VAT………………XXX*   * Quality=price balance of proposed options. * Completely filled in Application Form as well as accurate and correct calculation of each bids submitted.   Each bid should be submitted in 2 formats: scanned PDF (on the letterhead, with the date, name of responsible person, signature and stamp) and Excel (where calculations are clearly made as per the formula provided in *Provisional Budget Template* document).   * Submission of bids before the deadline indicated in the call for tender. * А good record of services provided to the Council of Europe would be an asset. |
| **Call for tender issued** | **May 3, 2017** |
| **Date of the announcement of the results** | **May 16, 2017** |
| **Documents to be provided by the Bidders** | All Bids should be sent via e-mail to [kyiv@coe.int](mailto:kyiv@coe.int) indicating **TENDER 8419/2017/1** in a subject line by **May 14, 2017 at 23:59 Kyiv Time. The deadline is compulsory.**  The following documents should be presented:   1. ***APPENDIX I Tender Application Form*** *8419/2017/1 all fully completed and signed;* 2. ***APPENDIX II Provisional budget template*** *filled in as per all requested service positions in PDF* ***and*** *Excel format. Submitted PDF formatted budget should be duly signed, stamped and dated; provided on the Company’s letterhead (the budget to be in both UAH and EUR, at the CoE rate as of 03/05/2017 1 Eur = 28,598728UAH;*   If you have any questions, please reach out to Buchma Olha, +38.044.303.99.14 (ext.145). |