

**COUNCIL OF EUROPE OFFICE IN UKRAINE
PROJECT «STRENGTHENING THE HUMAN RIGHTS
PROTECTION OF INTERNALLY DISPLACED PERSONS IN UKRAINE»**

TENDER TECHNICAL SPECIFICATION

Tender #	8419/2017/3 as of 19/09/2017
Services	Organization of NATIONAL FORUM “3 YEARS OF INTERNAL DISPLACEMENT: CHALLENGES AND GOOD PRACTICES OF INTEGRATION”
Location and Dates	Kyiv, 19-20 October 2017
Description of services	<p>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 potential Service Provider with arrangement of <i>National Forum “3 Years Of Internal Displacement: Challenges And Good Practices of Integration”</i> on 19-20 October 2017.</p> <p>Number of participants: 110 participants from Ukraine Event duration: 2 days</p> <p>The Service Provider shall provide a package of event arrangement and management services:</p> <p>IMPORTANT: Service Provider is to propose in the bid the locations for the Forum, which meets the following requirements and general guidelines:</p> <p>a. Forum should be conducted at the hotel/hotel complex in central part of Kiev with cat. of 3*-4*, suitable to host participants and render accommodation for 75 persons, area for Forum conference work, meals. Hotel/Hotel complex should have available for this event:</p> <ul style="list-style-type: none"> - 1 big conference hall for 110 persons, classroom or round table set-up, and - 2 smaller conference rooms for 40 persons, “U-shape” or several small round tables set-up including podium; - Restaurant suitable for lunch, place for coffee-breaks. <p>In case there is no possibility to provide participants accommodation and holding a Forum conference work in one hotel / hotel complex, the Supplier may offer alternatives with separate accommodation and conference work, taking into account the transfer of participants by buses</p>

once for each day of the Forum.

Hotel/Hotel complex (for accommodation and Forum conference).

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) and farewell coffee extended;
- Welcome reception, variety of dishes, 1 glass of wine per person incl.;
- 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 Forum dates the following conference facilities:

- **1 Big conference hall for 110 persons**, classroom or round table set-up including podium, including rent of sound equipment, 50 table mics, 4 wireless mics, rent of LCD projector with beamer, rent of laptop, rent of screen (min. size 180x180 cm), rent of flipchart with paper and markers for the hours: **9:00 - 18:00, 19.10. 2017; 9:00-17:00, 20.10.17;**

- **2 conference halls for 40 persons**, classroom or round table set-up including podium, including rent of sound equipment, rent of LCD projector with beamer, rent of laptop, rent of screen, rent of flipchart with paper and markers for the hours: **9:00 - 18:00, 19.10. 2017; 9:00-17:00, 20.10.17;**

It is expected that hotel/hotel complex has modern furniture (adjustable tables, chairs) in sufficient number required for hosting up to 110 participants.

d. Reimbursement of travel costs to participants and transportation.

-Transport reimbursement to participants should be paid in cash during the event 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

	<p>incurred) should not exceed 20% and should be shown in the Appendix II 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.</p> <p>e. Conference support.</p> <p>Service provider should ensure presence of at least 2 conference managers and 2 conference coordinators during the entire Forum.</p> <p>The service provider has to provide person for contacting participant concerning their travel information till Forum.</p> <p>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 activities take place) as well as the registration desk should be equipped with visible signs/directions.</p> <p>Important: Conference managers should arrive to the place where event 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.</p> <p>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 project materials will include notebooks, folders, 2 banners, notebook bags, 3 books per person, USB flash drives and other visibility materials.</p> <p>f. Printing and publications.</p> <ul style="list-style-type: none"> - photocopy black and white and colour; - colour badges for participants - table tag printing <p>The full list of the expected services is specified in the APPENDIX II Provisional budget template to Call for tender 8419/2017/3 as of 19 September 2017.</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 the amount in EUR or in UAH as follows:</p> <ul style="list-style-type: none"> -Advance payment of max 60% from the total price upon signature of the

	<p>Contract;</p> <p>-The balance amount as per actual expenditures incurred shall be paid within 60 calendar days upon receipt of the services of the contract and its acceptance by the Council and on presentation of an invoice.</p>
ASSESSMENT OF TENDERS:	
Exclusion criteria and absence of conflict of interests	<p>By signing the APPENDIX I Tender Application Form, you declare on your honour not being in any of the below situations:</p> <p>Tenderers shall be excluded from participating in the tender procedure if they:</p> <ul style="list-style-type: none"> • have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering; • are 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 are subject to a procedure of the same kind; • have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct; • do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence; • are or are likely to be in a situation of conflict of interests.
Eligibility Criteria	<p>Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in DOCUMENTS TO BE PROVIDED block):</p> <ul style="list-style-type: none"> • Being registered as an event management company in accordance with the national legislation; • Minimum 2 years of experience in providing similar services; • Sufficient human capacity to execute the contract, including at least 5 staff members.
Award Criteria	<p>The award criteria will be assessed on the basis of the documents identified/requested by the Council:</p> <ul style="list-style-type: none"> • 30% the technical requirements of the offer including conference venue and facilities, location of the accommodation, practical arrangements of meals and relevant menus;

	<ul style="list-style-type: none"> • 10% the human resources allocated to the event. • 60% Financial offer <p><u>Important:</u> 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:</p> <p><i>Total price without VATXXX</i> <i>VAT 20%XXX</i> <i>Total price including VAT.....XXX</i></p> <p>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).</p>
Call for tender issued	19 September 2017
Date of the announcement of the results	02 October 2017
Documents to be provided	<p>All Bids should be sent via e-mail to kyiv@coe.int indicating TENDER 8419/2017/3 in a subject line by September 26, 2017 at 09:00 Kyiv Time. The deadline is compulsory.</p> <p><u>The following documents should be presented:</u></p> <ol style="list-style-type: none"> 1. APPENDIX I Tender Application Form 8419/2017/3 all fully completed and signed, accompanied by at least 2 (two) relevant references; 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 15/09/2017 1 EURO = 31,05 UAH; <p>Please do not add any new budget lines to the template, and do not delete anything from the template. Should you wish to add any service that was not included into the template, please consult.</p> <ol style="list-style-type: none"> 3. A copy of registration documents of the company; 4. Full details of cancellation policy for the event and accommodation; 5. Official document proving the number of staff employed (e.g. report on Single Social Contribution form 4D for the last month table 1 or Form 1DF together with the ticket from the Fiscal Service confirming the receipt.

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| | <ul style="list-style-type: none">➤ Tenders not respecting the deadline for submission of tenders are to be declared inadmissible and listed as excluded.➤ Requested documents are treated as compulsory. If requested documents are missing, the tender shall be declared inadmissible and listed as excluded. |
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If you have any questions, please reach out to Viacheslav Marenych, +38 044 425 60 01 (ext.145); Viacheslav.Marenych@coe.int; with copy to Oleksii Murashkevych +38 044 425 60 01 (ext.152); Oleksii.MURASHKEVYCH@coe.int