



TECHNICAL SPECIFICATION for CALL FOR TENDERS

Appendix III

Tender #	4455/2016/77 as of 21 September 2017
Services	Event management services for 2 events: 1) On-site visit to the Pilot Prison No 65 (Poltavska Oblast), on 20 October 2017 2) Study visit learning prison reform approaches from Estonian Prison Service, 23-27 October 2017 (23 and 27 – travel days)
Location	1) Pilot Prison No 65 (Bozhkivske village, Poltavaska Oblast, Ukraine); 2) Town of Johvi, Estonia
Dates	Event 1: 20 October 2017; Event 2: 23-27 October 2017.
Participants	Event 1: 4 persons; Event 2: 9 persons.
Description of services	<p>In the framework of implementation of the Project “Further Support for Penitentiary Reform in Ukraine”, financed under the Partnership of the European Union and the Council of Europe for Good Governance, the Council entrusts the Service Provider with providing event management services to the Project events in October 2017:</p> <p style="text-align: center;">Event 1: On-site visit to the Pilot Prison No 65 (Poltava)</p> <p>The Tenderer shall provide a package of event management service that includes:</p> <p>1. TRAVEL AND TRANSPORTATION</p> <ul style="list-style-type: none"> ➤ Procurement of train tickets (Intercity, 1st class) 19 October and return on 20 October – return travel per 2 persons; ➤ Transportation service <u>Poltava-Bozhkivske-Poltava</u> – on 20 October (minivan per 4 persons); The minivan should be equipped with safety belts! ➤ Water (1 l per person) should be available for the delegation during the trip; ➤ Reimbursement of travel expenses for two persons from Chernihiv. Please indicate EUR 35.00 per person. Total EUR 70.00*. <i>*The project assistant will perform reimbursement procedure, so there is no need for the event management to go to the event.</i> <p>2. MEALS:</p> <ul style="list-style-type: none"> • Dinner at the hotel on 19 October for 2 participants. The Menu

should include the main course, sides and dessert;

- Breakfast at the hotel on 20 October for 2 participants;
- Lunchboxes for 2 persons from the Pilot Prison No 44. The menu should include a sandwich and a salad.

3. ACCOMMODATION:

- Accommodation to be provided at the hotel "Palazzo" of 2 persons in a single standard room per 1 night (2 rooms per 1 night on 19-20 October 2017).
- To pre-book 2 single rooms for the CoE team on 19-20 October 2017. They will pay themselves.

Event 2: Study visit to Estonia, 23-27 October 2017

4. TRAVEL AND TRANSPORTATION

- Transfer Airport in Estonia - Hotel in Johvi on 23 October / Hotel in Johvi - Airport Estonia on 27 October – **minivan per 8 persons equipped with enough seats and safety belts!**
- Transfers Hotel - Venue - Hotel (Average mileage per return trip - **100 miles per 1 day; 300 miles in total**)

5. ACCOMMODATION

- Hotel Accommodation - 8 standard single rooms, from 23.10.17 - 27.10.17, breakfast incl at the **Saka Manor** <http://www.saka.ee/en/accomodation/rates/> Please kindly book only single rooms. Please take a note that the Council of Europe made a pre-booking of 8 single rooms at this hotel. You should contact this email **kairi@saka.ee** to request the quote**.

****The quote should include all inclusive prices together with tourist tax and other charges.**

6. OTHER

1) Supporting manager expenses during the whole visit that includes 24/7 support via phone, online; ad-hoc requests; immediate reaction to comments and new tasks from project team.

2) Interpretation services. Please indicate here a lump sum of EUR 1000.00 per day. Total of EUR 3000.00****. **Please kindly indicate your company's commission for this transaction.**

******Please note that there is no need for you to look for the interpreter!!**

The CoE will provide the details of the interpreter, and you will pay him/her for the work done in cash or bank transfer.

The full list of the expected services is specified in the APPENDIX II "Proposed budget template" to Call for tender for event organisation services 4455/2017/77 as of 21 September 2017

Payment	<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 or UAH.</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 60% is possible.
Service Provider Eligibility Criteria	<p>To be eligible, applicants must:</p> <ul style="list-style-type: none"> • be legally registered in Ukraine under the current legislation; • have the right to perform the activities, mentioned in the application, in accordance with the applicant’s statutory documents; • have sufficient financial and operational capacities to operate under a contract with the Council of Europe.
Service Provider Exclusion Criteria	<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; • 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. <p>Be signing the application form, all bidders declare under their own responsibility that they are not in any of the situations described above. In this regard, the Council of Europe reserves the right to request additional documents from selected candidates.</p>
Service Provider Award Criteria	<p>Tenderers will be assessed against the following criteria:</p> <ul style="list-style-type: none"> ✓ Financial offer – 50 %; ✓ Quality of services offered, including location of accommodation, facilities of the accommodation, transportation services and facilities for transportation and conference management services – 30 %; ✓ Working experience in organising similar events, namely the study visits abroad, and providing high quality event management and logistics support services – 20 %.
Call for tender issued	21 September 2017
Date of the announcement of the results	02 October 2017

<p>Documents to be provided by the Service Providers</p>	<p>The quoted prices shall be sent via e-mail to kyiv@coe.int indicating TENDER 4455/2017/77 in a subject line by 27 September 2017, 20h00 Kyiv Time. The deadline is compulsory.</p> <p>The offer should consist of:</p> <ul style="list-style-type: none">• Appendix I Tender Application Form all fully completed and signed in PDF format;• Appendix II - Proposed budget template, filled in as per all requested service positions in PDF and Excel formats. Submitted PDF formatted documents should be duly signed, stamped, and dated; provided on the Company's letterhead with name and surname of responsible person. Submitted budget to be in both UAH and EUR, at the CoE rate as of 21/09/2017 1 Eur=31,05 UAH <p><i>The estimated budget should be presented in all-inclusive prices which means that companies fees should be included into the proposal.</i></p> <p>If you have any questions, please reach out to Oksana Nechyporuk, +38.044.425.02.62 (ext.124), Oksana.nechyporuk@coe.int</p>
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