**TENDER PROPOSAL FORM**

Fill in the red boxes below and attach the requested documents

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| **i. General information ▼** | | | |
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| **Tenderer’s Name ►** | | |  |
| **Address ►** | | |  |
| **Phone/Fax and e-mail►** | | |  |
| **Name of Contact point►**  *(See Section III.B of Terms of Reference)* | | |  |
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| **ii. Requirements for assessment of eligibility criteria ▼** | | | |
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| **A. Registration ▼** | | | |
| **Being registered as a company** in in the country where the services are to be provided and in accordance with the national legislation (See Terms of Reference, Section E). For LOT 1, 2 and 3.  Make sure to attach the Tenderer’s **Registration documents**. | | | |
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| **B. Experience of the Tenderer ▼** | | | |
| **Being able, as a Provider, to demonstrate 3 (three) years of experience** of providing similar services.  Please indicate below number of years of experience of your company in providing event management services as described in the Terms of Reference. Make sure to attach **2 (two) reference letters** from your major clients. ▼ | | | |
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| **C. Financial capacity ▼** | | | |
| **Having an annual turnover of over 500,000 EUR, F**or LOT 1 and 2.  For the annual turnover of your company, make sure to attacha copy of the **audit financial statements** of the company, or any equivalent document, for the **past 3 (three) financial years** (profit and loss account) and **Auditor’s/accountant’s report** indicating the annual turnover over the last 3 (three) years of reference according to the company’s practice. | | | |
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| **D. Human capacity ▼** | | | |
| * **Having at least 3 (three) staff members.**For LOT 1 and 2.   Please indicate below the number of staff in your company ▼ | | | |
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| **E. Technical capacity – Indoor and Outdoor events - Conference/meeting room, outdoor spaces ▼** | | | | |
| Please, describe below how you intend to meet the service requirements as mentioned in Section C, Lot 1.1 of the Terms of Reference, including but not limited to:   * List of venues you may offer to the Council of Europe for conferences; * List of outdoor spaces you may offer to the Council of Europe for outdoor events; * List of equipment with basic specification, which you are able to provide at the events.**▼** | | | | |
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| **F. Technical capacity - Conference/Public events services▼** | | | | |
| Please, describe how you intend to meet the service requirements as mentioned in Section C, Lot 1.2, Lot 2.1 and Lot 2.2 of the Terms of Reference, including but not limited to:   * List of venues you may offer to the Council of Europe for conferences; * List of equipment with basic specification, which you are able to provide at the events. **▼** | | | | |
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| **G. Technical capacity – Accomodation ▼** | | | | |
| Please, describe how you intend to meet the service requirements as mentioned in Section C, Lot 1.3 and Lot 2.3 of the Terms of Reference, including but not limited to:   * List of accommodation facilities (e.g. hotels, guesthouses, or serviced apartments) that you may offer to the Council of Europe, indicating their location, category (e.g. number of stars), capacity, and relevant amenities; * Description of services and standards provided by these facilities, including availability of Wi-Fi, breakfast, accessibility features, proximity to public transport, and flexibility in booking and cancellation policies.**▼** | | | | |
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| **H. Technical capacity – Catering▼** | | | | |
| Please, describe how you intend to meet the service requirements as mentioned in Section C, Lot 1.4 and Lot 2.4 of the Terms of Reference, including but not limited to:   * Provision of sample menu(s); * Description of how the company ensures that full Health and Safety and hygiene standards required by national legislation are strictly followed by staff and contractors and how this is monitored.)**▼** | | | | |
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| **I. Technical capacity – Transfer/transport services▼** | | | | |
| Please, describe how you intend to meet the service requirements as mentioned in Section C, Lot 1.5 and Lot 3 of the Terms of Reference, including but not limited to:   * Description of how the transportation will be managed by the company (types of vehicles, drivers’ expertise etc.)**▼** | | | | |
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| **J. Technical capacity – Professional photography & videography services ▼** | | | | |
| Please, describe how you intend to meet the service requirements as mentioned in Section C, Lot 1.6 and Lot 4 of the Terms of Reference, including but not limited to:   * Description of how the professional photography & videography services will be managed by the company (existing photo/video equipment, team, work samples/portofolio, technical skills, post-processing both photo and video/audio etc.)**▼** | | | | |
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| **K. Technical capacity - Management of petty cash and reimbursement of expenses ▼** | | | | |
| Please, describe how you intend to meet the service requirements as mentioned in Section C, Lot 1.7 of the Terms of Reference, including but not limited to:   * Description of how the management of petty cash will be managed by the company (proven experience, financial expertise, knowledge of national regulations, document preparation, reporting, record keeping, software and tools etc.).**▼** | | | | |
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| **IV. SIGNATURE ▼** | | | | |
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| **Name and capacity of**  **the Signatory[[1]](#footnote-1)**► | |  | | |
| **Date and place of signature** ► | |  | | |
| **Signature** ► | |  | | |

**FOR THE LIST OF ALL DOCUMENTS** TO BE PROVIDED BY THE TENDERER, PLEASE, CHECK THE LAST PAGE OF THE TENDER FILE – **FINAL CHECK-LIST**.

1. The Signatory of this Tender Proposal Form shall be the same as the signatory of the Act of Engagement. He/she shall have the authority to sign on behalf of the Provider. In case the Provider is a consortium, the signatory shall have the authority to sign on behalf of the lead entity, which acts for and on behalf of all member entities comprising the consortium. [↑](#footnote-ref-1)