

Annex 1 – Technical specification for event management services (BH9279/2026/1)

The Annex 1 outlines the technical specifications required for the provision of event management services for the study visit of Moldovan Delegation to Spain on 29 June – 02 July 2026 in the framework of the Council of Europe Project “Ensuring an effective framework for the protection of children from all forms of violence and ensure child-friendly justice.”

Accommodation

The general requirements for the accommodation services are as follows:

- The hotel must be located in the city center within convenient access to public transportation or shuttle services.
- Minimum 4-star rating standards.
- Single standard room with Internet access in the room (included in the per night price) and including breakfast.
- Rooms must be clean, comfortable, well-lit, and adequately heated/cooled.
- Late Check in/Check out subject to availability.
- Flexible cancellation policy.
- 24-hour reception services
- Secure luggage storage
- Elevator access if rooms are above the ground floor.

Breakfast

In terms of meals, the tender strongly favours service providers whose offer includes the following provisions:

All meals, including coffee breaks, should be served in a separate room or designated space.

The following portions per person are expected:

- Two types of sweet snacks
- Two types of savory snacks
- Fresh seasonal fruits
- Premium natural coffee made by coffee machine
- Variety of teas
- Lemon, milk, sugar

300 g of food per person.

Transportation:

The general requirements for the transportation services are as follows:

- The year of production of the car must be not older than 2020
- Vehicles must be in excellent mechanical condition, clean and well-maintained.
- Equipped with functional seat belts for all passengers, air conditioning/heating, and adequate luggage space.
- Vehicle type and seating capacity must be appropriate for the size of the group and the nature of the trip.
- A professional, punctual and able to communicate in English driver
- The driver must hold a category driver's license for transportation of more than 20 passengers
- Knowledge of local routes
- Availability of the vehicle for the entire period as specified in the event programme.
- Provision for last minute schedule adjustments
- Compliance with any applicable public health measures

Event management services:

- Proven experience in organising similar events (e.g., study visits, conferences).
- Minimum of 3 years in event management or logistics coordination.
- Proficiency in English
- Arrange and oversee, transportation and accommodation.
- Ensure all services comply with applicable national regulations, safety, and hygiene standards