**Annex 1 – Technical specification for event management services (BH8810/2024/3)**

The Council of Europe project on *“Preventing and protecting children from violence including in the digital environment in the Republic of Moldova”* (BH8810) is planning to conduct a two-days study visit in Hague, Netherlands. The number of participants is up to 10.

**Accommodation**

The general requirements for the accommodation services are as follows:

* Minimum 4 star rating standards.
* Single standard room with Internet access in the room (included in the per night price) and with breakfast.
* Late Check in/Check out subject to availability.
* Water, Tea/Coffee making facility with no extra charges in the rooms.
* Flexible cancellation policy.

**Catering (breakfast and dinner)**

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.

**Breakfast:**

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.

**Dinner** (buffet setup for dinner will be acceptable if it is organised separately for the CoE group of participants)

The following portions per person are expected:

* Salad (salads with only one or two main ingredients are not acceptable)
* Main course (2 options, meat and fish)
* Side dish (2 options)
* Variety of options for soft drinks (e.g., juice or mineral water)
* Dessert
* Premium natural coffee made by coffee machine
* Variety of teas
* Lemon, milk, sugar

500 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 2019
* A professional driver
* The driver must hold a category driver's license for transportation of more than 8 passengers (in case a transportation vehicle of more than 8 persons is proposed)