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**TECHNICAL SPECIFICATION for CALL FOR TENDER**

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| **Tender #** | **8423/2017/01 as of 14/08/2017** |
| **Services** | Organisation of 31 cascade trainings for providers of primary legal aid in criminal matters |
| **Description of services** | The Council of Europe Project Continued Support to the Criminal Justice Reform in Ukraine financed by the government of Denmark (hereinafter “the Project”) is supporting 31 one-day cascade trainings for providers of primary legal aid in criminal matters in 31 locations in different regions of Ukraine during September - October 2017.  **Total maximum number of participants: 610**  **Event duration: 31 one-day training**  As indicated below, the services are divided into three lots following the geographical principle.  The bidders are invited to submit proposals for any one or two of the three lots of the tender or for all three lots (all locations included in the relevant lot(s) shall be covered).  The Service Provider shall provide a package of event arrangement and management services that includes the following:   1. **Rent of the conference hall and/or the relevant equipment**   Rent of the conference hall with equipment (see below) for those locations where venues are not already provided (please see the Summary table on trainings below, hereinafter – the table). Where a venue is provided, however, it is not equipped with projector, screen (if needed), laptop and/or flipchart, the missing equipment shall be provided by the Service Provider. The needs are indicated in the table below.  The rented venue shall have available for the training dates the following conference facilities:  - 1 conference room with tables and chairs suitable to host the participants as indicated in the table below including 1-2 trainers, enough space for the participants to move freely between the tables, good Wi Fi and air conditioning;  - screen, projector and laptop;  - flipchart with paper and markers per each training.   1. **Hotel venue (for accommodation)**   Hotel of 3 or 4 star in the walking distance to the venue or located downtown with good transport infrastructure. Single standard rooms with private bathroom, good plumbing, air conditioner, Wi Fi and TV in the room, including one breakfast and dinner per overnight stay for those participants who require accommodation.   1. **Meals**   Service Provider shall offer 2 coffee-breaks per training day, according to the dates and number of participants, indicated in the below table: standard coffee - breaks (coffee/tea, baked pastry/cookies)  Service Provider shall organise one lunch per training day, according to the dates and number of participants, indicated in the below table, either on the venue of the training, or in the walking distance to the venue: 1 salad, 1 main course, 1 non-alcoholic drink per person.  Service Provider shall provide mineral water (non-gas, 0.5l in plastic bottle), 2 bottles per person/per day, which should be placed on the tables with the glasses in the conference rooms.   1. **Reimbursement of travel costs to participants**   Transport reimbursement to participants should be paid in cash at the day of the training to participants as per actual travel expenses incurred (according to original train/bus tickets presented) in the limit of round tickets in the train compartment, 2nd class intercity train, bus tickets and checks for fuel according to the rate of 10 liters per 100 km maximum. Estimated reimbursement amount per participant is 500 UAH per round trip.  **Important**: Operating fee for the transport cost cash reimbursement (if any to be incurred) should not exceed 20% and should be added in the *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 at the stage of final payment.   1. **Conference support**   Service Provider is expected to arrange the delivery of all Project materials from Council of Europe Office (8, Illinska Str., Kyiv) to the venue and back.  Service provider shall ensure presence of 1-2 conference managers during each training. The service provider has to provide a person for contacting participants concerning training information.  Registration shall be conducted during each training.  Service Provider representatives - conference managers are expected to be dressed appropriately (business style) and be available on site during whole duration of event. They will be responsible for arranging participants’ registration, distribution of handout materials, reimbursement of travel costs, provide technical/organisational supervision at the event, carry out other tasks related to the logistical support to the event. Where the training is not organised at the free legal aid system facilities, visible direction signs showing how to get to the conference room where training takes place should be installed, as well as a clearly indicated registration desk.  **Important:** Conference managers should arrive to the place where training takes place sufficiently in advance before event starts to double check all the services ordered. 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 Council of Europe Office in Kyiv.  The full list of the expected services is specified in the APPENDIX II Provisional budget template to Call for tender 8423/201701 as of 14 August, 2017.  The Service Providers shall fill in a template for each of the locations in the lot(s) they are submitting the proposal(s) for. The precise needs for each location are indicated in the table below. Where a certain service is not needed for the relevant location, “0” (zero) is indicated in the corresponding cells of the template.   1. **Printing**  * Per participant: black and white, A4 format, maximum 30 pages; * Producing of colored stickers with a logo for their further sticking for notebooks. |
| **Summary table on trainings** | |

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| **Location** | **Venue** | **Equipment to be provided** | **Max number of participants** | **Max number of overnight stays** | **Date** |
| **Lot 1**  **Organisation of 11 training events in the Western part of Ukraine** | | | | | |
| 1. Zhytomyr | \*LC, Gagarina st., 47, provided free of charge | flipchart | 20 | 11 | 18/09/2017 |
| 2. Khmelnytskyy | LC, Soborna st., 75, provided free of charge | screen, projector, laptop, flipchart | 20 | 5 | 21/09/2017 |
| 3. Ternopil | \*RC, Shpytalna st.,7, provided free of charge | flipchart | 18 | 5 | 23/09/2017 |
| 4. Lviv | LC, V. Vynnychenka st.,30, provided free of charge | screen, projector, laptop, flipchart | 32 | 6 | 26/09/2017 |
| 5. Rivne | RC, Kavkazska st.,7, provided free of charge | flipchart | 18 | 4 | 29/09/2017 |
| 6. Novograd-Volynskyy | LC, I. Franka st., 31 A, provided free of charge | screen, projector, laptop, flipchart | 9 | 4 | 30/09/2017 |
| 7. Mukachevo |  | screen, projector, laptop, flipchart | 18 | 2 | 30/09/2017 |
| 8. Lutsk |  | screen, projector, laptop, flipchart | 19 | 5 | 2/10/2017 |
| 9. Ivano-Frankivsk | Ivano-Frankivsk King Danylo Halitskyi University of Law,  st. E. Konovalets, 35, provided free of charge | flipchart | 19 | 3 | 4/10/2017 |
| 10. Chernivtsi | RC, Aksenina st., 5, provided free of charge | flipchart | 18 | 3 | 6/10/2017 |
| 11. Vinnytsia |  | screen, projector, laptop, flipchart | 31 | 5 | 14/10/2017 |
| \*RC – Regional Center for free secondary legal aid provision  \*LC- Local Center for free secondary legal aid provision | | | | | |
| **Lot 2**  **Organisation of 12 training events in the Central and Southern part of Ukraine** | | | | | |
| **Location** | **Venue** | **Equipment to be provided** | **Max number of participants** | **Max number of overnight stays** | **Date** |
| 12. Mykolaiv |  | screen, projector, laptop, flipchart | 23 | 7 | 15/09/2017 |
| 13. Kropyvnytskyy | RC, Dvortsova st., 32/29, provided free of charge | flipchart | 18 | 5 | 16/09/2017 |
| 14. Pervomaysk |  | screen, projector, laptop, flipchart | 14 | 3 | 23/09/2017 |
| 15. Sumy | Congress-center of Sumy State University, Pokrovska st., 9/1, provided free of charge | screen, projector, laptop, flipchart | 21 | 3 | 18/09/2017 |
| 16. Chernigiv | Chernigiv continuous training center for state officials, employees of state agencies, local self-government, managers of state institutions,  prospect Myru, 43, provided free of charge | flipchart | 21 | 7 | 20/09/2017 |
| 17. Poltava | RC, Evropeyska st., 37/40, provided free of charge | flipchart | 21 | 5 | 23/09/2017 |
| 18. Kyiv |  | screen, projector, laptop, flipchart | 22 | 2 | 28/09/2017 |
| 19. Odesa | Odesa Interregional Communication and Resource Platform of the Coordination Centre for Legal Aid Provision,  Velyka Arnautska st.,61, provided free of charge | flipchart | 32 | 9 | 3/10/2017 |
| 20. Bila Tserkva | RC, Gayok st., 4a, provided free of charge | flipchart | 12 | 0 | 5/10/2017 |
| 21. Uman |  | screen, projector, laptop, flipchart | 16 | 4 | 17/10/2017 |
| 22. Lubny | Lubny City Council,  Y. Mudrogo st., 33, provided free of charge | flipchart | 11 | 0 | 21/10/2017 |
| 23. Cherkasy |  | screen, projector, laptop, flipchart | 14 | 4 | 23/10/2017 |
| **Lot 3**  **Organisation of 8 training events in the Eastern part of Ukraine** | | | | | |
| **Location** | **Venue** | **Equipment to be provided** | **Max number of participants** | **Max number of overnight stays** | **Date** |
| 24. Mariupol | RC, Zelinskogo st., 27 а, provided free of charge | flipchart | 9 | 4 | 15/09/2017 |
| 25. Melitopol | LC, Vakulenchuka st., 99, provided free of charge | screen, projector, flipchart | 15 | 3 | 16/09/2017 |
| 26. Zaporizhzhia | RC, Sobornyi prospect 77, provided free of charge | flipchart | 17 | 10 | 18/09/2017 |
| 27. Dnipro | Main Territorial Department of Justice, Prospect Yavornytskogo, 21-А, provided free of charge | flipchart | 26 | 11 | 18/09/2017 |
| 28. Kryvyy Rig |  | screen, projector, laptop, flipchart | 14 | 8 | 20/09/2017 |
| 29.Syevyerodonetsk |  | screen, projector, laptop, flipchart | 16 | 6 | 20/09/2017 |
| 30. Kramatorsk |  | screen, projector, laptop, flipchart | 16 | 3 | 22/09/2017 |
| 31. Kharkiv | Main Territorial Department of Justice, Y. Mudrogo st.,16, provided free of charge | flipchart | 31 | 10 | 25/09/2017 |
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| **Payment** | In return for the fulfilment by the Service Provider of its obligations under the contract, the Council undertakes to pay the Service Provider a fee in EUR or in UAH as follows:   * Advance payment of max 40% from the total price of the contract; * The balance amount as per actual expenditures incurred shall be paid within 60 calendar days upon receipt of the services of the contract (listed in Appendix II) and its acceptance by the Council and on presentation of an invoice. |
| **Service Provider Exclusion**  **Criteria** | Bidders should:   * Have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering; * Not be 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 not be subject to a procedure of the same kind; * Have not received a judgment with *res judicata* force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct; * Comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established;   By 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. |
| **Service Provider Eligibility Criteria** | Bidders should meet the following criteria:   * Proven working experience in organising similar events and providing high quality event management and logistics support services (at least 1 year); * Registration as a legal entity (natural persons – entrepreneurs shall not be eligible to participate in the present tender); |
| **Service Provider Award Criteria** | Bidders will be assessed against the following criteria:   1. Price of the services offered: **50%**.   Important: Suppliers have to provide bids/quotes in all-inclusive prices (no commission and other taxes to be shown in bids).  Included VAT must be shown in bids/quotes separately, for VAT payers as per following format:  *Total price including VAT………………XXX*  *VAT 20% ……………………………………….XXX*  *Total price without VAT ………………..XXX*  2. Quality of the services offered, including conference venues and facilities, location of the accommodation (closeness to the venue or, if not possible, to the downtown with good public transport connection to the venue), facilities of the accommodation, practical arrangements of the meals and the relevant menus, conference management services: **35%**.  3. Proven experience and capacity (HR and other) in delivering similar services, in particular, organising events in relevant parts of Ukraine: **15%**. |
| **Call for tender issued** | **August 14 , 2017** |
| **Date of the announcement of the results** | **September 04 , 2017** |
| **Documents to be provided by the Bidders** | All Bids should be sent via e-mail to [kyiv@coe.int](mailto:kyiv@coe.int) indicating **TENDER 8423/2017/01** in a subject line by **August 28 , 2017 at 12:00 Kyiv Time. The deadline is compulsory.**  The following documents should be presented:   1. ***APPENDIX I Tender Application Form*** *8423/2017/01 all fully completed and signed in PDF format;* 2. ***APPENDIX II Provisional budget template, one template per location,*** *filled in as per all requested service positions according to the needs indicated in the table above for each location in PDF* ***and*** *Excel format. 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 10/08/2017 1 Eur = 30,59 UAH; Excel formatted budged should contain the calculations clearly* *made as per the formula provided in Provisional Budget Template document.*   **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.**    If you have any questions, please reach out to Viktoriia Chechet, +38.044.425.02.62 (ext.117), [Viktoriia.chechet@coe.int](mailto:Viktoriia.chechet@coe.int) . |