

Questions and Answers

1. Is any registered company eligible to tender directly without a legal entity or physical office in Ukraine or Switzerland? According to the eligibility criteria stated on the page 3 of the Tender File, "The tenderer must be duly registered or established in Ukraine or another Council of Europe member state". The full list of the member states can be consulted here:

<https://www.coe.int/en/web/portal/members-states>. Therefore, if a bidder is not legally registered or established in one of the aforementioned states, the bid will likely be found non-eligible.

2. Is direct IATA accreditation in the tenderer's own name required, or may the successful tenderer arrange any required air travel through contracted/approved airline and consolidator ticketing infrastructure? There is no required direct IATA accreditation.

3. May hotels, transport operators and other local services be fulfilled through the tenderer's contracted suppliers/subcontractors while company remains responsible for overall delivery and coordination? The bidder could be responsible for overall delivery and coordination.

4. What are the payment terms following delivery/invoicing, and does the Council provide any advance, deposit, direct supplier payment, corporate-card settlement or other mechanism where hotels/transport providers require payment before the Council's normal invoice settlement date?

According to the Council of Europe rules the advance payment could be not more than 30%.

According to the Act of Engagement -ARTICLE 4 – FEES, EXPENSES AND MODE OF PAYMENT -

4.3 Invoicing and payment

4.3.4. The payment for the Deliverables to be paid by the Council shall be made within 60 calendar days of submission of the invoice described in Article 4.3.1, subject to the submission of the Deliverable(s) described in the Terms of reference and its/their acceptance by the Council.

4.3.5. In cases where an advance payment is foreseen, it shall be paid within 60 calendar days upon signature of the contract.

5. Are there any minimum years-of-operation, minimum turnover, or minimum number/value of comparable contracts that are mandatory rather than evaluated as part of the portfolio?

According to the eligibility criteria on p. 3 of the Tender File, "At least 3 years of experience in provision of services related to the conference or event management with a track record of logistical support/travel management of events/missions outside of Ukraine". Any bid which will fail to demonstrate at least 3 years of experience as mentioned, will be found non-eligible for the tender.