**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* *Part I-D-4(ii) 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 domesticl legislation (See Terms of Reference, Part I-F).  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 100,000 EUR**  Please indicate below the annual turnover of the company.  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 **last financial year** (profit and loss account) and **Auditor’s/accountant’s report** indicating the annual turnover over the **last year** of reference according to the company’s practice. ▼ | |
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| **D. Human capacity ▼** | |
| **Having at least 3 (three) staff members.**  Please indicate below the number of available staff members. ▼ | |
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| **iii. Requirements for assessment of award criteria ▼** | | |
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| **A. Relevance of the experience ▼** | | |
| Please, describe below your company’s experience and how it meets the service requirements set forth in the Terms of Reference. Also, please, include examples of **5 (five) largest events** you have managed in the past 2 (two) years with a description of the nature and extent of services rendered (type of events, national or international, number of participants, types of services provided etc.) **▼** | | |
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| **B. Technical capacity – Conference/meeting room and related materials and resources ▼** | | |
| Please, describe below how you intend to meet the service requirements as mentioned in Part I B-1 of the Terms of Reference, including but not limited to:   * List of venues the tender may offer to the Council of Europe for conferences and other types of events; * List of equipment with basic specification, which the tender is able to provide at the events. **▼** | | |
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| **C. Technical capacity – Accommodation ▼** | | |
| Please, describe how you intend to meet the service requirements as mentioned in Part I B-2 of the Terms of Reference, including but not limited to:   * A list of hotels the tenderer may offer to the Council of Europe as accommodation. * Full details of cancellation policy for events and accommodation including deadlines for changes/final confirmation of bookings and liability in case of last-minute cancellations or “no-shows”, if applicable. **▼** | | |
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| **D. Technical capacity – Catering ▼** | | |
| Please, describe how you intend to meet the service requirements as mentioned in Part I B-3 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 domestic legislation are strictly followed by staff and contractors and how this is monitored. **▼** | | |
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| **E. Technical capacity – Transfer/transport services ▼** | | |
| Please, describe how you intend to meet the service requirements as mentioned in Part I B-4 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.); * In case subcontracted, a list of transportation companies to be engaged by the Service Provider. **▼** | | |
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| **F. Technical capacity – Security requirements ▼** | | |
| Please, describe how you intend to meet the service requirements as mentioned in Part I B-5 of the Terms of Reference, including but not limited to security protocols and company health and safety policy.**▼** | | |
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| **G. Technical capacity – Reimbursement of expenses ▼** | | |
| Please, describe how you intend to meet the service requirements as mentioned in Part I B-6 of the Terms of Reference.**▼** | | |
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| **H. Technical capacity – Other▼** | | |
| Please, provide in addition, the following:   * Description of the mechanisms used to ensure effcient management of events, including but not limited to number of events that can be organised per week and simultaneously in different locations and how this will be dealt with; * Description of your company’s management structure, including description of key positions towards planning and implementing of the project * Detailed description of logistical support to be provided, including any subcontracting arrangements (what type of services will be subcontracted and to whom, role of each sub-contractor); * Capacity to provide services not expressly mentioned in the Terms of Reference but related to them, such as organising social events for attendees etc.   Any additional information demonstrating the technical capacity of the tenderer**▼** | | |
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| **I. Human capacity ▼** | | |
| In this section, please describe how the competencies and experience of your company’s staff members, allocated to the execution of this Framework Agreement, correspond to the level of services requested in the Terms of Reference, including but not limited to:   * CV of the contact point (as referred to under Part 1-D-4(ii) of the Terms of Reference) confirming a very good knowledge knowledge of English languages; * The list of the relevant experience and good language skills of other staff allocated to the execution of this Framework Agreement.   Make sure to attach the CVs of the contact point and other staff members to be allocated to the execution of this Framework Agreement **▼** | | |
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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)