

BEREC Office

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BEREC Office ref. № 2013-BEREC-OT-01 APP1-B

**APPENDIX 1**

**Part B**

# TENDER SUBMISION FORM[[1]](#footnote-1)

**LOT 1**

**provision of professional event organisation services in the Republic of Latvia**

**technical section**

**Tender submitted by:**

|  |
| --- |
| **Name and address of tenderer (s)***(in case of joint tender list all partners and indicate the leader)*  |
|  |

# Methodology for providing high quality services for organisation of BEREC Office's events:

The text in italic and in parenthesis has to be deleted! It has explanatory character only.

## Methodology to ensure smooth and successful events management and the provision of all services to be covered by the contract, excluding communication and public relations activities

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the Methodology to be used for ensuring smooth and successful events management and the provision of all services to be covered by the contract with exception of the communication and public relation activities, which will be covered under item 3. You may present your methodology for all services, if it would be the same or separately for the different services, if you will apply different approaches.*

*Please pay special attention to the methodology to be used in protocol events.*

*You may provide specific examples or more detailed information in annexes]*

## Ability to meet the specific requirements and methodology for pre-selection of sub-contractors

*[To be deleted after filling-in the form*

*Please present your methodology and approached to meet the specific requirements of the BEREC Office, including methodology for pre-selection of your sub-contractors.*

*You may provide specific examples or more detailed information in annexes]*

## Quality assurance and monitoring

*[To be deleted after filling-in the form*

*Please present your plan or methodology for quality assurance and monitoring.*

*Please pay special attention on the measure to be applied in order to ensure compliance of the services to be provided by your sub-contractors with their offers.*

*You may provide specific examples or more detailed information in annexes]*

# Methodology for providing high quality services for communication and public relations services

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the methodology* for providing high quality services for communication and public relations services.

*You may provide specific examples or more detailed information in annexes]*

# Confidentiality arrangements and avoiding conflict of interest

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the confidentiality arrangements and the arrangements for avoiding conflict of interest to be deployed, which will ensure proper level of protection of internal BEREC/BEREC Office documents, personal data and/or confidential business data, the disclosure of which may undermine the protection of the public interest, and the privacy and the integrity of the individual.*

*Please specify how the measure to be deployed will be applied by the sub-contractors.*

*When preparing the tender you may consult Articles II.4 and II.5 of the model FWC.*

*You may provide specific examples or more detailed information in annexes]*

# Management of the contract

## Feasibility to meet the objectives specified in the tender specifications

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the feasibility to meet the objectives specified in the tender specifications. This has to be outlined in a work plan and/or timetable indicating the response time to different types of requests by the BEREC Office.*

*Please pay special attention to the occasional need to organise urgent Ad Hoc meetings for which the reply to a specific order from the BEREC Office is expected within one working day (see item 3.1. from appendix 1, part A).*

*In addition to that you should present your response time in working days from the day of the submission of the specific order/request for services by the BEREC Office (referred to in the table as “the day X”) either:*

1. ***Option A****: for each specific service taking into account the number of participants*

***You may use the table below for presenting your response time:***

| **Number of participants** | Response time in **working days** from day X depending on the number of event participants |
| --- | --- |
| 1 to 15 | 15 to 35 | 36 to 70 | 70 to 110 | More than 110 |
| **Category of service** | Pre-scheduled meetings | Urgent Ad Hoc meetings |
| 1. Event management
 |  |  |  |  |  |  |
| 1. Venue selection and reservation
 |  |  |  |  |  |  |
| 1. Selection and administration of catering services
 |  |  |  |  |  |  |
| 1. Restaurant selection and reservation
 |  |  |  |  |  |  |
| 1. Selection and pre-booking of accommodation for participants
 |  |  |  |  |  |  |
| 1. Organisation and administration of the social/cultural programme
 |  |  |  |  |  |  |
| 1. Provision of branding and visual identity services, including design
 |  |  |  |  |  |  |
| 1. Selection and administration of printing, copying and/or scanning services
 |  |  |  |  |  |  |
| 1. Selection and provision of photo, video and audio recording services
 |  |  |  |  |  |  |
| 1. Selection and provision of transport/transfer services
 |  |  |  |  |  |  |
| 1. Selection and provision of additional technical equipment, if not available at the venue
 |  |  |  |  |  |  |
| 1. Selection and provision of translation and/or interpreting services
 |  |  |  |  |  |  |
| 1. Organisation and administration of communication and public relations activities
 |  |  |  |  |  |  |
| 1. Organisation and administration of protocol events
 |  |  |  |  |  |  |
| 1. Selection and provision of technical equipment and/or logistics services (including telecommunication services), if not available at the venue
 |  |  |  |  |  |  |
| 1. Collection, compilation and distribution of documents
 |  |  |  |  |  |  |
| 1. Provision of other administrative and/or support services
 |  |  |  |  |  |  |
| 1. Urgent Ad Hoc meetings
 |  |  |  |  |  |  |
| **Total (in working days):** |  |  |  |  |  |  |
| **Average response time (total/18):** |  |  |  |  |  |  |

1. *Option B: for all services, if your response time will be the same and will not depend on the type of service.*

*In this case you may use the following table to present your response time*

| **Number of participants:** | Response time in **working days** from day X depending on the number of event participants |
| --- | --- |
| 1 to 15 | 15 to 35 | 36 to 70 | 70 to 110 | More than 110 |
|  | Pre-scheduled meetings | Urgent Ad Hoc meetings |
| Any service offered |  |  |  |  |  |  |

*You may provide specific examples or more detailed information in annexes]*

## 2. Sound and realistic allocation of financial and human resources

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the s*ound *and realistic allocation of:*

*- financial and*

*- human resources, including allocation of expertise*

*for the implementation of the contract.*

*You may provide specific examples or more detailed information in annexes]*



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**APPENDIX 1**

**Part B**

# TENDER SUBMISION FORM

**LOT 1**

**provision of professional event organisation services in the Republic of Latvia**

**FINANCIAL section**

**Tender submitted by:**

|  |
| --- |
| **Name and address of tenderer (s)***(in case of joint tender list all partners and indicate the leader)*  |
|  |

## Price-list of the contractor

### Price list of contractor’s fees as per number of event participants

| **CATEGORY OF SERVICE** | Number of participants |
| --- | --- |
| 1 to 15 | 16 to 35 | 36 to 70 | 71 to 110 | More than 111 |
| Event management |  |  |  |  |  |
| Venue selection and reservation |  |  |  |  |  |
| Selection and administration of catering services |  |  |  |  |  |
| Restaurant selection and reservation  |  |  |  |  |  |
| Selection and block/pre-booking of accommodation for participants |  |  |  |  |  |
| Organisation and administration of social/cultural programme |  |  |  |  |  |
| Provision of branding and visual identity services, including design |  |  |  |  |  |
| Selection and administration of printing, copying and/or scanning services |  |  |  |  |  |
| Selection and provision of photo, video and audio recording services |  |  |  |  |  |
| Selection and provision of transport/transfer services |  |  |  |  |  |
| Selection and provision of translation and/or interpreting services |  |  |  |  |  |
| Communication and public relations activities |  |  |  |  |  |
| Organisation and administration of protocol events |  |  |  |  |  |
| Selection and provision of technical equipment and/or logistics services (including telecommunication services), if not available at the venue |  |  |  |  |  |
| Collection, compilation and distribution of documents |  |  |  |  |  |
| Provision of other administrative and/or support services |  |  |  |  |  |
| Fee for provisions of services for urgent Ad Hoc meetings |  | n.a.[[2]](#footnote-2) | n.a. | n.a. | n.a. |
| **Total:** |  |  |  |  |  |

### Prices of contractor for providing of service personnel

| **CATEGORY OF SERVICE** | Price in EUR per number of hours per person |
| --- | --- |
| Up to 1 h | 1 to 2 h | 2 to 4 h | 4 to 8 h | More than 8 h |
| Providing of service personnel during events |  |  |  |  |  |

### Final offer

| **CATEGORY OF SERVICE** | Number of participants |
| --- | --- |
| 1 to 15 | 16 to 35 | 36 to 70 | 71 to 110 | More than 111 |
| I: Total contractor’s fees as per number of event participants |  |  |  |  |  |
| + | Price in EUR per number of hours per person |
| Up to 1 h | 1 to 2 h | 2 to 4 h | 4 to 8 h | More than 8 h |
| II: Contractor’s fees for providing of service personnel  |  |  |  |  |  |
| Total (I+II): | A | B | C | D | E |
|  |  |  |  |  |
| Total fees for all services (A+B+C+D+E): |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When submitting your tender, please separate the technical and financial sections and put them in separate envelopes, with clear marking “Technical Section” and “Financial Section” on the envelopes. For marking the envelopes, please, see the requirements of item 3 in the invitation to tender. [↑](#footnote-ref-1)
2. not applicable [↑](#footnote-ref-2)