

**CALL FOR TENDERS**  
N° BEREC/2019/05/OT

**Professional event management services**

**TENDER SPECIFICATIONS**

13 September 2019

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## **1. INFORMATION ON TENDERING**

### **1.1. Participation**

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. The Contracting Authority can therefore accept tenders from and sign contracts with tenderers from 37 countries, namely: the countries, which are parties to the Agreement on the European Economic Area (EEA) (the 28 EU Member States, Lichtenstein, Norway and Iceland) and 6 Stabilisation and Association Agreements (SAA) countries (North Macedonia, Albania, Montenegro, Serbia, Bosnia and Herzegovina, Kosovo<sup>1</sup>).

The plurilateral Agreement on Government Procurement<sup>2</sup> concluded within the World Trade Organisation does not apply to this tender procedure.

### **1.2. Contractual conditions**

The tenderer should bear in mind the provisions of the draft framework contract ('FWC') which specifies the rights and obligations of the contractor, particularly those on payments, performance of the FWC, confidentiality, and checks and audits.

Signature of the FWC is not an order for services and does not constitute a financial commitment. BEREK Office intends to issue individual and successive specific contracts over the period of validity of the FWC which shall take the form of the document provided in Annex III of the draft FWC.

Invoices for the supplies and/or services provided under specific contracts must be supplied to the Contracting Authority within 30 days of the supplies and/or services being delivered.

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<sup>1</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

<sup>2</sup> See [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

### 1.3. Short overview of the procurement procedure

<b>Title:</b>	Professional event management services
<b>Procedure:</b>	Open Procedure
<b>Lots</b>	This procedure is divided into 2 lots:  Lot 1 – complex event management services following reopening of competition  Lot 2 – simple event management services using cascade mechanism
<b>Expected Start:</b>	Q4 2019
<b>Type of Contracts:</b>	Framework Service Contracts (FWC)
<b>Framework Type:</b>	Lot 1: Multiple Framework Contracts (MFC) with Reopening of Competition  Lot 2: Multiple Framework Contracts in Cascade
<b>Number of envisaged contractors:</b>	Lot 1: Maximum 5 for the MFC with Reopening of Competition Lot 2: Maximum 3 for the MFC in Cascade
<b>Duration:</b>	The duration of the FWCs is 12 months renewable automatically up to three times for further period of 12 months each, with a total maximum duration of 48 months.
<b>Maximum total amount of the FWC over maximum duration of the contracts of 48 months</b>	Total maximum value of the procedure EUR 3 000 000 (three million euro) is divided between the lots as follows:  Lot 1: EUR 2 519 000  Lot 2: EUR 481 000
<b>Possible increase:</b>	By virtue of point (e) of point 11(1) of Annex I of the Financial Regulation <sup>3</sup> , the BEREC Office reserves the option to launch further negotiated procedures with the successful tenderers of the present call for tenders for new services consisting in the repetition of similar services during the 3 years following the signature of the original contract. Negotiated procedure will be used subject to cost-benefit analysis and the increase will not go beyond 50 % of the original value of the contract.
<b>Main place of delivery</b>	Lot 1: EU member states  Lot 2: Brussels and Riga

<sup>3</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1–222).

<b>Variants</b>	Not permitted
<b>Consortia</b>	Permitted but must be clearly described in the tender.
<b>Subcontracting</b>	Permitted. Subcontractors, whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria, must be clearly identified in the tender.

#### **1.4. Meetings and travel expenses**

A representative will be requested to attend at least one half-day meeting at the BEREC Office in each year of execution of the contract to discuss contract management matters.

Travel expenses relating to the above mentioned meetings will be reimbursed in line with the conditions of the FWC.

#### **1.5. Compliance with applicable law**

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU<sup>4</sup>, as well as with data protection obligations resulting from Regulation (EU) 2016/679<sup>5</sup>.

#### **1.6. Joint tenders**

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

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<sup>4</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

<sup>5</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance) (OJ L 119, 4.5.2016, p. 1–88).

## **1.7. Subcontracting**

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

During the contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

## **1.8. Structure and content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see point 1.9)

Part B: Non-exclusion (see point 4.1.1 for Lot 1 and 4.2.1 for Lot 2)

Part C: Selection (see point 4.2.1 for Lot 1 and 4.2.2 for Lot 2)

Part D: Technical offer

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria.

As part of the technical offer minimum requirements declaration (Annex I – Lot 1, Annex II – Lot 2) must be provided.

Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the minimum requirements of tender specifications and will not be evaluated.

No variants are allowed or options foreseen.

Part E: Financial offer

When presenting the Financial Offer, tenderers must provide detailed price list (incl. total price for whole event) for all services described as case study (mock scenario) in Annex III for Lot 1 and include all information on prices (including total price) using the form provided in Annex IV for Lot 2.

Prices must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The prices quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted prices must be a fixed amounts which includes all charges (including transportation, travel and subsistence).

Travel and subsistence expenses are not refundable separately, except in the cases provided for in point 1.4 above.

### **1.9. Identification of the tenderer**

The tender must include a **cover letter** signed by an authorised representative presenting the **name of the tenderer** (including all entities in case of joint tender) and identified subcontractors if applicable, and **the name and contact details of the single contact point** (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent presented in the form contained in Annex V of the tender specifications and signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

## **2. GENERAL BACKGROUND AND ORGANISATIONAL MATTERS**

### **2.1. Introduction and brief overview**

BEREC and the Agency for Support for BEREC (the 'BEREC Office') was established by Regulation (EU) No 2018/1971<sup>6</sup>, replacing the previous Regulation (EC) No 1211/2009. The BEREC Office is established as a body of the Union.

BEREC advises the European Commission (the 'Commission') and the National Regulatory Authorities ('NRAs') with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services, and assists the European Parliament and the Council, on issues related to the application of the EU regulatory framework for electronic communications. BEREC, in particular, has to enhance fair competition and consistency of the regulation in the internal market for electronic communications by providing expert advice on market definitions, analysis and remedies, definition of trans-national markets, cross-border disputes, numbering issues and others. Despite its important role, BEREC has no legal personality. Therefore, with the objective to provide administrative and professional support to BEREC, the legislator established the BEREC Office, which was set up as a body of the European Union (EU). The seat of the BEREC Office is in Riga, Latvia.

#### **2.1.1. Structure of BEREC**

##### **Board of Regulators**

BEREC is composed of the Board of Regulators. The Board of Regulators is composed of one member per Member State, who shall be the head, member of the collegiate body or a replacement of either of them, of the national regulatory authority established in each Member State ('NRA') with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services. The Board of Regulators is open to the participation of regulatory authorities of third countries with primary responsibility in the field of electronic communications, with whom working arrangements have been established.

The Board of Regulators appoints its Chair and Vice-Chairs from among its members. The term of office of the Chair and of the Vice-Chairs is one year. Before serving her/his term as Chair for one year, the Chair has firstly to serve one year as a Vice-Chair. For ensuring continuity of BERECs' work, the Chair has to serve as a Vice-Chair for the year following her/his term as Chair. Every year the Board of Regulators appoints the Chair for the year subsequent to the following year and the Vice-Chairs for the following year.

The Board of Regulators meets at least 2 times a year in ordinary meetings organised all over Europe, which are convened by the BEREC Chair not less than 10 days prior to the proposed meeting date. The BEREC Chair also has the responsibility to determine their place.

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<sup>6</sup> Regulation (EU) 2018/1971 of the European Parliament and of the Council of 11 December 2018 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Agency for Support for BEREC (BEREC Office), amending Regulation (EU) 2015/2120 and repealing Regulation (EC) No 1211/2009 (Text with EEA relevance) (OJ L 321, 17.12.2018, p. 1–35).

At the initiative of the Chair or at the request of at least 3 of the members or upon request by the Commission, BEREC can meet in extraordinary meetings, which are convened at rather short notice, but not less than 7 days before the date of the meeting. The place of such meetings is determined on an ad hoc basis.

### **Contact Network**

According to BEREC Rules of Procedures the Board of Regulators is assisted by a working group called Contact Network composed of senior representatives of all members and participants, to prepare the decisions to be taken by the Board of Regulators and the BEREC Office Management Board. The Contact Network is chaired by a representative of the Chair of the Board of Regulators. The Board of Regulators may decide to delegate some of its duties to the Contact Network.

The Contact Network shall meet three to four weeks prior to the ordinary meetings of the Board of Regulators, and may, if requested by the Chair of the Contact Network, meet prior to any extraordinary meetings.

### **Working Groups**

In addition to that, the work of BEREC is organised into Working Groups ('WGs'), which work on specific topics included in the BEREC Work Programme or arising on ad hoc basis, following request for advice or opinions from the EU Institutions.

Additionally, BEREC Office establishes dedicated Working Groups to issue opinions in the event that the Commission opens a Phase II investigation pursuant to Articles 7 and 7a of Directive (EC) 2002/21<sup>7</sup>, as amended by Directive (EC) 2009/140.

On average the WGs may have around 100 meetings per year in total, organised mainly in Brussels, currently in the premises of the BEREC representation in Brussels, hosted by the Secretariat of the IRG (currently situated at: Rue de la Science 14, 1040 Brussels). The meetings of the WGs may take place also in Riga and, in limited cases, in other locations anywhere in Europe.

#### **2.1.2. Composition and structure of the BEREC Office**

The BEREC Office is managed by the Director under the supervision of the Management Board composed of the persons appointed as members of the Board of Regulators and of one high level representative of the Commission. The BEREC Office has its own budget, most of which derives from a contribution from the Union.

The Management Board meets several times a year in ordinary meetings. For practical reasons these meetings are organized at the same date and venue as the meetings of the Board of Regulators. The meetings of the Board of Regulators and the Management Board are jointly referred to as 'ordinary meeting'. The Chairperson shall convene ordinary meetings of the Management Board in consultation with the Director, not less than ten days prior to the proposed meeting date.

The Chairperson may also convene extraordinary meetings of the Management Board in consultation with the Director, not less than seven days prior to the proposed meeting date.

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<sup>7</sup> Directive 2002/21/EC of the European Parliament and of the Council of 7 March 2002 on a common regulatory framework for electronic communications networks and services (Framework Directive) (OJ L 108, 24.4.2002, p. 33–50).

### 2.1.3. Short overview of BEREC and BEREC Office events

The table provided below contains an indicative list of the various BEREC and BEREC Office events.

No	Type of event	Indication of the possible location	Event duration	Expected number of participants	Expected number of events per year	Additional information
1.	BEREC ordinary/extraordinary meetings	Throughout Europe (EU and non-EU countries – BEREC members and participant NRAs from third countries)	1 ½ days	80 to 120	2-4 ordinary meetings and exceptionally – extraordinary meeting	Currently most of these events are hosted by different NRAs – BEREC members or participant NRAs from third countries. The BEREC Office may need to organize them only in case of lack of requests for hosting them by a BEREC member or participant NRA from third country or when they take place in Riga. Nevertheless, the BEREC Office still provides some limited support related to the meeting organization.
2.	Contact Network meetings	Same as above	1 ½ days	70 to 100	Usually 4 per year	
3.	BEREC high-level internal workshops	Throughout Europe, frequently back-to-back with the ordinary BoR meetings and at the same venue	½ or 1 day	80 to 120	3 to 5	

№	Type of event	Indication of the possible location	Event duration	Expected number of participants	Expected number of events per year	Additional information
4.	BEREC conferences, seminars, workshops or other events, open to the public	Mainly in Brussels, but also in other locations throughout Europe	½ or 1 day	50 to 200	3 to 6	One of the main events following in this category is the annual BEREC Stakeholder Forum. <sup>8</sup>
5.	Public debriefings from BEREC plenaries or public hearings on specific topics	Brussels	2½ h or ½ day	20 to 70	5 to 8	The public debriefings are usually organised in the Commission premises. As a general rule these events are made available to the public through streaming.
6.	Meetings of the BEREC Chair and Vice-chairs	Throughout Europe (EU and non-EU countries – BEREC members and observers)	From 2 ½ h to 1 ½ day	5 to 10	4 to 6	These events are currently hosted and organised by the BEREC Chair or the host of plenary meetings but in case of request from BEREC the Office should be prepared to organise them.
7.	Formal or informal meetings of the BEREC Chair and Vice-chairs with the European Commission, the Council of the EU and/or the European Parliament	Mainly Brussels but other locations are also possible	From 2½ h to 1 day	5 to 15	5 to 8	These meetings may also take the form of a working breakfast, lunch or dinner and are organised by the BEREC Office or in cooperation with the Commission.

<sup>8</sup> For more information see the event webpage for the last edition: [https://bereg.europa.eu/eng/events/bereg\\_events\\_2018/173-6th-bereg-stakeholder-forum](https://bereg.europa.eu/eng/events/bereg_events_2018/173-6th-bereg-stakeholder-forum)

№	Type of event	Indication of the possible location	Event duration	Expected number of participants	Expected number of events per year	Additional information
8.	WG meetings	Mainly Brussels but in limited cases other locations are also possible	1-2 days	5-35	80-90	The format of these meetings may vary significantly, as they are organised for drafters (5-8 participants), for specific work stream (15-25 participants), full WGs (30-40 participants) or may take the form of internal WG workshops with external speakers.
9.	Article 7/7a EWG meetings	Anywhere in the EU, usually at the headquarters of the rapporteur of the WG	1-2 days	7-10	8-12	These meetings are organised with a very short notice but unless the meetings are held in Riga, the BEREC Office is not involved in their organisation.
10.	BEREC International Mission	Can be in Europe, but mainly outside Europe	4-5 working days	5-7	1	In order to study the experience of third countries in the telecom sector BEREC usually organises 1 international mission per year for meeting government official and key private sector representatives. So far BEREC has organised such missions in the USA, South Korea, Japan, China and Canada.
11.	BEREC Office off-site training for the staff	Latvia	2 days	55-70	1 or 2	These events require full event management, incl. renting the venue, providing catering, hiring speakers, providing accommodation, arranging well functioning IT environment, including video-conferencing, organization of a social event, transportation, etc.

№	Type of event	Indication of the possible location	Event duration	Expected number of participants	Expected number of events per year	Additional information
12.	BEREC Office Unit event	Latvia	½ to 1 day	20-25	6	Currently the BEREC Office has 3 Units. To facilitate their smooth operation each Unit is encouraged to organize Unit events on topics of Unit interest. Frequently these events are off-site. Usually their organization required the provision of venue, catering, speakers, IT equipment and transportation.
13.	Initiatives in the interest of the Latvian society	Latvia	½ to 1 day	35-55	3	The BEREC Office organizes mainly in its premises event to support the development of the Latvian society. These events are open to the general public and may involve provision of catering, web-streaming, video-recording, interpretation and translation, etc.
14.	Other ad hoc events	No pattern	No pattern	No pattern but usually not exceeding 10 per year	No pattern	These events are frequently organised and hosted by the BEREC Office. They may include visits of representatives of the EU Institutions or other EU Agencies to the BEREC Office, open door days at the BEREC Office, Office team building events, training sessions for the staff of the BEREC Office, meetings with the Latvian authorities, etc.

#### **2.1.4. Schedule and place for organising the meetings of the Board of Regulators, the BEREC Office Management Board, the Contact Network and the WGs**

The schedule and the place for the meetings of the Board of Regulators, the BEREC Office Management Board and the Contact Network for year N+1 is determined by the incoming Chair by September of year N at the latest. It is published on the BEREC website. At least one meeting per year either of the Board of Regulators/the BEREC Office Management Board or the Contact Network takes place in the Republic of Latvia and is hosted by the Latvian Public Utilities Commission (SPRK), frequently in co-operation with the BEREC Office. The other meetings of the Board of Regulators/BEREC Office Management Board or the Contact Network are usually hosted by some of the NRAs and the BEREC Office may have either no responsibilities in their organisation or provide only support to the meeting host.

In the event of lack of proposals for hosting a specific meeting, the BEREC Chair may request the BEREC Office to make a proposal to organise the meeting at a suitable place and respectively to host it.

The meeting schedule for 2019 can be consulted on the BEREC website under the 'Events' section<sup>9</sup>.

The schedule of the meetings of the WGs so far is determined by the WG Co-Chairs and is usually announced 10 to 1 month before the meeting.

In relation to the organisation of the WG meetings the demand from BEREC side to the BEREC Office to expand the support to WGs is increasing and therefore the contractor should be prepared to address such a demand in future.

The meetings of the Article 7/7a WGs are convened at a very short notice due to the limited time for the preparation of the BEREC opinions and are organised on an ad hoc basis in case of opening of phase II investigation by the Commission. Therefore the contractor cannot expect to get the annual programme for the WG meetings in advance.

#### **2.2. Implementation of a multiple framework contracts**

One of the two following procedures will be used by the contracting authority when it wants to request services under the multiple framework contracts:

- (1) Lot 1: Reopening of competition means that, following the conclusion of the multiple FWCs, the contracting authority may invite the contractors to compete and submit a tender for a specific assignment, which will be evaluated as specified in the tender specifications.

The reopening of competition procedure is the procedure for the awarding of specific contracts under Lot 1 as the Contracting Authority cannot establish precise or complete enough Technical Specifications at this point of time.

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<sup>9</sup> BEREC events 2019, <[https://berec.europa.eu/eng/events/berec\\_events\\_2019/](https://berec.europa.eu/eng/events/berec_events_2019/)>

- (2) Lot 2: Under the cascade procedure the contractor whose tender was ranked first on the list for the award of the multiple FWCs will be contacted first. In the event that this contractor is not available, the contractor ranked second on the list will be contacted and so on. The contracting authority uses cascade mechanism for Lot 2 as the terms of the tender specifications are sufficiently precise to cover the requirements of the orders.

Implementation of the FWC (ordering of services) shall be done according to the following workflows:

- (1) Lot 1: multiple FWC with reopening of competition

The FWC is implemented as follows: the contracting authority orders services by sending a *request for services* by e-mail to all contractors for which this mechanism applies.

Within 5 working days of the date when the request is sent by the contracting authority, the contractors shall acknowledge its receipt. The contractors have the obligation to respond to each request received. If they are not in a position to make an offer, a justification must be provided within 10 working days from the date the request is sent by the contracting authority.

For each event the contracting authority shall determine the specifications of the services required and the relevant response time. The request shall describe in detail the scope of the competition, containing minimum requirements, which must be met in all specific offers.

When replying to those requests, the contractors must observe that the rates included in the framework contract are maximum rates and they can only be increased on the basis of indexations. However, in reply to requests for services those can be reduced at the discretion of contractors.

The contractors send their specific tenders to the contracting authority within the time limit indicated in the *request for services* in paper format.

The contracting authority evaluates the specific tenders and selects the most economically advantageous one on the basis of the award criteria set out below. When doing so, it takes into account any conflicting interests which may negatively affect the performance of the specific contract (see Article II.7 of the draft contract). The contracting authority awards and sends the specific contract to the successful contractor for its signature.

The Customer may specify in the respective requests one or more award sub-criteria but in this case the weights of those sub-criteria will have to be notified to all contractors at the time of sending the request.

Before the submission deadline, contractors will be entitled to ask questions to the contracting authority. Answers to each question will be sent to all contractors simultaneously. Questions shall be asked not later than 4 working days before the offer submission deadline, and answers shall be given no later than 2 working days before the offer submission deadline. If necessary, the deadline for submission of offers may be extended, at the discretion of the contacting authority.

The contractor whose offer has been evaluated to represent best value for money shall be offered the specific contract. In case this contractor refuses to sign the specific contract, it shall be offered to the contractor who has submitted the second best offer in reply of the respective request, subject to its compliance with the minimum thresholds as specified in the tendering specifications. If this second-best contractor is in a position to sign the specific contract, then it shall be awarded the project in question.

If this second – best contractor is not in a position to sign the specific contract, then it shall be awarded to the contractor who has been nominated in third place.

This process will terminate either with the award of the specific contract to one of the contractors who has been nominated, or with the failure to award the specific contract to any contractor. In the event of failure the contracting authority may redefine the specific request or start the procedure again with the same requirements at a later time.

The contractor must send back to the contracting authority the specific contract duly signed and dated in paper format within 3 working days of receipt.

For all reopening of competition the following quality criteria and weightings will apply, and can be detailed at the level of the specific requests:

<b>Criteria</b>	<b>Max no of points</b>	<b>Min no of points to obtain</b>
Quality of the proposed methodology for implementation of all tasks	40	30
Quality of the project implementation time schedule	30	15
Effectiveness of the strategy proposed for the distribution of tasks between team members, including measures for continuity of services in case of absence of a member of the team	30	15
	<b>Max no of points in total</b>	<b>Minimum number of points to obtain</b>
<b>Global</b>	<b>100</b>	<b>60</b>

In order to ensure a sufficient level of technical quality, the offers that will not reach a minimum of 60 points for all the criteria will be eliminated from further evaluation. Moreover, offers that will not reach the minimum points required for each criterion will be eliminated from further evaluation.

The financial offers must consist of prices being lower than or equal as the maximum unit prices offered in response to the present call for tenders.

Bid with the lowest price and with sufficient score for the technical part (according to minimum thresholds set above) receives 100 points. The others are awarded points using the following formula:

Points = (price of the lowest bid / price of the bid in question) X 100.

The specific contract will be awarded under the best value for money procedure. This will be determined on the basis of the price and the quality ratio expressed by the tender by weighing technical quality against price on a 60/40 basis.

This is done by multiplying:

- a) the scores awarded for the technical quality by 0.60
- b) the scores awarded for the financial offer by 0.40

The technical and financial points multiplied by the above mentioned weighing factors are then added together, and the specific contract will be awarded to the most economically advantageous offer.

## (2) Lot 2: multiple FWC in cascade

The FWC is implemented as follows: the contracting authority orders services by sending a specific contract to be signed by e-mail to the contractor who is ranked first in the cascade.

Within 5 working days, the contractor must either:

- (a) send back to the contracting authority the specific contract duly signed and dated in paper format; or
- (b) send an explanation of why it cannot accept the order.

If the contractor does not accept the order or fails to observe the deadline or if it is in a situation of conflicting interests that may negatively affect the *performance of the specific contract* (see Article II.7 of the draft contract), the contracting authority may place the order with the next contractor on the cascade.

This process will terminate either with the award of the specific contract to one of the contractors who has been nominated, or with the failure to award the project to any contractor. In the event of failure the contracting authority may redefine the project or start the procedure again on the same project at a later time.

If the contractor repeatedly refuses to sign specific contracts or repeatedly fails to send them back on time, the contractor may be considered in breach of its obligations under this framework contract as set out in Article II.18.1 (c) of the draft contract.

As mentioned above, for each new request the first contractor must be consulted first. Other contractors can be contacted only if previous contractors fail in their service offering or in case of conflict of interests. If it arises that the main contractor is unable to satisfy a request, the *cascade mechanism* may be applied.

During the cascade mechanism the specifications may not change (including any annexes which must remain the same).

### **3. TECHNICAL SPECIFICATIONS**

The objective of the FWCs is to purchase quality event management services. This includes video conferences, webinars, and other types of remote conferencing. The Contractor is expected to assist the BEREK Office with coordinating and implementing logistics but also to accompany the BEREK Office in the creation of an event throughout its life cycle: from establishing a concept based on the objectives to be achieved, to implementing that concept and measuring the outcomes.

The services may comprise a wide variety of tasks (non-exhaustive definition): from the sending of invitations to participants, follow up of the attendance, invitations and contacts with speakers, moderators, up to the arrangement of all the travelling, booking of meeting rooms and connected services such as audio-visual systems, audio systems for participants, interpretation and accommodation for the participants.

While each event may require several types of services and events which require different levels of preparation and coordination, the services and provisions listed below are indicative and not exhaustive.

### **3.1. Lot 1: Complex event management services following reopening of competition**

The tasks stated in this point will be executed as FWCs with reopening of the competition.

For complex events, the contractor shall be prepared to provide the Contracting Authority with the full range of services, as listed in the current tender specifications. At the same time, the contractor should be aware that depending on the nature of the event, not all services listed in the current specifications may be relevant for all events.

The information to be provided by the contractor in the specific offers should contain all the relevant information to prove compliance with the request of the Contracting Authority.

The maximum prices for these tasks shall be as offered in the financial offer form which must contain detailed price list based on a case study (mock scenario) contained in Annex III of the tender specifications.

#### **3.1.1. Event management**

At a request of the Contracting Authority, the contractor shall be fully responsible for organising and managing the specific event. The event management shall also cover the period of preparation and follow-up activities, if any.

Depending on the special features of the events, among others the Contracting Authority may request the contractor to elaborate concepts for the specific event, draft a detailed scenario and/or programme demonstrating the involvement of all parties concerned, etc. this activity may include also the preparation of invitations letters, "thank you" letters, drafting of information packages for the events, etc.

This service includes also organisation of social/cultural programme for the event.

#### **3.1.2. Venue selection and reservation**

The successful tenderer will assure the reservation and booking of a suitable venue, after consultation and confirmation by the BEREC Office, and must verify that the business licenses and administrative documentation are in order, and arrange for appropriate technical equipment. The successful tenderer must take into account the number of participants, accessibility, occupational risk prevention, local security situations and facilities for disabled participants, as well as other matters necessary for the type of event to be organised.

If the event is organised in Riga, the successful tenderer must have visited the venues in advance in order to guarantee their proper organisation. These visits must be carried out sufficiently in advance so that any alternative measure may be implemented if necessary.

### **3.1.3. Selection and block-booking of accommodation**

At a request of the Contracting Authority, the contractor shall provide accommodation for event participants in suitable hotels, preferably near the event venue. The contractor shall be expected to offer at least three different hotels with a variety of prices. The participants usually guarantee and pay the accommodation themselves and therefore the contractor, in general, is not expected to pre-pay the accommodation.

### **3.1.4. Organisation of catering, coffee breaks and meals**

At the request of the Contracting Authority, the successful tenderer can be asked to organise different catering services in relation to events: providing catering services for the meetings and events, organising official working lunches, dinners and/or receptions. The successful tenderer will be required to organise the pre-reservations and reservations for the requested number of participants.

The catering events could range from a working breakfast or business lunches and coffees during the meeting breaks up to a welcome buffet dinner for participants in the conference or accommodation venue or elsewhere. Water should also be provided for the participants in the venue of the event.

When providing the services related to the catering and meals, the contractor should take into consideration the EU General Food Law Regulation.<sup>10</sup>

### **3.1.5. Hiring the necessary technical equipment, if not available at the venue, including provision of all necessary logistics and telecommunication services**

For the events the Contracting Authority will provide information about the technical equipment, which will be necessary for the event. Frequently the conference equipment needed is available at the event venue. Should this not be the case, the contractor will need to hire it from other sources.

Such technical equipment may include, but is not limited to:

- microphones (including lapel microphones) and full sound system;
- overhead projectors, video projectors, multimedia projectors or other of the kind;
- screens, PCs, laptops;
- black/white boards, flipcharts, paper, pens;
- slide centre facilities for presentations;
- video conference facilities (live and on tape);
- fax, photocopiers (with sorter and stapler function), printers, scanners;
- Wi-Fi routers;

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<sup>10</sup> In 2002, the European Parliament and the Council adopted Regulation (EC) No 178/2002 laying down the general principles and requirements of food law (General Food Law Regulation). <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32002R0178>

- interpreting booths and full equipment for simultaneous interpreting;
- laser pointers;
- video/photo cameras to be used by staff of the Contracting Authority, etc.

### **3.1.6. Selection and organisation of transport/transfer services**

Upon request of the Contracting Authority, the contractor shall provide transport/transfer for event participants. The specific requirements shall be given in the request from the BEREC Office.

### **3.1.7. Selection and hiring of speakers, moderators and/or trainers for the events**

The contractor may be requested to hire moderators, speakers or trainers identified by the Contracting Authority or to be identified by the contractor (and proposed to the Contracting Authority for approval). The specific request for each assignment will specify the general knowledge of the events/ conferences subjects and/or the language(s) to be used. The contractor may be required to organise all necessary travel and logistical arrangements for the speakers/moderators/trainers.

### **3.1.8. Selection and organisation of translation and/or interpreting services, including sign interpretation**

The working language of BEREC and the BEREC Office is English and therefore all documents issued by these two bodies are currently only in English. Nevertheless, during protocol, international or public relation events, including public consultations, the BEREC Office may need translation and/or interpreting services. Therefore, upon the request, the contractor shall organise professional translation and or interpreting services (either simultaneous or consecutive).

The translation and/or interpreting services shall in principle be translation from/to English to/from other official languages of the EU and vice-versa, but they shall not be limited to these language combinations. There is also a possibility, that for the purposes of international events or preparing worldwide benchmarking, the BEREC Office may request translation and or interpreting services from/to non-EU languages.

In such cases, the contractor shall be expected to make sure that the translations comply with the uniform stylistic rules and conventions which must be used by all the institutions, bodies, offices and agencies of the European Union. Information how to obtain these uniform rules is available at: <http://publications.europa.eu/code/en/en-000100.htm>

### **3.1.9. Selection and organisation of note taking services, services for drafting event documents, proofreading and Collecting, compiling and distribution of documents, including using specific IT tools**

At a request of the Contracting Authority, the contractor shall select and organise the provisions of professional note taking services or services for drafting event documents. The contractor shall ensure that the service provider(s) hired to provide these services has/have the necessary knowledge in the field of telecommunication regulation in order to cope with the task in a professional way. The contractor may be requested to provide support on a case by case basis to the BEREC Office in collecting, compiling and distributing meeting documents or packages of documents for the BEREC/BEREC Office public or internal events. The collection and distribution may be done via post, via e-mail,

via the BEREC website or other means. Depending on the event, the contractor may be asked to ensure that the documents are sorted and organised in a logical way, for which the BEREC Office shall present separate instructions, which shall be included in the individual requirements for each event. If documents have to be distributed by post, the contractor shall be asked to sort, pack, label and post the documents.

#### **3.1.10. Any other support services related to the events organised by the BEREC Office**

If specified by the Contracting Authority in the request for services, the successful tenderer shall arrange the provision of other services linked to the event. Some services could be, among others:

- Conference proceedings and audio-visual reporting: recording, transcribing and preparing the conference proceedings for publication; photographer and video taping and editing services throughout the event.
- Provision of graphic design and other printed material for the event (such as posters, brochures, conference folders, nameplates, badges, signposting, promotional goods, etc.).
- Selection and ordering of printing, copying and scanning services.
- Shipping conference material when necessary.
- Exhibitions and stands: design, ship, store, erect and dismantle the stand as well as other additional exhibition equipment.
- Other services linked to the event organisation

#### **3.1.11. Provision of temporary service staff for the event organisation, including event assistants**

The successful tenderer shall be responsible for providing reliable and professional hostesses and stewards to assist in supporting the organisation of the event proceedings.

The types of duties expected are of general assistance at the event. Particularly facilitating airport transfers, welcoming participants, distributing badges, guiding the participants to the meeting rooms or passing around the microphone.

For that purpose, hostesses/stewards as well as the staff from the successful tenderer or the sub-contractor should be dressed in a way to be identified at first glance by the participants, as being part of the organisational staff. They should be proficient in English (at least B2 level: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>) for all events and at least B2 level also in the language of the EU Member State where the event takes place.

This service may also include the hiring of necessary security guards or any other relevant event related assistance or service.

### **3.2. Lot 2: Simple event management services using cascade mechanism**

The tasks stated in this chapter will be executed as FWCs in cascade.

For simple events, the contractor shall be prepared to provide the Contracting Authority with the full range of services listed in the financial offer form (Annex IV). At the same time, the contractor should be aware that depending on the nature of the event, not all services listed in the current specifications may be relevant for all events.

The prices for these tasks shall be fixed to each specific services as listed in Annex IV.

## 4. EVALUATION AND AWARD

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

### **4.1. Lot 1: Complex event management services following reopening of competition**

#### **4.1.1. Verification of non-exclusion**

All tenderers must provide a declaration on honour (Annex VI), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another

procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

#### **4.1.2. Selection criteria**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

##### **4.1.2.1. Declaration and evidence**

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (Annex VI), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see point 4.1.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

#### **4.1.2.2. Legal and regulatory capacity**

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

#### **4.1.2.3. Economic and financial capacity criteria**

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

- **Criterion F1:** Turnover for each of the last two financial years above EUR 400 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender. 30 % of this turnover must have been generated by the leader in case of a joint tender.

#### **Evidence (to be provided on request):**

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the

exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

#### **4.1.2.4. Technical and professional capacity criteria and evidence**

##### **A. Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The evidence must be provided only on request.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of event management, including international events.

**Evidence A1:** the tenderer must provide references for 10 projects delivered in these fields in the last three years with a minimum value for each project of € 50 000 and /or more than 100 participants organised in at least 3 different countries, accompanied by statements issued by the clients about 3 of the described projects.

##### **B. Criteria relating to the team delivering the service:**

The team delivering the service should include, as a minimum, the following profiles.

Evidence will consist in CVs of the team responsible to deliver the service and list of projects. Each CV should indicate the intended function in the delivery of the service. The proposed team members must be employed by the contractor on an employment contract.

**B1 - Project Manager:** At least 5 years of experience in event management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in organisation of events of a similar size and coverage, with experience in management of a team of at least 3 people. The Project Manager must have experience in managing at least 10 events with minimum valued for each project of EUR 50 000 and/or more than 100 participants organised in at least 3 different countries.

**Evidence:** CV accompanied with a list of projects

**B2 – Assistant Project Manager:** At least 3 years of experience in event management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in organisation of events of a similar size and coverage. The Assistant Project Manager must have experience in managing at least 8 events with minimum valued for each project of EUR 50 000 and/or more than 100 participants and organised in at least 3 different countries. The Assistant Project Manager must be able to act as a back-up to the Project Manager in his/her absence.

**Evidence:** CV accompanied with a list of projects

**B3 – Expert in event management:** At least 3 years of experience in event management and involvement in the organisation of at least 5 events with minimum value for each project of EUR 50 000 and/or at least 100 participants.

**Evidence:** CV accompanied with a list of projects

**B4 - Language quality check:** all members of the team should have at least B2 level in the Common European Framework for Reference for Languages<sup>11</sup> in English.

**Evidence:** a language certificate or past relevant experience evidenced by a CV.

#### **4.1.3. Award criteria**

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points. Tenders must score minimum 50% for each criterion, and minimum 60 points % in total. Tenders that do not reach the minimum quality levels will be rejected.

- **Quality of the proposed methodology for delivering the services required** (maximum 30 points, minimum 15 points)
- **Organisation of the work and resources for delivery of the services** (20 points, minimum 10 points)

This criterion will assess how the roles and responsibilities of the proposed team and of the different economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer. It is not a budget requested as part of the financial offer.

- **Quality control measures** (20 points, minimum 10 points)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

- **Approach to the development of case study (mock scenario)** (maximum 30 points, minimum 15 points)

The tender should provide detailed case study in response to the example of a BEREC event contained in Annex III of the tender specifications.

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<sup>11</sup> See [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

## **4.2. Lot 2: Simple event management services using cascade mechanism**

### **4.2.1. Verification of non-exclusion**

All tenderers must provide a declaration on honour (Annex VII), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

### **4.2.2. Selection criteria**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

#### **4.2.2.1. Declaration and evidence**

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (Annex VII), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see point 4.2.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

#### **4.2.2.2. Legal and regulatory capacity**

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

#### **4.2.2.3. Economic and financial capacity criteria**

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

- **Criterion F1:** Turnover for each of the last two financial years above EUR 100 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender. 30 % of this turnover must have been generated by the leader in case of a joint tender.

#### **Evidence (to be provided on request):**

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

#### **4.2.2.4. Technical and professional capacity criteria and evidence**

##### **C. Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The evidence must be provided only on request.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of event management, including international events.

**Evidence A1:** the tenderer must provide references for 10 projects delivered in these fields in the last three years with a minimum value for each project of € 1 000 organised in Belgium and Latvia, accompanied by statements issued by the clients about 2 of the described projects (1 organised in Belgium and 1 organised in Latvia).

#### **D. Criteria relating to the team delivering the service:**

The team delivering the service should include, as a minimum, the following profiles.

Evidence will consist in CVs of the team responsible to deliver the service and list of projects. Each CV should indicate the intended function in the delivery of the service. The proposed team members must be employed by the contractor on an employment contract.

**B1 - Project Manager:** At least 3 years of experience in event management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in organisation of events, with experience in management of a team of at least 3 people. The Project Manager must have experience in managing at least 10 events with minimum value for each project of EUR 1 000 organised in at least 2 different countries.

**Evidence:** CV accompanied with a list of projects

**B2 – Assistant Project Manager:** At least 2 years of experience in event management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in organisation of events. The Assistant Project Manager must have experience in managing at least 8 events with minimum value for each project of EUR 1 000 organised in at least 2 different countries. The Assistant Project Manager must be able to act as a back-up to the Project Manager in his/her absence.

**Evidence:** CV accompanied with a list of projects

**B4 - Language quality check:** all members of the team should have at least B2 level in the Common European Framework for Reference for Languages<sup>12</sup> in English.

**Evidence:** a language certificate or past relevant experience evidenced by a CV.

#### **4.2.3. Award criteria**

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points. Tenders must score minimum 50% for each criterion, and minimum 60 points % in total. Tenders that do not reach the minimum quality levels will be rejected.

- **Quality of the proposed methodology for delivering the services required** (maximum 30 points, minimum 15 points)
- **Organisation of the work and resources for delivery of the services** (20 points, minimum 10 points)

This criterion will assess how the roles and responsibilities of the proposed team and of the different economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and human resources and

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<sup>12</sup> See [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

the rationale behind the choice of this allocation. Details should be provided as part of the technical offer. It is not a budget requested as part of the financial offer.

- **Quality control measures** (20 points, minimum 10 points)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

#### **4.3. Ranking of tenders (Lot 1 and Lot 2)**

For the reopening of competition procedures under Lot 1, multiple framework contracts will be awarded to maximum 5 tenderers who achieves the highest scores, i.e. to 5 most economically advantageous tenders offering the best price-quality ratio determined in accordance with the formula below. A weight of 60/40 is given to quality and price.

For the cascade procedures under Lot 2, multiple framework contracts will be awarded to maximum 3 tenderers who achieves the highest scores, i.e. to 3 most economically advantageous tenders offering the best price-quality ratio determined in accordance with the formula below. A weight of 60/40 is given to quality and price.

score for tender X	=	cheapest price	*	100	*	price weighting (in %)	+	total quality score (out of 100) for all award criteria of tender X	*	quality criteria weighting (in %)
		price of tender X								