



GENERAL INVITATION TO TENDER No. ECFIN/R4/2010/001 OPEN PROCEDURE

Organisation and management of events

SPECIFICATIONS

**These specifications follow the publication of
- The contract notice in OJEU S-**

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PART 1: TECHNICAL DESCRIPTION

1. NATURE OF THE CONTRACT

The European Commission (referred to as "the Commission"), which for the purposes of this invitation to tender is represented by Directorate-General for Economic and Financial Affairs (referred to as "DG ECFIN"), wishes to **conclude multiple framework contracts under the 'cascade' or ranking method with up to three service providers for services related to the organisation and management of events** (e.g. conferences, seminars, workshops, information stands, prize-giving ceremonies and related activities).

The precise timing and volume of the services to be provided under the contracts to be signed on the basis of this tender cannot be specified in detail in advance. Therefore the contracts will take the form of framework contracts. However, they will be binding on both parties as regards the price, the basic terms under which the work is carried out, the nature of the work and the duration of the contracts.

For all of the work covered by this invitation to tender, the services will consist of helping to devise, plan and formulate European Union policies, particularly but not exclusively in the field of economic and financial affairs, and helping to organise events relating to these policies and aimed at the general public.

The framework contracts are meant to provide timely and appropriate support to DG ECFIN. In principle, the contracts can also be used by other DG's of the European Commission.

As a general rule, the campaigns covered by this invitation to tender are likely to take place in the EU's 27 Member States, but may also be conducted outside the EU, notably in other European countries, whether or not they have applied for membership, or in countries further afield (such as the United States, China or Japan).

Following the invitation to tender, **multiple framework contracts will be signed with maximum three successful tenderers chosen on the basis of a ranking list drawn up in order of priority** during the evaluation process.

Signature of the framework contract does not commit the Commission to placing orders and does not give the contractors any exclusive rights to the services covered by the framework contract. The Commission reserves the right to ceasing placing orders without the contractors having the right to any compensation.

The tasks to be performed will be governed by specific contracts. The procedure for concluding specific contracts can be found in point 5.2 hereafter.

The Commission will first contact the economic operator whose tender for the framework contract was considered the best and will call on the second operator only if the first is not available in supplying the services in question. Only if that operator is not available in supplying the services in question the third will be contacted.

The Commission also reserves the right to consult the next operator in the following cases:

- In the event of repeated delays in carrying out previous specific contracts concluded as part of the framework contract – where such delays are attributable to the contractor, including as a result of lack of resources – and after written notice has been given by the authorising officer (i.e. the awarding authority);
- In the event of failure to comply with the deadlines for responding to a request for a quote.

The framework contracts signed will run for a period of one year and may be renewed three times for another period of 12 months. The overall maximum total budget for the use of the (three) framework contracts over the maximum period of four years is set at € 6,000,000 EUR.

Tenderers may form groups (or consortia of companies) or use subcontractors (see points 8 and 9 Part 2).

2. BACKGROUND

In accordance with the provisions of the Treaty on European Union (EU), DG ECFIN has specific tasks in the area of economic policy coordination and economic and monetary union.

Ensuring the smooth functioning of the economic and monetary union is a key task for the DG. Activities include: economic surveillance, monitoring of budgetary policies, public finances, economic policy coordination and forecasting, integration of EU capital markets, economic relations with third countries and financing operations for the EU budget.

DG ECFIN conducts information and communication activities on EU economic policy decisions and their consequences, as part of the European Commission's information and communication strategy, which is intended to increase EU citizens' understanding of EU policies and issues.

DG ECFIN is also in charge of implementing the Prince Euro programme, an information programme for the European citizens which funds priority information campaigns on EMU, the euro and economic policy.

This programme is intended to be an efficient means of communication and dialogue between the general public and the EU institutions. It operates on the basis of close cooperation with the authorities of the Member States, and thus takes account of specific regional and national characteristics.

The programme consists of:

- Partnerships with the Member States (funding of Member States' own communication activities in this area);
- Information campaigns in Member States and third countries;
- Development of information instruments (conferences, publications, exhibitions, audiovisual products etc.).

Of these activities, this call for tender covers only information campaigns in the Member States and third countries and the development of information instruments.

Additional information on the activities of the Directorate-General for Economic and Financial Affairs is available at http://ec.europa.eu/economy_finance/.

3. OBJECTIVES

The aim of this open call for tenders is to conclude a framework contract with service providers who will assist the European Commission with the organisation and management of events.

The proposed activities should help the European Commission to implement its information and communication policy coherently and effectively.

The assistance sought by the European Commission should enable it not only to improve coordination of its information and communication campaigns, primarily concerning EMU, the euro and economic policy, but also to expand and improve its information and communication policy in these and other Commission policy areas. Ultimately, the aim is to raise awareness of the rules and policies that make up economic and monetary union.

By highlighting the openness, coherence and impact of EU initiatives in this area, information and communication campaigns help to make them more accessible to the public and raise public awareness of the important issues at stake. In this context, service companies will perform the tasks requested by the European Commission, while taking into account the existing resources and working in cooperation with the relevant Commission departments, in particular DG ECFIN's External communication unit.

4. CONTENT

4.1. Main services and tasks to be performed by the contractor

The tasks consist of the following: conception, management and organisation of events within or outside the Commission premises as well as the organisation of the Commission's participation in events organised by third parties. The type of events are conferences, seminars, workshops, information stands, award ceremonies and related activities.

The planned activities must enable the Commission to organise events to provide information and communicate the Commission's policy either to the general public or to specific target groups.

Potential themes of the events could be the EU's economic and financial situation, economic policy coordination, EMU or the practical preparations for the introduction of the euro. Other objectives for events might also include improving understanding of the euro, explaining the role and functions of EMU, as well as the functioning of the financial markets in the euro-area to the public and to experts in other economic regions of the world.

The organisation of the event should be sound and structured. Most of our events are attended by high-level speakers and participants who expect a flawless organisation.

Activities may include:

- Prospecting the market and identifying target groups;
- Assisting with creating mailing lists for specific target groups;
- Advising on developing an original event in the framework of the objectives intended for a targeted audience;
- Organising a meeting for jury members;
- Organising a prize-giving ceremony for competitions winners, including the prizes (e.g. visit to Brussels, activities, awards);
- All tasks relating to the finding and booking of a venue (e.g. search, booking and renting of venues, negotiation of preferential tariffs, including provision and consumption of water, electricity and telecommunications, third party liability insurance, decoration of venues, production of signposting);
- Drafting the specifications for providers and conducting a market search when necessary for goods and services for which a unit price was not foreseen in the price list;
- Negotiating with subcontractors to obtain favourable conditions;
- Administrative and financial management
- Attending preparatory meetings with those involved in accordance with the indications contained in the specific contract;
- Research for and hiring of an external expert for an intervention during an event;
- Management and follow-up of speakers, funded participants, jury members and competition winners: Covering all tasks related to this (e.g. travel and accommodation arrangements, relations with speakers/funded participants, sending by mail and/or post personalised invitations, reminders, confirmations, practical information, phone calls, copies, answering questions, logistic arrangements concerning technical equipment needed for their contribution, submission of their speeches in which format and by which delay establishment of list of speakers, final speakers list etc.). This will also cover the organisation, payment and reimbursement of travel and accommodation expenses, as well as other costs incurred by speakers and funded participants;
- Management and follow-up of participants: Covering all tasks related to the registration of participants (e.g. setting-up an on-line registration site and an event e-mail address, relations with participants, sending by mail and/or post personalised invitations, reminders, confirmations, practical information, phone calls, copies, answering participants questions, establishment of list of participants, final attendance list etc.).
- Promoting the event and the Commission participation in it before, during and after the event through mailing, e-mailing, Internet site or other means);
- Creating, hosting and management (including regular updates) of a website (or a sub-site on the DG website) dedicated to the event including on-line registration, providing all useful information relating to the event in one or more languages;
- Drawing up the detailed planning of operations in cooperation with the Commission services, any joint organisers and the various providers by indicating for each stage a person responsible for implementation;

- Coordination with Commission services as well as any other parties involved in the project (e.g. local authorities, contractors in charge of web-streaming, Commission services such as SCIC, OIB, security etc.);
- For existing events, coordination with the organisers as regards logistical and technical issues, before, during and after the event;
- Management of the conference secretariat;
- Providing on-site assistance by means of hostesses/stewards with appropriate language skills;
- Hiring conference and workshop rooms including technical equipment (IT equipment, audio-visual facilities etc.);
- Arranging interpretation, including provision of the equipment and technical services needed for interpretation, in conformity with the rules and norms requested by the interpretation service of the Commission (SCIC) http://scic.ec.europa.eu/europa/upload/docs/application/pdf/2009-11/specs_fr_2010.pdf
- Providing translation services;
- Recording and transcription of discussions in several languages;
- Video recording and live web streaming of discussions and debates;
- Providing technical equipment for a video conference;
- Providing of catering services: Coffee breaks, lunches/dinners including invitations, etc.;
- Providing decoration for the event (floral arrangements, lighting);
- Photography of the event: Professional photography including compilation of all photographs taken put onto CD-ROM;
- Design, production and provision of fixed stands (new one or adaptation) or portable stands, including all logistical arrangements and/or logistical arrangements concerning existing stands needed for an event;
- Provision of additional equipment (reception desks, stools, tables, chairs, cupboards etc.) in relation to the standard equipment of a fixed stand;
- Provision of displays for publications including all logistic arrangements;
- Graphic design, layout, editing, production, delivery and/or installation and dissemination of printed material (announcements/advertisements, invitations, posters, badges, programmes, banners, signposting), Powerpoint presentations in the EU official languages, including third country languages;
- Graphic design, layout, production, delivery and dissemination of other conference material, providing gadgets and gifts for participants, competition winners, speakers and special guests (pens, conference bags, CD-Roms, DVDs, etc.);
- Arranging logistical aspects such as storage of documents, information and promotion material between finalisation of production and the event, their transport to and from the event and their storage at the venue of the event;
- Follow-up of the event (production and distribution of an evaluation form for participants and production of a report, the dissemination/publication of results, speeches);
- Meetings with the Commission: attend kick-off, interim and final meetings on Commission premises. The number of meetings will depend on the size and content of the event.
- Missions planned by the Commission : leave on mission in order to assist the Commission at meetings or events

The above list is not exhaustive and is provided for indicative purposes.

Estimate of annual activities:

- **Seminars and workshops**

- Two to four per year, 1 or 2 day-events with between 50 and 100 participants.

- **Conferences:**

- Two high-level conference per year, one with more than 700 participants and one for approximately 300 participants;
- One international conference in a third country per year with 250 participants;
- One conference per New Member State in the coming four years with 200 participants;
- Four “thematic” conferences per year with between 100 and 150 participants.

- **Prize-giving ceremonies and related activities:**

- One meeting for jury members, with around 10 participants;
- Several national ceremonies, with around 10 participants;
- One European ceremony, with 30 to 50 participants.

NB: These figures are indicative and have no contractual value.

4.2. Three case scenarios – examples and theoretical offers to be submitted by the tenderers

The three case scenarios given in annex 1 are examples of the type of tasks the chosen contractors are likely to perform, but do not necessarily reflect future tasks.

The scenarios are also drawn up to provide the Commission with a common basis for the evaluation of the tenders.

Tenderers must, for all three case scenarios, present a detailed description of how they would approach the specific tasks.

In addition, a duly completed price list (see annex 1) must be presented for each scenario in order to formulate their financial proposal. These price lists will allow the Commission with a common basis for the evaluation of the tenders.

Full details regarding the price list and the preparation of the financial proposal can be found in Part 3 point 3.2 - Price list.

4.3. Reports to be submitted when a specific contract is in place

Once a specific contract is in place, the Contractor has to provide the required reports in English or in French in accordance with the conditions stated below unless otherwise stated in the specific contracts. Please bear in mind that the purpose of the final report is to enable an **overall** evaluation of the service provided; therefore **all activities** should be finalised before it is submitted.

In order for a report to be accepted and evaluated, the following formal conditions must be satisfied:

- An original copy of the report must be sent together with one copy;
- The report should be presented in English or French;
- The report must contain the original signature of the legal representative of the contracting organisation. The representative's name and his or her position/title in the contracting organisation should be given below the signature, which should be accompanied by the organisation's official stamp.

The report should be presented in two parts (see hereafter points 4.2.1 and 4.2.2).

4.3.1. Final technical report on activities/results

The first part of the report refers to the **activities/results of the event's organisation**. The aim is to provide a detailed picture of the event and, to this end, at least the following information should be included which will enable a quantitative and qualitative analysis of both the project's activities and results:

- A summary of the activities;
- An indication of the problems encountered and possible solutions for future events;
- A list of recommendations for upcoming events.

Depending on the format, the Commission might request additional information which will be indicated in the specific contract.

The second part refers to the **financial report**.

4.3.2. Financial report

The financial report must give a clear and concise overview of all the expenditure claims related to the specific contract.

- The financial report shall be expressed in euros;
- Depending on the format of the event, the following documents shall be attached to the report:
 - Copies of any contracts with subcontractors;
 - Copies of all invoices relating to subcontracting costs;
 - Copies of all offers, on which the choice of the subcontractor was based in accordance with point 4.1 of the specifications;
 - Copies of all invoices relating to the expenditures;
 - Statement of expenditure in accordance with the price list

If the report does not meet the above criteria, the Commission reserves the right to suspend its approval until the formal presentation is correct.

5. IMPLEMENTATION OF THE FRAMEWORK CONTRACT AND ITS SPECIFIC CONTRACTS

5.1. Starting date and duration of the framework contract

A framework contracts under the 'cascade' method will be signed with each of the successful tenderers (maximum three), which were chosen on the basis of the ranking list drawn up in order of priority during the evaluation process.

The framework contracts are expected to be signed in the first quarter of 2011.

The framework contract shall enter into force on the date it is signed by the last contracting party. Signature of the framework contract imposes no obligation on the Commission to sign specific contracts.

Each framework contract will be concluded for a period of one year from when it is signed. The framework contract may be renewed 3 times for a period of 12 months, only with the express written agreement of the contracting parties before the expiry date of the contract.

The total duration of a framework contract may not exceed four years from when it is first signed.

5.2. Starting date and duration of the specific contracts - Procedure for concluding specific contracts

The execution of the tasks – by means of the signature of specific contracts under the framework contracts – may not start before the framework contract and the subsequent specific contract(s) have been signed.

The period of execution of the tasks under the specific contracts may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the specific contract.

Specific contracts under the framework contract must be signed before the framework contract's expiry date, but can be executed up to a maximum of six months after this date.

Procedure for concluding specific contracts :

The following sequence for each specific contract is applicable:

1) Request for services sent by the Commission

The Commission will send to the Contractor - via e-mail - a request for services, together with detailed specifications and an indicative budget.

2) Availability of the Contractor

Within 5 working days of a request for services being by the Commission to the Contractor, the Contractor will inform the Commission in writing, preferably by e-mail, whether he is available to carry out the services required.

2) Unavailability of the Contractor – next ranked contractor

Should the Contractor be unavailable, he shall give reasons for refusal *within 5 working days* and the Commission shall be entitled to send a request for services to the next contractor on the ranking list. In the event of failure to observe this deadline, the Commission reserves the right to consider the Contractor as unavailable.

3) Proposal and price quote from the Contractor

Within 10 working days of a request for services being sent by the Commission to the Contractor, the Contractor will propose - preferably by e-mail - a team (composed of profiles presented in the Contractor's tender), a work plan, a timetable and a price quote based on the request for services and the price list in annex IV. The Contractor is expected to foresee an appropriate balance between the different staff categories.

Proposals and price quotes for specific contracts are expected to be in line with the offers for scenarios submitted by the Contractor when tendering for the Framework Contract.

A contingency amount of maximum 10 % of the total amount of the price quote can be set in common agreement between the Commission and the Contractor.

The Commission can accept or reject the Contractor's proposal. After having reached an agreement, a specific contract for formal agreement on the specifications of the assignment, proposed team, price, conditions of payment, work plan and timetable will be prepared.

In the event of failure to reach an agreement, the Commissions reserves the right to consider the Contractor as unavailable.

4) Signature of specific contract

Within 15 working days of a specific contract being sent by the Commission to the Contractor, the Commission shall receive it back from the Contractor, duly signed and dated. In the event of failure to observe this deadline, the Commission reserves the right to consider the Contractor as unavailable.

The Commission reserves the right to allow for longer time limits depending on the complexity of the request for services.

PART 2: ADMINISTRATIVE DETAILS

6. GENERAL TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS

Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.

Submission of a tender binds the Contractor to whom the contract is awarded during performance of the Contract.

Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.

Variants are not allowed.

Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.

No information of any kind will be given on the state of progress with regard to the evaluation of tenders.

Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.

The protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.

Tenders may be submitted in any of the 23 languages of the European Union.

7. NO OBLIGATION TO AWARD THE CONTRACT

Fulfilment of adjudication or invitation to tender procedure shall not involve the Commission in any obligation to award the contract.

The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable in the event of its deciding not to award the contract.

8. JOINT TENDERS

When a partnership or a consortium is envisaged three cases can arise:

- (1) The offer originates from a consortium already formally set up as a separate and legal entity able to submit its statutes, mode of operation, technical and financial capacity, such as result from the contributions of its various members. It is such a consortium that will bear the technical and financial responsibility for the contract and will present the financial guarantee (if requested).

- (2) The offer originates from companies not yet having created a consortium as a separate legal entity but planning to constitute one as referred to in item 1, if their joint offer is accepted. In such a situation, the tenderer will have to provide the legal form, the envisaged draft statutes and mode of operation of the consortium, the various technical and financial contributions as well as the guarantees envisaged. However, the constitution of the consortium should not delay the signing of the contract
- (3) The offer originates from companies not wishing to constitute formally a consortium as a separate legal entity and thus constituting effectively an association. In such a case, the offer will be submitted in the form of subcontracting (cf. 9), in which case one of the companies shall assume the total responsibility for the offer. This company will sign the contract in its name, the other companies then being regarded as subcontractors of the first.

In all cases of joint tenders, the information required below under point 12 (Part 2) “administrative proposal”, point 1 (Part 3) “information for assessment of exclusion criteria” and point 2 (Part 3) “information for assessment of selection criteria” must be provided for all members participating in the tender.

However, the selection criteria will be assessed in relation to the combined capacity of the operators

The tender should also clearly indicate the lead partner for both the operational and the financial/contractual matters.

9. SUBCONTRACTORS

Where, in a bid, the amount of the services executed by a subcontractor is equal to or exceeds 20% of the contract, the subcontractor must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, the selection criteria and the award criteria. Where those services represent less than 20% of the contract, the subcontractor shall not be required to provide documents on his financial and economic capacity.

The bid must clearly identify the subcontractor(s), specify the share (in %) of the services that will be executed by the subcontractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in 6 above.

Tenderers must inform the subcontractor(s) that Article II.17 of the standard framework contract will be applied to them.

Once the contract has been signed, Article II.13 of the above-mentioned framework contract shall govern the subcontracting.

10. DETAILS OF THE FRAMEWORK CONTRACT

10.1. Terms of payment

Payments shall be made in accordance with Article I.5 of the draft Framework contract (Part 4). Details of payments will be specified in the specific contracts.

10.2. Contractual terms and financial guarantee

In drawing up his bid, the tenderer should bear in mind the provisions of the Framework Contract in Part 4.

The Contractor might be required to provide a financial guarantee for pre-financing, in conformity with article I.5.1 and II.4.1 of the framework contract. The Commission reserves the right to cancel the pre-financing foreseen, according to its management risk analysis.

10.3. Additional services not included in the project initially envisaged

In accordance with Article 126.1(e) of the Implementing Rules of the Financial Regulation, the Commission may exercise the option to make use of a negotiated procedure without prior publication of a contract notice in order to include additional services not initially foreseen.

10.4. New services consisting in the repetition of similar services

In accordance with Article 126.1(f) of the Implementing Rules of the Financial Regulation, the Commission may exercise the option to make use of a negotiated procedure without prior publication of a contract notice in order to include new services consisting in the repetition of similar services.

10.5. Liquidated damages

The Commission may decide to impose liquidated damages in accordance with article II.16 of the Framework Contract (see part 4).

11. TERMINATION / SUSPENSION OF THE FRAMEWORK CONTRACT

Tenderers should bear in mind the provisions of the Framework Contract in Part 4, more in particular articles I.10, II.15 and II.19.

12. CONTENT OF THE TENDER

All tenders must be presented in three sections:

12.1. Administrative proposal

- The tenderer's name and/or business name;
- A clear description of the tenderer's legal form;
- Address of the tenderer's registered office;
- The tenderer's telephone and fax numbers, e-mail address and where available, Internet address;
- The names of the legal representatives (directors, etc.) of the tenderer, authorised to sign contracts with third parties on behalf of the organization;
- The tenderer's VAT number and trade-register entry number;
- A bank identification form filled in and signed by an authorised representative of the tenderer and his banker (see Annex 2);
- A legal entity form (see Annex 3);

- A declaration of the candidate’s eligibility; certifying that he/she is not in one of the situations listed in articles 93 and 94 of the Financial Regulation of the European Communities (Official Journal L 248 of 16/09/2002) (see Annex 4);
- Proof of financial and economic capacity: documents listed in Part 3 – point 2.1;
- Proof of technical and professional competence : documents listed in Part 3 – point 2.2;
- Other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above.

12.2. Technical proposal

This section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contracts. Some guidelines are given below, but attention is also drawn to the award criteria, which define those parts of the technical proposal to which the tenderers should pay particular attention. The technical proposal should address all matters laid down in the specifications and should include models, examples and technical solutions to problems raised in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender. Tenderers must include in their bids the technical specifications set out in Part I and in the scenarios (Annex 1), giving an answer to each of the points mentioned with regard to methodology, deadlines and organisation.

The technical proposal must meet the technical specifications set out and provide, as a minimum, all the information needed for the purpose of awarding the contract.

12.3. Financial proposal

- **Prices must be quoted in euro**, including for the countries which do not form part of the euro zone. For the tenderers of the countries which do not form part of the euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.
- **Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT**, as the Communities are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Union is exempt from VAT.

- **Standard presentation of the financial proposal**

Tenderers must use the standard form for the **price list in annex 1** to formulate their financial proposal. In order to allow a correct evaluation of the offers, the tenderer must **present a price list per scenario as well as a general price list** (see hereafter).

The financial proposal **must be signed** by the tenderer or a duly authorised representative.

- **The price list (see Annex 1):**

- The tenderer must establish his price list **in accordance with the model of price list provided in annex 1** of this document.
- *For evaluation purposes* the tenderer must **submit for each scenario a price list** in accordance with the model in annex 1 (Price list).
- Tenderers may provide prices for further items/services and add those to the price list, when it is considered necessary from a technical point of view. **Any added items/services must be clearly separated from the original list and indicated in another print colour.** Such prices for additional items/services must also be clearly separated when used in the scenarios. It should be noted that prices for any added items/services shall not be considered for the price award of the tender.
- *For contractual purposes* the tenderer will also provide a **general price list** containing the unit prices in the scenarios and completing the price list with any type of costs not used in the scenarios but foreseen in the model of the price list. **Tenderers must fill in all boxes of the general price list. Omission to do so may lead the Commission to exclude the tender from evaluation.**

While tenderers may not necessarily fill in all the boxes of the price list for a given scenario, they must do so for the general price list.

The general price list will constitute the future contractual basis for the pricing of the specific contract. As a result, the general price list will be an integral part of the Framework Contract. **In case of discrepancies between unit prices used in the scenarios and unit prices in the general price list the Commission reserves the right to take the most advantageous price as a contractual basis.**

- **Reimbursable expenses**, such as travel and subsistence costs and any other type of costs defined in the price list as reimbursable will be reimbursed in accordance with article II.7 of the Framework Contract, i.e. on production of the original supporting documents. The daily scales applicable to subsistence expenses shall be determined in accordance with Annex V to the Framework Contract.
- **Costs** incurred and invoiced in a country which is **not part of the euro area** shall be presented in local currency and in euro. The conversion rate

of the cost into euro shall be made at the monthly exchange rate published at the following website :

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

The monthly exchange rate shall be the rate of the month in which the event organized by the Contractor took place.

- **Costs not included in the price list:** if such costs are considered necessary for a particular event (e.g. costs depending on the venue of an event, like transport costs, catering and accommodation costs), the Contractor may be required to request prior agreement of the Commission depending on the value of the costs.
 - o **Costs > 5 000 EUR:** The Contractor is obliged to prospect the market prior to sub-contracting. The Commission may also insist that the price request/call for tenders for the services to be sub-contracted is submitted to the Commission who checks its conformity. Consequently, the contractor prospects the market by requesting offers from at least three companies as soon as the request for services is approved by the Commission. The offers will be presented to the Commission who will give its written agreement to the Contractor before the services are provided.
 - o **Costs ≤ 500 EUR:** For small services (e.g. postal costs, purchase of small material during the event, etc.) not initially foreseen in the budget, no prior agreement from the Commission will be needed.

Such costs are directly linked to the execution of the services and will be reimbursed in accordance with article II.7 of the Framework Contract, i.e. on production of original supporting documents.

- **A contingency amount of maximum 10 %** of the total amount of the price quote for a specific contract can be set in common agreement between the Commission and the Contractor.
- **Price indexing**

Prices shall be **fixed** and not subject to revision for implementation **during the first year** of duration of the Contract.

At the beginning of the **second and every following year** of the Contract, each price **may be revised upwards or downwards**, if such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed.

The Commission shall purchase on the basis of the prices in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index MUICP published for the first time by the Publications Office of the European Union in the Eurostat monthly 'Data in Focus' publication at <http://www.ec.europa.eu/eurostat/>.

Revision shall be calculated in accordance with the following formula:

$$I_r$$

$$Pr = Po (0,2 + 0,8 \frac{I_r}{I_o})$$

$$I_o$$

where:

Pr = revised price;

Po = price in the original tender;

Io = index for the month corresponding to the final date for submission of tenders;

Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices

PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each tenderer's bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract, which will concern only admissible bids will be carried out in three successive stages. Only bids meeting the requirements of stage one will be examined in the following stage.

The aim of each of these stages is:

- (1) To check, in the first stage (exclusion criteria), whether tenderers can take part in the tendering procedure and, where applicable, be awarded the contract (see annex 3);
- (2) To check, in the second stage (selection criteria), the technical and professional capacity as well as the economic and financial capacity of each tenderer who has passed the exclusion stage (see Part 3, point 2 – selection criteria);
- (3) To assess on the basis of the award criteria each bid which has passed the exclusion and selection stages (see Part 3, point 3 - Award criteria).

In the case of consortia, the exclusion, selection and award criteria will be applicable to all the members of the consortium. The same principle will also be applied in the case that there are sub-contractors. However, where those services represent less than 20% of the contract, the subcontractor shall not be required to provide documents on his financial and economic capacity.

The bid must clearly identify the subcontractors and document their willingness to accept the task and thus acceptance of the terms and conditions set out in point 6.

Tenderers must inform the subcontractors that Article II.17 of the standard framework contract will be applied to them.

Once the contract has been signed, Article II.13 of the above mentioned service contract shall govern subcontractors.

1. EXCLUSION CRITERIA

The offer must be submitted by a service provider based in the European Union.

Tenderers falling within one or more of the following categories will automatically be excluded from the tendering procedure.

Tenders will not be considered if the candidates are in any of the following situations:*

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the

* In compliance with Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Union.

- subject of proceedings concerning those matters, and is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
 - d) has not fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
 - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
 - f) is subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition tenderers should declare on their honour that :

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.

Tenderers or their representatives must fill in and sign the form in **Annex 3** to these specifications. By completing this form, tenderers:

- state whether or not they are in one or more of the situations described in the form; and,
- undertake to submit to the Commission any document relating to the exclusion criteria that the Commission may see fit to request.

If the value of the contract (including possible renewals) is equal to or over 125 000 EUR, the tenderer to whom the contract is to be awarded shall be required to submit, before signing the Contract, evidence confirming his declaration on honour, by providing:

- **for point (a), (b) or (e):** a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- **for point (d):** a recent certificate issued by the competent authority of the State concerned. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Depending on the national legislation of the country in which the tenderer or candidate is established, the documents referred to in the above two paragraphs shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

Wherever the tenderer is a consortium of firms or groups of service providers, the above-mentioned information must be provided for each member or group.

However, in case such evidence confirming the declaration on honour has already been submitted to the Commission for the purpose of another procurement procedure, and provided that the issuing date of the documents does not exceed one year and that they are still valid, the tenderer to whom the Contract is to be awarded is allowed to send a copy of the relevant documentation together with a declaration on honour that no changes in his situation have occurred.

Tenderers (legal entities, persons who have powers of representation, decision-making or control over them) are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125)[†], or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12)[‡],

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

[†] <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:344:0125:0138:EN:PDF>

[‡] <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:344:0012:0026:EN:PDF>

2. SELECTION CRITERIA

Only the tenders fulfilling all the selection criteria will be examined in the light of the award criteria.

This part of the tender concerns the criteria and documents relating to the technical and professional capacity and economic and financial capacity of the service provider(s) involved in the bid. It should also contain any other document that the tenderer(s) wish(es) to include by way of clarification.

If several service providers are involved in the bid, each of them must have and show that they have a) the professional and technical capacity to perform the tasks assigned to them in the tender, and b) the required economic and financial capacity.

This rule applies to all service providers, regardless of the percentage of tasks they intend to execute, once they have chosen to be tenderers.

However, if the tender includes subcontractors whose tasks represents less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

2.1. Evidence of the economic and financial capacity of the service provider(s)

Tenderers must include in their tenders all documents needed to update the information on their economic and financial capacity submitted at the time of the above-mentioned call for tenders. The criteria are set out below.

All tenderers (and subcontractors whose tasks are equal to or exceed 20% of the contract) must provide proof of economic and financial capacity by presenting the following documents:

- A complete copy, certified by the tenderer's authorised representative, of the tenderer's audited annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks) of the past three years, as approved by the general assembly of the company and, where applicable, published. These documents must be certified by the tenderer;
- A statement of overall turnover and turnover concerning the tasks, supplies or services covered by this contract for the last three financial years;
- Appropriate statements from banks or evidence of professional risk indemnity insurance.

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

2.2. Evidence of the technical and professional capacity of the service provider(s)

The ability of service providers to perform the tasks in question will be assessed, in particular with regard to their know-how, efficiency, experience and reliability.

The technical and professional capacity of tenderers will be assessed on the basis of the following:

Information on technical and professional capacity	
Selection criteria	Requirements
Expertise and experience	<p>Minimum requirements of professional experience for staff providing services relating to this tender:</p> <ul style="list-style-type: none"> • Project Director/Senior Consultant Overall responsible for the management of the contract. Competences should at least be the same as for the Project Leader detailed below and shall have proven experience in contract management. • Project Leader/Junior Consultant <ol style="list-style-type: none"> (1) Be highly qualified, having assumed responsibilities in his/her profession, recruited for his/her management/supervisory, thought and creativity skills as regards professional practise. He/she should preferably have at least 5 years professional experience of which at least 3 must be connected with organisation of international conferences, seminars and miscellaneous events; (2) Possess strong coordination, analytical and drafting skills; (3) Have an excellent knowledge of English and French, preferably with knowledge of other EU languages; (4) Have, preferably, a good knowledge of EU economic and financial policy. • Project Assistant <ol style="list-style-type: none"> (1) Be a qualified expert having received a high-level of training in his/her profession, recruited for his/her thought and creativity skills as regards professional practise. He/she should preferably have at least 3 years professional experience of which at least 2 must be connected with the organisation of international conferences, seminars and miscellaneous events; (2) Where relevant for technical tasks concerned, have good computer skills and knowledge of information technology relevant to the field of information/communication and events organisation; (3) Possess a good knowledge of English and French (knowledge of other EU languages would be desirable); (4) Be creative, flexible and able to work in a team. • Assistant/Secretariat All other personnel should have the basic skills to carry out routine clerical and administration duties related to the organisation of conferences, seminars and miscellaneous events. • Technical Personnel (graphic designer, IT, audiovisual ...) <ol style="list-style-type: none"> (1) Be a qualified expert having received a high-level of training in his/her profession, recruited for his/her thought and creativity skills as regards

	<p>professional practise. He/she should preferably have at least 3 years professional experience of which at least 2 must be connected with the organisation of international conferences, seminars and miscellaneous events;</p> <p>(2) Ideally, but not compulsory, possess a good knowledge of English and French (knowledge of other EU languages would be desirable);</p> <p>(3) Be creative, flexible and able to work in a team.</p>
<p>Technical capabilities</p>	<ul style="list-style-type: none"> • Infrastructure The tenderer must have at his disposal the office and equipment infrastructure needed to perform the tasks described in this tender. His undertaking must have the necessary structure and international connections. • Personnel The tenderer will have a team of personnel available with the appropriate technical skills to provide the necessary services. <p>During the period of the Framework Contract, a tenderer is obliged to ensure that the team is at least composed of the same number of people with similar skills and professional experience as proposed in the tender offer, which will form the basis of the Annex II to the Framework Contract. The Commission may require one or more members of the team to be replaced if an adequate technical service is not provided in accordance with the contractual obligations of the successful Tenderer.</p> <p>In case of replacement of a team member by the tenderer during the period of the contract, the Commission should be informed and give written acceptance of the replacement.</p> <p>The tenderer should designate a senior manager to deal directly with the Commission and take responsibility for managing and co-ordinating all products and services requested by the Commission. He or she will be responsible, <i>inter alia</i>, for supplying the products and services described in this specification, within the deadlines laid down by the Commission, and will be responsible for quality control and for administrative and financial aspects of the tenderer related to the performance of the contract. For the purposes of this invitation to tender, that person will be designated <u>Project Director</u>.</p> <p>The tenderer must for each specific contract have sufficient staff with the qualifications needed to ensure good service and the ability to reply with the shortest possible delay to any request for services by the Commission.</p> <p>For each event the tenderer will appoint at least:</p> <ul style="list-style-type: none"> – One Project Leader; – One Project Assistant; – One or more additional Assistants depending on the complexity of the event.

Evidence of the technical and professional capacity of the providers involved in the tender may be furnished on the basis of the following documents:

- (a) The educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services or carrying out the tasks. The precise contractual link with the tenderer will also be described. Copies of CVs should be provided, indicating the number of years of experience of the person with the tenderers company and the kind of service the person is intended to provide related to this tender.
- (b) A list of:
 - The principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private;
 - The services carried out in the last five years, with the sums, dates and place. The list of the most important services shall be accompanied by certificates of satisfactory execution, specifying whether they have been carried out in a professional manner and have been fully completed;
- (c) A description of the technical equipment, tools and plant to be employed by the firm for performing a service or tasks contract;
- (d) A description of the measures employed to ensure the quality of supplies and services, and a description of the firm's study and research facilities;
- (e) An indication of the technicians or technical bodies involved, whether or not belonging directly to the firm, especially those responsible for quality control;
- (f) In respect of supplies: samples, descriptions and/or authentic photographs and/or certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of the products with the specifications or standards in force;
- (g) A statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last three years;
- (h) An indication of the proportion of the contract which the service provider may intend to subcontract.

By submitting a tender, each service provider involved therein accepts the possibility of a check being carried out by the Commission on his technical capacities and, if necessary, on his study and research facilities and quality control measures.

In addition, all tenderers are informed that they may be asked to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

Tenderers' attention is drawn to the fact that any total or partial omission of information for which one or more service providers involved in the tender are responsible may lead the Commission to exclude the tender from the rest of the procedure.

3. AWARD CRITERIA

The contract will be awarded to the most cost-effective tender.

3.1. Award criteria for the qualitative evaluation of the tender and scenarios

No.	Qualitative award criteria	Max. points
I.	<u>GENERAL ASPECTS RELATING TO THE ORGANISATION OF WORK UNDER THE TENDER</u>	100
	<p>(1) Quality of the approach and working methods (see point 4.1 of the technical description)</p> <p>Tenderers must explain how they will be capable of satisfying the demands of organising events, the key indicators and the approach that will be taken to guarantee the quality of the services.</p> <p>They must show how they will prepare a detailed planning of operations and keep to the planning. They must also show how they intend to cooperate and work together with the Commission services.</p>	30
	<p>(2) Quality of the team and organisational aspects of the team in relation to the tasks to be performed</p> <p>Tenderers should describe the composition and organisation of the team proposed to ensure maximum efficiency in terms of the costs, speed, and quality of the services requested.</p> <p>They should also describe the approach they intend to adopt to ensure an effective contribution from their staff as a whole and the mechanisms proposed to control the quality of the work performed by subcontractors.</p> <p>Tenderers must also give a detailed description of the part of the work which would be subcontracted and indicate the mechanisms to be used to identify new subcontractors who will deliver services under the best conditions, notably in terms of value for money.</p>	30

	<p>(3) Quality of the logistical arrangements an the administrative support</p> <p>Tenderers should describe in detail the approach proposed to attain the Commission's objectives, namely to provide at all times the most efficient organisation and management of events as described in the tender. They must also:</p> <ul style="list-style-type: none"> – Identify the major challenges/difficulties to achieve the objectives and make suggestions (where necessary) to ensure attainment of the set objectives; – In some cases, the contractor may be asked to organise events at the same time in different locations in cooperation with various services of the Commission. Tenderers should therefore describe what arrangements they would put in place to deal with such situations. 	25
	<p>(4) Quality of the clearness and conciseness of the tender</p> <p>Tenderers must be clear and concise, in terms of content and presentation. Regarding the format, it should be presented with an index, continuous page numbering and assembled accurately. Tenderers will be assessed on the content of the written bids, which must make clear that they are able to meet the requirements.</p>	15
II.	CASE STUDIES	50
A.	Scenario 1 & 2	<u>For each scenario :</u> <u>25</u>
	<p>(1) Quality of the approach</p> <p>Tenderers should propose a professional approach for the planning exercise demonstrating expertise and clearly outline the objectives of the event. Analysis and planning should be demonstrated e.g. by presenting a business plan and should also show flexibility in the way, organisational steps are coordinated. The logical stages in order to design the final event structure and supply the various services necessary should be described in detail.</p>	10
	<p>(2) Quality of the organisation and task distribution</p> <p>Tenderers should give clear and detailed description of all organisational steps and of the different tasks requested, e.g. team selection and coordination, co-operation with third parties, etc. Determining factors for the success of a project should be identified and adequate measures proposed.</p>	10

	<p>(3) Quality of the cost estimate</p> <p>Tenderers should provide detailed prices for all services, material and equipment and present them so that they are easily identifiable. Cost estimates are provided on the basis of the unit price schedules set up in the tender document. Prices for services purchased from third parties and prices added to the price list on the tenderers' own initiative have to be clearly separated.</p>	5
B.	Scenario 3	50
	<p>(1) Quality of the approach</p> <p>Tenderers should propose a professional approach for the planning exercise demonstrating expertise and clearly outline the objectives of the event. Analysis and planning should be demonstrated e.g. by presenting a business plan and should also show flexibility in the way, organisational steps are coordinated. The logical stages in order to design the final event structure and supply the various services necessary should be described in detail.</p>	10
	<p>(2) Quality of the organisation and task distribution</p> <p>Tenderers should give clear and detailed description of all organisational steps and of the different tasks requested, e.g. team selection and coordination, co-operation with third parties, etc. Determining factors for the success of a project should be identified and adequate measures proposed.</p>	10
	<p>(3) Quality of the price list</p> <p>Tenderers have to pay particular attention to provide a price for each task/item foreseen in the scenario. Omission to include prices for tasks/items which can clearly be identified as essential for the scenario will result in lower or zero points for this criterion.</p> <p>The Commission reserves the right – for evaluation and awarding purposes of the Framework Contract – to replace the missing unit price with the highest unit price among the tenders.</p> <p>However, in case of award of the Framework Contract to a tender with an incomplete price list, the Commission reserves the right to replace the missing unit price in the general price list with the lowest price among the tenders.</p>	10
	<p>(4) Creativity</p> <p>Tenderers should provide a creative proposal in accordance with the specifications.</p>	20
Total quality points		200

Case studies will only be examined if the score for Point I 'General aspects relating to the organisation of work under the tender' reaches minimum 50% of the total points for this criteria.

Tenders scoring less than 50 in the overall points total or less than 50% in the points awarded for a single criterion will be excluded from the rest of the assessment procedure.

Since assessment of the tenders will focus on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

3.2. Formula for the award

Offers which have successfully passed the quality evaluation will be assessed on their price on the basis of the price lists submitted for the scenarios under annex 1.

The points scored for the above qualitative criteria will be compared to the total price for the three scenarios, and the Framework Contract will be awarded to the tenders which are the most cost-effective (offering the best value for money) on a ranking basis and according to the following formula :

Formula for the award	
$S = 60\% Q' + 40\% P'$	
where	
	S is the score of the offer
	Q' is the relative quality score of the offer
	P' is the relative price score of the offer
and	
	$Q' = 100 * Q / Q_{max}$
with	Q the total quality score of the offer
	Q_{max} the highest quality score among all offers
and	
	$P' = 100 * P_{min} / P$
with	P the price of the offer (total of three scenarios)
	P_{min} the lowest price among all offers

4. OPENING OF TENDERS

Received tenders will be opened on Monday, 7 February 2010 at the following location:

European Commission, DG Economic and Financial Affairs
Avenue Beaulieu 24, Office 3/83,
B - 1160 Brussels

An **authorised representative** of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to the address given in the invitation letter. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

5. AWARD COMMITTEE

The process of awarding is expected take place in the first semester 2011. An award committee is to be set up for this purpose.

6. INFORMATION FOR TENDERERS

The Commission will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

PART 4: FRAMEWORK CONTRACT and SPECIFIC CONTRACT

See separate document.

Annex 1: Financial Proposal

PRICE LIST AND SCENARIOS

Before submitting your financial proposal, please make sure that point 12.3 Part 1 of the Tender specifications is understood

Tenderer: _____
Date: _____
Signature: _____

All prices must be expressed VAT excluded

Instructions :

- For evaluation purposes, tenderers must submit for each scenario a price list.
- Tenderers may provide prices for additional items/services and add those to the price list, when it is considered necessary from a technical point of view. **Any added items/services must be clearly separated from the original list and indicated in another print colour.** It should be noted that prices for any added items/services shall not be considered for the price award of the tender.
- For contractual purposes, tenderers must – in addition – submit a general price list of which all boxes must be filled in.
- Tenderers must ensure that the unit prices presented in the general price list correspond to the price lists of the scenarios. In case of discrepancies between the unit prices used in the scenarios and unit prices in the general price list, the Commission reserves the right to take the most advantageous price as a contractual basis.
- Tasks descriptions in the scenarios may not be modified or deleted.

1. ORGANISATION AND PERSONNEL

1.1. Description of categories of personnel

The unit price is expected to cover the salary costs and ALL associated administrative and overhead expenses for the category of personnel concerned, excluding the costs defined under point 1.2.

For categories see details in Section 2.2

€/hour

Project Director

Project Leader

Project Assistant

Technical Personnel	
Assistant/Secretariat	
1.2. Expenses of Contractor's staff/interpreters to be present at meetings organised at the request of the Commission, on site visits and during the event.	
1.2.1. Travel expenses	€/return journey
The costs will be reimbursed upon presentation of the invoice of the travel agency accompanied by a copy of the boarding pass. Only travel in economy class is accepted. Where another class is used, expenses are eligible only on presentation of an attestation by the transport company indicating the cost of second-class travel, in which case the eligible expenditure will be limited to that amount.	Reimbursable expenditure based on invoice
1.2.2. Daily allowance and accommodation	€/day/person
These cover all the subsistence costs per working day (hotel, meals, local transport, etc.) for each category of personnel on mission for an event (see article I.3.4 the draft framework service contract). For the calculation : see annex V to the framework contract.	Reimbursable expenditure based on invoice

2. MANAGEMENT SERVICES	
2.1. Cost of preparation and organisation of the event All costs relating to the preparation and organisation of the event except preparatory meetings/visits, on site attendance and final report. The costs have to include details regarding the sequence of the event, budget, financial and administration management, promotion and participants research, sub-contractor management, etc.	Total price/category in €
Up to 50 participants	Total price/category in €
Project Director -days at €/ day	
Project Leader -days at €/ day	
Project Assistant -days at €/ day	
Technical Personnel -days at €/ day	
Assistant/Secretariat -days at €/ day	
From 51 to 100 participants	Total price/category in €
Project Director -days at €/ day	
Project Leader -days at €/ day	
Project Assistant -days at €/ day	
Technical Personnel -days at €/ day	
Assistant/Secretariat -days at €/ day	

From 101 to 250 participants	Total price/category in €
Project Director -days at €/ day	
Project Leader -days at €/ day	
Project Assistant -days at €/ day	
Technical Personnel -days at €/ day	
Assistant/Secretariat -days at €/ day	
From 251 to 500 participants	Total price/category in €
Project Director -days at €/ day	
Project Leader -days at €/ day	
Project Assistant -days at €/ day	
Technical Personnel -days at €/ day	
Assistant/Secretariat -days at €/ day	
From 501 to 1.500 participants	Total price/category in €
Project Director -days at €/ day	
Project Leader-days at €/ day	
Project Assistant -days at €/ day	
Technical Personnel -days at €/ day	
Assistant/Secretariat -days at €/ day	
From 1.501 to 3.000 participants	Total price/category in €
Project Director -days at €/ day	
Project Leader -days at €/ day	
Project Assistant -days at €/ day	
Technical Personnel -days at €/ day	
Assistant/Secretariat -days at €/ day	
2.2. Management and follow-up of participants	€/participant
This service should cover all the costs relating to the registration of participants: e.g. setting-up a conference e-mail address, relations with participants, sending by mail and/or post personalised invitations, reminders, confirmations, practical information, phone calls, copies, answering participants questions, establishment of list of invitees, final attendance list.	
Up to 50 participants	
From 51 to 100 participants	
From 101 to 250 participants	
From 251 to 500 participants	

From 501 to 1.500 participants	
From 1.501 to 3.000 participants	
2.3. Organisation of accommodation for funded participants, speakers, competition winners, jury members	€/participant
Remuneration of the tenderer for the organisation (hotels requests, negotiation of preferential tariffs, reservations, confirmations, list of rooms, contacts with hotels and participants etc). NB. The accommodation costs themselves are considered as "reimbursable expenditure based on invoice" and therefore do not appear in this price list.	
2.4. Organisation of travel for funded participants, speakers, competition winners, jury members	€/participant
The tenderer will be the interface between the travel agency and participants. They will have to provide all information relating to the travel of participants (timetables, availabilities, transport company, possible prices, inform participants, make reservations, confirmations, arrange sending of travel documents etc.). All travel should be in economy class using the shortest route possible except if otherwise requested by the Commission. NB. The travel costs themselves are considered as "reimbursable expenditure based on invoice" and therefore do not appear in this price list.	
2.5. Hostesses/stewards	€/hour
Hostesses/stewards, wearing uniforms, proficient in English, French and in the language of the country where the event takes place. Basic IT skills are indispensable.	
Hostess/steward for a 8 hour/day	
Overtime hours	
2.6. Provision of name badges	€/badge
Provision of name badges (with clip or lanyard) in quadrichrome with EU flag and event logo. Personalised information, management of categories by colour, provision of minimum 1 badge machine with printer/200 participants for badges to be prepared on site.	
Plastic badge	
Paper badge	
2.7. Provision of typed name plates	€/name plate
Personalised	
Personalised with European flag and event logo	

3. GRAPHIC DESIGN, DOCUMENTATION AND WEB MANAGEMENT	
3.1. Graphic design	€/hour of graphic designer

Graphic design for all conference materials (e.g. website, programme, posters, participant's kits, badges, signposting etc).	
3.2.1 Event website	€/hour of webmaster
Creation, hosting, and managing a website dedicated to the event registration and providing all useful information relating to the event in one or more languages. The site should include a password allowing on-line registration to the event and event activities (e.g. workshop, social programme, etc.). Regular updates (once per week on average). Availability from the preparation stage of the event until at least 1 month after the event. Creating an on-line evaluation page with a form for participants to be sent after the conference to the participants list.	
3.2.2 Adaptation of existing event website	€/hour of webmaster
Adaptation of an existing website. Hosting, and managing this adapted website dedicated to the event registration and providing all useful information relating to the event in one or more languages. The site should include a password allowing on-line registration to the event and event activities (e.g. workshop, social programme, etc.). Regular updates (once per week on average). Availability from the preparation stage of the event until at least 1 month after the event. Adaptation of an existing on-line evaluation page with a form for participants to be sent after the conference to the participants list.	
3.3. Documentation - Writing, creation, and lay-out of documents ready for printing (illustrations included)	€/page
Writing text (1.500 characters minimum spaces not included)	
Creation and lay-out of a document ready for printing – announcement/poster (black and white)	
Creation and lay-out of a document ready for printing – programme/conference proceedings etc. (black and white)	
Creation and lay-out of a document ready for printing – announcement/poster (two-colour)	
Creation and lay-out of a document ready for printing – programme/conference proceedings etc. (two-colour)	
Creation and lay-out of a document ready for printing – announcement/poster (quadrichromie)	
Creation and lay-out of a document ready for printing – programme/conference proceedings etc. (quadrichromie)	
3.4. Documentation - Printing	
For printing between 1 and 100 of the same document	€/page
Document cover pages minimum 200 gr – A4 (black and white)	
Document cover pages minimum 200 gr – A5 (black and white)	
Document cover pages minimum 200 gr – A4 (two colour)	
Document cover pages minimum 200 gr – A5 (two colour)	
Document cover pages minimum 200 gr - A4 (quadrichromie)	
Document cover pages minimum 200 gr – A5 (quadrichromie)	
Document inside pages minimum 100 gr – A4 (black and white)	

Document inside pages minimum 100 gr – A5 (black and white)	
Document inside pages minimum 100 gr – A4 (two colour)	
Document inside pages minimum 100 gr – A5 (two colour)	
Document inside pages minimum 100 gr – A4 (quadrichromie)	
Document inside pages minimum 100 gr – A5 (quadrichromie)	
For printing between 101 and 300 of the same document	€/page
Document cover pages minimum 200 gr – A4 (black and white)	
Document cover pages minimum 200 gr – A5 (black and white)	
Document cover pages minimum 200 gr – A4 (two colour)	
Document cover pages minimum 200 gr – A5 (two colour)	
Document cover pages minimum 200 gr – A4 (quadrichromie)	
Document cover pages minimum 200 gr – A5 (quadrichromie)	
Document inside pages minimum 100 gr – A4 (black and white)	
Document inside pages minimum 100 gr – A5 (black and white)	
Document inside pages minimum 100 gr – A4 (two colour)	
Document inside pages minimum 100 gr – A5 (two colour)	
Document inside pages minimum 100 gr – A4 (quadrichromie)	
Document inside pages minimum 100 gr – A5 (quadrichromie)	
For printing between 301 and 500 of the same document	€/page
Document cover pages minimum 200 gr – A4 (black and white)	
Document cover pages minimum 200 gr – A5 (black and white)	
Document cover pages minimum 200 gr – A4 (two colour)	
Document cover pages minimum 200 gr – A5 (two colour)	
Document cover pages minimum 200 gr – A4 (quadrichromie)	
Document cover pages minimum 200 gr – A5 (quadrichromie)	
Document inside pages minimum 100 gr – A4 (black and white)	
Document inside pages minimum 100 gr – A5 (black and white)	
Document inside pages minimum 100 gr – A4 (two colour)	
Document inside pages minimum 100 gr – A5 (two colour)	
Document inside pages minimum 100 gr – A4 (quadrichromie)	
Document inside pages minimum 100 gr – A5 (quadrichromie)	
For printing above 500 of the same document	€/page
Document cover pages minimum 200 gr – A4 (black and white)	
Document cover pages minimum 200 gr – A5 (black and white)	
Document cover pages minimum 200 gr – A4 (two colour)	
Document cover pages minimum 200 gr – A5 (two colour)	
Document cover pages minimum 200 gr – A4 (quadrichromie)	
Document cover pages minimum 200 gr – A5 (quadrichromie)	

Document inside pages minimum 100 gr – A4 (black and white)	
Document inside pages minimum 100 gr – A5 (black and white)	
Document inside pages minimum 100 gr – A4 (two colour)	
Document inside pages minimum 100 gr – A5 (two colour)	
Document inside pages minimum 100 gr – A4 (quadrichromie)	
Document inside pages minimum 100 gr – A5 (quadrichromie)	
Others	€/document
Reception/Dinner/Cocktail invitation card (105 x 210 mm), paper Conqueror vergé 220 gr, envelope (110 x 220 mm), Conqueror vergé 120 gr	
Poster A0 (two colour)	
Poster A0 (quadrichromie)	
Poster A1 (two colour)	
Poster A1 (quadrichromie)	
Poster A2 (two colour)	
Poster A2 (quadrichromie)	
Poster A3 (two colour)	
Poster A3 (quadrichromie)	
Poster A4 (two colour)	
Poster A4 (quadrichromie)	
Poster A5 (two colour)	
Poster A5 (quadrichromie)	
3.5. Documentation - photocopies	€/copy
Black and white - < 500 copies	
Black and white - > 500 copies	
Colour - < 500 copies	
Colour - > 500 copies	
3.6. Creation of event proceedings on CD-ROM	€/CD-ROM
CD-ROM (to include all documents, presentations, photographs, etc.)	
3.7. Sending of documents of an event to participants at the request of the Commission	€/item sent
Sending by e-mail	
Sending of a CD-Rom by post	
Sending of document (e.g. conference proceedings) by post	
3.8. Recording of the sessions	€/recording
Audio cassette (90 minutes)	
Audio CD/Rom (minimum 700 MB)	
Video cassette (VHS 240 minutes)	

Video DVD (minimum 4.7 GB)	
Betacam (240 min)	
3.9. Transcription of the debates	€/page
Normally provided in English or in one of the languages covered during the event. To be provided in a Word file. (1 page = +/- 1500 characters minimum spaces not included)	
3.10. Final report on the organisation of the event in English or French	€/report
This report shall be between 5 and 10 pages (excluding annexes) according to the conditions stipulated in article 1.5.2 of the Framework contract, and to any additional conditions foreseen in the specific contract.	
3.11. Press clippings and media coverage report	€/report
Research of press clippings maximum one month before, during and maximum one month after the event plus references to coverage by other media. Compilation of all coverage into a single report to be delivered to the Commission's services within maximum 6 weeks after the event.	
3.12. Photography for the event	€/hour
Professional photography including daily sending by e-mail of photographs of the event to the person in charge of the web site during the event and after the event, compilation of all photographs taken put onto CD-ROM to be delivered to the Commission's services within maximum 2 weeks after the event;	

4. INTERPRETATION AND TRANSLATION	
4.1. Simultaneous and consecutive interpretation	€/hour
From one EU language to another	
From/to one EU language to/from a non-EU language	
4.2. Translation	€/page
Translation from one EU language to another (1 page = +/- 1500 characters minimum spaces not included)	
Translation from/to one EU language to/from a non-EU language (1 page = +/- 1500 characters minimum spaces not included)	

5. VENUE AND EQUIPMENT	
5.1. Technical equipment	Management fee (% of cost)
Provision and management of all the technical equipment (eg IT, audio-visual, translation booths, etc) necessary for the event.	
Remuneration of the tenderer for the organisation will be a management fee expressed as a percentage of the total costs incurred.%
NB. The renting costs of the technical equipment themselves are considered as "reimbursable expenditure based on invoice" and therefore do not appear in this price list.	

5.2. Signposting	€/m ²
Creation and installation of sign posting: Panels on different types of supports usable in different locations (e.g. banners, roll-ups, etc.)	

6. OTHER SERVICES

6.1. Research and reservation of a restaurant	Flat rate amount in €
Remuneration of the tenderer for the organisation of a restaurant (research, reservation, organisation, negotiation of preferential rates, confirmation, etc.)	
NB. The costs of the restaurant themselves are considered as "reimbursable expenditure based on invoice" and therefore do not appear in this price list.	

6.2. Organisation of a side exhibition/social programme	€/hour
Remuneration of the tenderer for the organisation of a side exhibition/social programme (research, reservation, organisation, negotiation of preferential rates, etc.) will be a price per hour.	
NB. The costs of the side exhibition/social programme themselves are considered as "reimbursable expenditure based on invoice" and therefore do not appear in this price list.	
Project Director	
Project Leader	
Project Assistant	
Technical Personnel	
Assistant/Secretariat	

6.3. Transport of participants during the event	Flat rate amount in €
Remuneration of the tenderer for the organisation of the transport (research, reservation, organisation, negotiation of preferential rates, confirmation, etc.)	
NB. The costs of the transport themselves are considered as "reimbursable expenditure based on invoice" and therefore do not appear in this price list.	

6.4. Transport of publications and conference material	€/euro-pallet/km
Transport, to and from the event location, of publications and conference material including packing, setting up of publications on shelves before the event and repacking after the event. Dimensions of a euro-pallet = 60x180 cm x 1,3m high	
Less than 100 km	
Above 100 km	

6.5. Conference material	€/item
For each item listed below the tenderer will propose a choice of different models for the same unit price.	
Standard Conference bag (minimum 30 x 37) with single colour print (logo and other text)	
Standard Conference bag (minimum 30 x 37) with quadrichromie	

colour print (logo and other text)	
High Quality Conference bag (minimum 30 x 37) with single colour print (logo and other text)	
High Quality Conference bag (minimum 30 x 37) with quadrichromie colour print (logo and other text)	
Standard Hardbacked folder (A4+) with colour print (two colour)	
Standard Hardbacked (A4+) folder with colour print (quadrichrome)	
High Quality Hardbacked (A4+) folder with colour print (two colour)	
High Quality Hardbacked (A4+) folder with colour print (quadrichrome), 2 downside flaps	
Standard Writing pad – 25 inside pages including cover page (two colour)	
Standard Writing pad – 25 inside pages including cover page (quadrichrome)	
High Quality Writing pad – 25 inside pages including cover page (two colour)	
High Quality Writing pad – 25 inside pages including cover page (quadrichrome)	
Standard Pen with single colour print	
High Quality Pen with single colour print	

TOTAL FOR EACH SCENARIO:	EUR
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SCENARIOS

The tenderer has to foresee the necessary personnel to perform the services required in the scenarios for each type of event. It is for the tenderer to determine which categories of personnel are necessary (if a category is not necessary, fill in zero in the price list).

The tenderer will be in charge of the entire organisation (including, when necessary, the coordination with his sub-contractors).

Tenderers are requested to:

- (1) Describe in detail the approach and working methods they will use for organising the event;
- (2) Submit a detailed and concrete proposal covering all aspects of the organisation of the event;
- (3) Clearly indicate the services or parts of services, which are to be subcontracted;
- (4) Provide unit prices for each task/item and present them in a price list for each scenario;
- (5) **Make a clear distinction (in colour) when items/services are added, as stipulated in the instructions of the financial proposal and in point 12.3 Part 1 of the Tender specifications.**

SCENARIO 1 – SEMINAR – DIRECTORS OF COMMUNICATION – BUDAPEST

The one day-seminar of the Directors of Communication on euro and EMU Network will take place in Budapest on 16 June. From each Member State there is a Director of Communication from the Ministry of Finance and the Central Bank and they are funded participants. The non-funded participants are participants from the European Commission Representations, and representatives of the Institutions (European Commission, European Parliament) and the European Central Bank (ECB). There will be 12 speakers, 7 external and 5 from the European Commission.

The outline programme of the seminar

Thursday 16 June 2011 from 9:00 to 12:30 and from 14.00 to 17:30

Arrival on Wednesday 15 June and departure after the seminar on Thursday 16 June (one night, one breakfast, one dinner, a buffet lunch, two coffee breaks)

Additional information on services to be provided

1. ORGANISATION AND PERSONNEL

- Kick-off meeting via video-conference;
- One on-site visit to Budapest (1 day including travel) and site presence during the event.

2. MANAGEMENT SERVICES

Seminar for 75 people, including 12 speakers:

- Management and follow-up of participants (see 2.2 of the price list): Invitation by e-mail (mailing list will be provided), confirmation and reminders by e-mail, preparing and updating the participants list;
- Organisation of travel (economy class) for the 54 funded participants (Directors of Communication) and 7 external speakers (one from London, Paris, Frankfurt, Vilnius, Madrid and two from Brussels), preferably e-tickets or tickets delivered by express courier, including transfers (minibuses/shuttles) before and after the event, according to flight schedules, from the airport to the hotel and return;
- Organisation of accommodation (4-star hotel) for the 54 funded participants (Directors of Communication) and 7 external speakers;
- 14 single rooms should be blocked for non-funded participants (reservation only, they will be paid directly by them);
- It is for the tenderer to determine how many hostesses/stewards are necessary for the event and to provide a description of their responsibilities;
- Paper badges for participants, foresee blank badges and labels for last minute participants/changes/errors;
- Personalised name plates for 12 speakers.

3. GRAPHIC DESIGN AND DOCUMENTATION

- The graphic templates (design) will be provided for by the European Commission;
- Programme, incl. participants' list, in English: max. 8 pages, A5 format, quadrichromie, 100 copies.

4. VENUE AND EQUIPMENT COSTS

- A conference room for 75 participants, seating in classroom style. There should be a reception area (with a space to display documentation/promotional material), an office for the organisers, an area for coffee breaks and a separate room for a buffet lunch.
- Equipment for the conference room: Podium with table and 8 chairs, speaker's stand with lighting and microphone, screen (\pm 3.50x2.50 m), overhead projector, sound system, 8 fixed microphones, two wireless microphones, PC with Powerpoint and Internet connection, high-speed Internet access, decorative items (EU flag, flowers);
- Full-time presence of a technician during the meeting;
- The equipment needed for the organisers' room, reception area and area for coffee breaks is to be specified by the contractor;
- Signposting: Registration/DG ECFIN Office room; meeting rooms in and outside.

5. OTHER SERVICES

- 75 participants' kits: High Quality Hardbacked writing folder with colour print (quadrichrome), writing pad (two colours) and Standard Pen with single colour print;
- Two coffee breaks (coffee, tea, soft drinks, biscuits; service included);
- Buffet lunch including drinks (wine, soft drinks, water, no aperitif), warm and cold dishes, service provided, at least one vegetarian dish, deserts, coffee and tea;
- Cocktail and seated dinner on 15 June for 75 participants (3-course dinner, wine and soft drinks included, coffee, tea);
- Transport of documentation, promotional material and of a pop-up stand with magnetic bars to Budapest and back to Brussels;

- Research for and hiring of an external expert to speak on government communication in times of national or international (financial) crisis situations during the seminar.

The Brussels Economic Forum (BEF) is the flagship event of DG ECFIN, which brings together high-profile speakers and participants from the EU institutions, international organisations, national administrations, press and academia. More information can be found on http://ec.europa.eu/economy_finance/bef2010/index.html. The Forum will take place on Friday 6 May 2011 from 9:00 – 18:30. The theme will be '**Economic competitiveness across the EU and the euro area**'.

Additional information on services to be provided

1. ORGANISATION AND PERSONNEL

- Kick-off meeting and one coordination meeting in Brussels (both 1 day including travel);
- Site presence during the event.

2. MANAGEMENT SERVICES

Conference for 800 people:

- Management and follow-up of participants (see 2.2 of the price list): DG ECFIN will send the invitations by e-mail. The tenderer will have to manage the rest of the registration process, such as sending confirmations, preparing and updating the participants list;
- Organisation of travel for 20 speakers (preferably e-tickets or tickets delivered by express courier), including transfers (minibuses/shuttles) before and after the event, according to flight schedules, from the airport to the hotel/conference venue and return. Travel to and from the dinner venue should also be included. Individual limousine service for 2 speakers (VVIPs) during their stay. Origin of speakers: 10 from Europe (two from London and Paris, economy class flights or first class train), 5 from the USA (two from New York, one from Washington and 2 from Los Angeles, business class flights) and 5 from Asia (one from Tokyo, Beijing, Shanghai, Kuala Lumpur, and New Delhi, business class flights). Arrival on 5 May and departure on 6 or 7 May, depending on the flight schedules;
- Organisation of accommodation (5-star hotel) for 20 speakers (1 or 2 nights, depending on the flight schedules);
- It is for the tenderer to determine how many hostesses/stewards are necessary for the event and to provide a description of their responsibilities;
- Plastic badges with lanyard for participants and on-site printing of badges;
- Personalised name plates with European flag and event logo for the speakers (two for each speaker, one for the table and one for the lectern = 40).

3. GRAPHIC DESIGN, DOCUMENTATION AND WEB MANAGEMENT

- The tenderer should submit two different proposals of graphic design of the visual identity (based on a poster) which will be used for all conference material. The theme of the conference should be taken into account. The tenderer has to provide an estimate of the number of hours required, including graphic refinement of the selected proposal and corrections until final approval by DG ECFIN;

- Design and layout of the programme in English until final approval and pass for press, editing, proofreading on final version, quick printing. Format: open 445 x 210mm; closed 148 x 210mm (A5), 6 pages, paper matt-coated 250 gr, full quadrichromia, 2 roll-fold lines, 1200 copies;
- Design and layout of the list of participants. DG ECFIN will take care of the printing;
- Design, layout and printing of the posters. Format 1: A1, 150 copies, Format 2: A3, 100 copies, paper (both versions): matt-coated 135 gr, full quadrichromia, one-sided;
- Design, layout and printing of dinner invitation. Format: 105 x 210 mm, paper: Conqueror vergé 220 gr, 150 copies. Same number of envelopes (110 x 220 mm), Conqueror vergé 120 gr, should also be provided;
- Creation, hosting and managing a registration website for the event in English. The website will be on-line for three months. The website should include an on-line evaluation page with a form for participants to be sent after the conference to the participants list. The tenderer should describe how they would develop the website, how it can be re-used for similar events and the number of hours required for the development;
- The tenderer should foresee the provision of 5.000 black and white photocopies;
- Photo coverage of the event: plenary - 4 hours, cocktail and VIP dinner - 2 hours. Compilation of all photographs taken put onto CD-ROM;
- An evaluation of the event following the results of the on-line evaluation: Analysing data and producing a report on results;
- Final report on the organisation of the conference in English and presentation in Brussels within one month after the event.

4. INTERPRETATION AND TRANSLATION

- Simultaneous translation in three languages (English, French, German);
- The tenderer will have to provide 3 booths (see point 5: technical equipment), the interpreters will be provided by the European Commission;
- No interpretation will be needed during the VIP dinner.

5. VENUE AND EQUIPMENT COSTS

- A conference room for 800 participants, seating in classroom style. There should be a reception area (with a space to display documentation/promotional material), a VIP room, an office for the organisers, an area for coffee breaks and for a buffet lunch with a separate area for the VIPs (50 people);
- Equipment for the conference room: Podium with table and 8 chairs, speaker's stand with lighting and microphone, screen (\pm 3.50x2.50 m), overhead projector, sound system, 8 fixed microphones, two wireless microphones, PC with Powerpoint and Internet connection, high-speed Internet access;
- 3 mobile interpretation booths, 3 plasma screens for interpreters, headphones for participants. For technical specifications see the website of DG Interpretation: http://scic.ec.europa.eu/europa/jcms/c_6575/specifications-techniques-pour-les-salles-de-reunion-avec-cabines-dinterpretation-simultanee
- Equipment for the reception area: 6 desks/tables: 3 registration desks for participants, 1 for speakers and 1 for press; 1 info desk and chairs/stools;
- Equipment for the VIP room: Meeting table with 6 chairs and sofa corner;
- Equipment for the organisers' room: 4 desks/tables and 4 chairs, 4 PCs (Internet connection, high-speed Internet access) and 1 printer;

- Equipment for the lunch area: High tables with tablecloths;
- Floral decoration at the venue should be foreseen as follows: 2 big flower arrangements (on a stand) for the plenary meeting room, 3 small flower arrangements for the VIP room, 6 small flower arrangements for the registration desks, small flower arrangements for the high tables for lunch;
- Full-time presence of a technician/IT expert during the meeting;
- Signposting:

Design, production, installation and dismantling of banners

- **1 Exterior banner** (micro-perforated pvc)
 - Size: 10 x 6 m
 - Four colours
 - Visual identity of the conference, title date

- **6 Interior banners for reception area**
 - Above counters
 - Size: 80 cm x 3 m
 - Four colours, hanging from the ceiling, printing on both sides
 - Text: Information, On-site registration, Speakers/Press, Registered participants A-E, Registered participants F-M, Registered participants N-Z

- **1 Interior banner for reception area**
 - Size: 4 x 1.80 m
 - Four colours, hanging from the ceiling, printing on both sides
 - Visual identity of the conference (same as exterior banner)

- **1 Roll-up for reception area**
 - Four colours
 - Size of printed area: 120 x 225 cm
 - Structure: Provided by DG ECFIN (Model reference: Duo.set)
 - Complete identification of conference room and other areas

- **5 Roll-ups**
 - Four colours
 - Size: 0.85 x 2.20 m, size of printed area: 80 x 205 cm
 - Structures: Provided by DG ECFIN
 - Room indication for conference room and other areas

For installation and dismantling only (existing banner)

- **1 exterior banner** (micro-perforated pvc)
 - Size: 15 x 1 m

6. OTHER SERVICES

- 1.000 participants' kits: High Quality Hardbacked (A4+) folder with colour print (quadrichrome) with 2 downside flaps, High Quality Writing pad – 25 inside pages including cover page (quadrichrome) and Standard Pen with single colour print;

- Continuous coffee service from 8:00 – 11:30 and one coffee break in the afternoon (coffee, tea, soft drinks, biscuits; service included);
 - Buffet lunch including drinks for 800 participants including VIPs (in separate area for 50 people): Cold dishes (vegetarian dishes included), deserts, cheese, service provided, with wine, soft drinks, water, coffee and tea and biscuits;
 - A cocktail and prestigious four-course dinner including drinks for 120 VIPs should be organised. At least two locations should be proposed. Additional arrangements: Security and insurance, technical equipment for the keynote speech (lectern, microphone, PA system), on-site technician, 25 menu cards, decoration (lighting, flowers);
 - Dinner for the drivers, security and hostesses (20 persons) served in a separate room: aperitif (without alcohol), cold buffet, dessert, coffee/tea/water;
 - Transport, to and from the event location, of publications and conference material including packing, setting up of publications on shelves before the event and repacking after the event;
 - Hiring of an external expert to speak on 'Economic competitiveness across the EU and the euro area' during the conference.
-

SCENARIO 3 – PRIZE-GIVING CEREMONY – BRUSSELS

DG ECFIN has organised a "Eurocompetition", a poster competition for young people from 14-18 years old from the 27 Member States. The theme is "The euro: What does it mean to us?"

In each Member State a winning team has been selected. From these 27 national winners, 10 winning teams have been chosen. Their prize is a trip to Brussels, a framed certificate and a prize which will be given to them during the prize-giving ceremony. The 1st prize will also be awarded to one of the teams during the ceremony.

The trip, including a social programme in Brussels and the prize-giving ceremony has to be organised for the 10 winning teams.

The teams should arrive in Brussels on Thursday 5 May and leave on Saturday 7 May 2011. Each team has 4 members (3 young adults, accompanied by a team leader, i.e. teacher or parent), so a total of 40 people.

The ceremony will take place in Brussels on Friday morning 6 May 2011 in a Commission building and will be presided over by the European Commissioner for Economic and Financial Affairs. It will be followed by a lunch.

Additional information on services to be provided

- A kick-off meeting in Brussels (1 day including travel);
- Site presence during the event;
- Full insurance cover for all participants during the stay;
- A registered nurse to accompany the group at all times;
- Transportation of the teams between their capital city and Brussels. The teams come from Austria, Estonia, France, Germany, Greece, Italy, Latvia, Romania, Slovakia and Sweden;
- Two nights' accommodation (3-star hotel) and transport in Brussels;
- Suitable activities for the group on Friday afternoon and Saturday;
- Food and drinks during this period;
- Design, production and framing of a certificate for each winner, including the team leaders;
- A t-shirt, cap and bag for all winners, including team leaders;
- Prizes for the winners. The prizes should be linked to the theme of the competition. Several proposals should be provided by the tenderer:
 - A prize (value approximately € 100) for all winners, including team leaders (total 108);
 - A 1st prize (value approximately € 750) for the overall winner;
- The prizes for the 17 national winning teams (68) that are not coming to Brussels have to be sent to those winners by courier service;
- Organisation of the ceremony, which will last 30 minutes;
- During the ceremony, there must be a master of ceremony, a photographer and three hostesses;
- Music should be foreseen;
- The 10 winning posters should be displayed effectively in the room during the award-ceremony;

- Other promotional material: The tenderer should make an original proposal for an item (quantity 1.000, value max. € 2) to be distributed to before, during and after the ceremony in or on which the ten posters are showed.

The following should be taken into account:

- The ceremony will be held in a Commission building and interpretation will be provided so does not have to be included in the tender;
- The lunch following the ceremony will be provided by the Commission and does not have to be included in the tender.

Annex 2: Financial Identification Form

http://ec.europa.eu/budget/info_contract/fiers_en.htm

Annex 3: Legal Entity Form

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

Annex 4: Declaration of honour

with respect to

the exclusion criteria and absence of conflict of interest

The undersigned [*name of the signatory of this form, to be completed*]:

- in his/her own name (*if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator*)

or

- representing (*if the economic operator is a legal person*)

official name in full (*only for legal person*):

official legal form (*only for legal person*):

official address in full:

VAT registration number:

declares that the company or organisation that he/she represents / he/she:

- g) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- h) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- i) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- j) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- k) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- l) is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete;
- l) that in case of award of contract, they shall provide upon request the evidence that they are not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.]

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.

Full name

Date

Signature