

ANNEX

1. Context

Our directorate is looking for a suitable venue to host our Net Futures 2017 conference from 28 to 29 June 2017. Net Futures conference is an important multi-stakeholder networking event for and beyond the Future Internet community. We expect at least 800 participants.

2. Subject, objectives and tasks

Detailed tasks and minimum requirements for this call are:

All tasks, rooms and technical specifications outlined below are to be considered as the minimal requirements which the tender has to address:

Wednesday, 28 June 2017 (Day 1 of the conference) will be dedicated to pre-conference meetings (morning). The conference/event as such will open for the public from noon (starting with networking lunch) for the main programme of the conference.

On Thursday 29 June 2017 (Day 2), the conference will end after the second plenary session at 14:00, but there will be post-events in the afternoon.

We expect approximately 800 participants to the conference. During the conference there will be three (3) plenary meetings that should each host all the participants at the same time. For the rest of the time, participants will be split up in three groups.

Room requirements:

Wednesday, 28 June 2017

Morning 9:00 to 12:30:

- Three rooms (for 60/100/100 persons),
(seating arrangements for each room to be defined at a later stage)

Lunch break 12:30 to 14:00

Afternoon 14:00 to 17:30

- One room hosting approximately 800 participants at the same time (plenary session, theatre set-up)
- Participants of above splitting up into three parallel break-out sessions/rooms of about equal size (200-300 each).

(seating arrangements are to be defined at a later stage)

Thursday, 29 June 2017

Morning 9:00 to 12:30

- One room hosting approximately 800 participants at the same time (at opening and closing on this day = plenary sessions, theatre set-up)
- Participants of above splitting up into three parallel break-out sessions/rooms of about equal size (200-300 each) after the morning plenary session mentioned above; seating arrangements are to be defined at a later stage.

Lunch break 12:30 to 14:00

Afternoon 14:00 to 17:30

- Three rooms (for 60/100/100 persons),
(seating arrangements for each room to be defined at a later stage)

During the whole duration of the event, the following spaces have to be available:

- Reception desk and cloakroom
- Space for lunch break (walking lunch) and coffee breaks – distributed across the venue
- Podium in exhibition area (size around 8 x 5 m)
- one room/space with Ethernet connectivity (see specifications under 'technical equipment') for Commission staff equipped with chairs for minimum 10 persons and minimum two tables to work on (laptops, documents)
- one Speaker's room with cosy corner (sofa, armchairs, small table) and 2 working tables plus 10 chairs for tables)
- 5 break-out rooms for around 15 persons each, equipped with a suitable number of chairs, some tables and a beamer.
- Up to 5 cosy corners for networking
- **Exhibition area:**
 - 5 booths for sponsors (5 x 50 m²)
(price to be included in overall quote but price per unit to be mentioned separately; only final number of booths will be paid)

Equipment for sponsors' booths (50 m²) :

- At least 30 m² free wall to hang posters and papers
- 1 document holder for A4 size brochures
- 1 counter with 2 high chairs
- Two tables (one 3m long and one 2m long, 90cm width and 90cm height) for the equipment with two regular chairs
- 1 Ethernet internet access (see specifications under 'technical equipment')

- 2 screens (32") per booth to be installed either on a table on wall-mounted
 - sufficient light spots for good visibility (at least 1 per linear meter)
 - at least 10 electricity plugs (see specifications under 'technical equipment') for laptops, printers and mobile device chargers.
- 5 supplementary booths if needed (5 x 12 m²):
(price to be included in overall quote but price per unit to be mentioned separately; will only be paid if used)

Equipment for supplementary booths (12 m²)

- At least 6 m² free wall to hang posters and papers
 - 1 document holder for A4 size brochures
 - 1 counter with 2 high chairs
 - One table (one 3m long and one 2m long, 90cm width and 90cm height) for the equipment with two regular chairs
 - 1 Ethernet internet access (see specifications under 'technical equipment')
 - 1 screen (32") per booth to be installed either on a table on wall-mounted
 - sufficient light spots for good visibility (at least 1 per linear meter)
 - at least 5 electricity plugs (see specifications under 'technical equipment') for laptops, printers and mobile device chargers
- In the main exhibition area there should be 5 sets of:
- 1 table (at least 3m long)
 - 4 regular chairs around the table for sponsors/other exhibitors to sit down and discuss with interested visitors when needed
- 1 screen (at least 55") or similarly arranged video wall placed centrally in the exhibition area to play Net Futures videos
- Contingency of 100 m² for flexible use

Technical equipment and specifications:

- High-speed, open Wi-Fi connections (IEEE 802.11 a/b/g/n standard covering the whole venue) able to handle 1.000 persons connecting in parallel from two or more devices. Three separate WiFi networks should be envisioned: a) one open, for the general participants, b) one closed for the exhibitors, who will be using state of the art technology, possibly exchanging high quality images or streaming video and c) one closed for the Commission staff and organisers.
- Exhibition area: one Gbit/s Ethernet socket and at least 5 electricity plugs per booth; one 32" screen per booth

- Podium in exhibition area: at least 3 wireless microphones, huge screen on wall behind podium (adapted to the size of the podium)
- Overall Connectivity: in order to ensure proper connectivity to the participants and exhibitors – mostly projects with good connectivity requirements for their demonstrations – it is essential that proper bandwidth is available on site, in the order of at least OC-192 i.e., 9.6Gbit/s with the appropriate network setup, including switches, cables and Ethernet sockets, plus the necessary wireless access points to provide full coverage across the venue.
- Screens and beamers (or similar audio-visual set-up) in each room
- Wireless hands-free microphones for all speakers (number to be confirmed at the time of final order) at plenary (max 5) and parallel sessions (max 3) plus minimum 2 wireless microphones for questions from the audience (number depending on room capacity)
- Podium and speaker's booth with panel set-up for speakers in rooms with a capacity of more than 150 seats
- Rooms between 50 and 100 seats should have a speaker's booth
- Rooms for 50 and below should be equipped with flipcharts
- a total of up to 5 laptops with Ethernet internet access, one installed in each plenary and break-out session room, connected to a screen/beamer
- at least 20 electricity plugs in each room
- electricity plugs need to be protected via circuit breakers and be able to deliver at least 16A
- Twitter wall including:
 - 1 screen of at least 55' with moderating/monitoring module (entrance area)
 - 4 screens of at least 55' each to be linked together forming one big screen (exhibition area)
- Moderating/monitoring module [LiveTweetApp](#)

All rooms should be furnished according to the number of participants e.g. sufficient number of chairs, tables etc.

For each plenary and parallel session we will need on stage 5 armchairs or sit cubes/rectangles to create a casual atmosphere plus at least 3 small tables.

Speakers' booths shall display the event logo (good visibility) at front view.

The necessary number of technicians must be present on site and easily available/reachable during the whole duration of the conference to ensure uninterrupted operation of the networks and other equipment.

Depending on the exact number of registered participants, some specifications will need to be adapted (e.g. exact number of chairs in each room, number of electricity plugs, tables, flipcharts, composition of some exhibition booths etc.). The tenderer is requested to be flexible as long as the overall budget is not increased.

3. Duration

Duration of the performance of the contract must not exceed **two days** (28 and 29 June 2017)

4. Price

A **total fixed** price expressed in **Euro** must be included in the offer.

The contract price must be **firm and not subject to revision**.

The price quoted must **be exclusive of all taxes**:

The European Commission, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, is **exempt** from all duties, taxes and dues, **including value added tax (VAT)**.

The **maximum total** amount to be paid by the Commission under the contract **must not exceed EUR 130 000 (One Hundred Thirty Thousand euros)**. Tenders with a higher total price will be rejected.

The price must fall within the scope of these tender specifications and be broken down into unit prices and quantities.

5. Award of the contract

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. No weighting is given to price and quality.

$$S_x = \left(\frac{CP}{PT_x} \right) * TQS_x$$

where: S_x = score for tender x

CP = cheapest price

PT_x = price of tender x

TQS_x = total quality score for all criteria of tender x

The tender ranked first after applying the formula will be awarded the contract.

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Technical award criterion	Maximum score	Threshold
Location:		
Distance to public transport with convenient access to international trains or airport	40	20
Noise level in rooms	30	15
Repartition of rooms and equipment	30	15

Minimum score per criterion (threshold):

Tenders scoring less than 50% of the maximum score for any technical award criterion will be considered of insufficient quality and rejected.

Minimum total score (threshold):

Tenders with a total score of less than 60 points at the end of the evaluation process will be considered of insufficient quality and rejected.
