

**APPENDIX 1**  
**Part A**

**CALL FOR TENDERS**

**№ 2013-BEREC-OT-01**

**LOT 1**

**PROVISION OF PROFESSIONAL EVENT  
ORGANISATION SERVICES  
IN THE REPUBLIC OF LATVIA**

**TECHNICAL SPECIFICATIONS**

*Riga, 5 March 2013*

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# I. TECHNICAL SPECIFICATIONS

## 1. Scope

The BEREC Office is seeking to conclude a framework service contract (hereinafter “FWC”) for the provision of professional event organisation services in the Republic of Latvia for events of BEREC and the BEREC Office, including communication and public relation services.

The different services covered by this tender are:

- Event management;
- Venue selection and reservation;
- Selection and block-booking of accommodation for the event participants;
- Selection and reservation of restaurants for dinners or informal working breakfasts, lunches, team building events, etc.;
- Catering services;
- Organisation of social/cultural programme of the event;
- Providing branding and visual identity of the event, including graphic design;
- Hiring the necessary technical equipment;
- Providing all necessary logistics and telecommunication services at the event venue;
- Printing, copying and scanning services;
- Photographic, video and/or audio recording services;
- Transport/transfer services;
- Translation and/or interpreting services;
- Communication and public relations including support in organisation of campaigns for raising public awareness on specific issues, public debriefings, public hearings, public consultations and other public events;
- Organisation of protocol events;
- Organisation of team building events or events for exchange of experience with other EU agencies and or bodies;
- Collecting, compiling and distribution of documents, including using specific IT tools;
- Any other support services related to the events organised by the BEREC Office, including providing service personnel during the events.

## 2. Types of events organised by the BEREC Office in Latvia

The various BEREC and BEREC Office events organised in the Republic of Latvia can include:

No	Type of event	Indication of the possible location	Event duration	Expected number of participants	Expected number of events per year	Remark
1.	BEREC plenary meetings	Republic of Latvia, exact place TBC	1 ½ days	80 to 120	1 on biannual basis	As a rule, the BEREC Office hosts in the Republic of Latvia one plenary and one CN meeting on a biannual basis but may be requested to organise more meetings in case of lack of requests for organising some of these events by BEREC members or observers.
2.	Contact Network (CN) meetings	Republic of Latvia, exact place TBC	1 ½ days	70 to 100	1 on biannual basis	
3.	BEREC conferences, seminars, workshops or other events, either internal or open to the public	Republic of Latvia, TBC	½ or 1 day	50 to 150	1 to 2	In exceptional cases the number of participants in this type of events may reach or exceed 200.
4.	Visits of the BEREC Chair and/or Vice-chairs to the BEREC Office for meetings with the BEREC Office staff and high-level representatives of the Republic of Latvia	Riga	1 - 1½ days	up to 30	4 to 6	These visits may be accompanied by small protocol events or working dinners/lunches for up to 7 people.
5.	Events for presenting the activity of BEREC and the BEREC Office to the diplomatic corps accredited in the Republic of Latvia	Riga	2½ h or ½ day	Up to 100	1	
6.	Campaigns for raising the public awareness about the activity of BEREC and the BEREC Office	Republic of Latvia	½ - 1 day	Fully open to the public	1	This event may be organised as an open-door-day.

No	Type of event	Indication of the possible location	Event duration	Expected number of participants	Expected number of events per year	Remark
7.	Public consultations on specific topics	n.a.	n.a.	From 5 to 80	Up to 10	The public consultations are organised on-line. The contractor would be expected to provide mainly the services listed in section 4.14.
8.	Meetings of Expert Working Groups (EWG) established to BEREC, including Ad Hoc Article 7/7a phase II case EWG	Riga	1-2 days	Up to 25	Up to 10	The Article 7/7a phase II case EWG are organised with very short notice on an Ad Hoc basis.
9.	Small team building events	Riga and the surroundings	2½ h or ½ day	20 to 30	7	These events are usually organised under the form of working breakfasts/ lunches/ dinners. The contractor will be asked only to book a restaurant or to provide catering, depending on the event venue. Transport services are optional.
10.	Team building events	Republic of Latvia	1-2 days	20 to 30	1-2	These events are organised usually outside Riga and the contractor may be asked to provide full range of services, including event management and hiring of speakers.
11.	Other ad hoc events	No pattern	No pattern	No pattern but usually not exceeding 15	No pattern	

### **3. General requirements for all services to be provided**

#### **3.1. Procedures related to the pre-selection, selection and booking of services to be provided to the BEREC Office**

Due to the extremely wide range of services to be covered by the current FWC, it is expected that the contractor will use a wide range of sub-contractors. These should be able to provide the necessary infrastructure and services as per the specific requirements for each service requested by the BEREC Office, and taking into account the nature of the different events. Depending on the specific features of the event, the contractor may use different sub-contractors.

For each event, the BEREC Office shall send the contractor a detailed description of all requirements. These shall include:

1. Overall description of the event.
2. Expected number of participants.
3. Venue requirements.
4. Catering needs.
5. Need for gala dinners or other protocol events, including the type of venue for the protocol events, if any.
6. Any telecommunication services needed, including Internet access.
7. Photographic, video or audio recording services.
8. Technical equipment.
9. Accommodation for participants.
10. Transport/transfer needs.
11. Translation and/or interpreting needs.
12. Branding and visual identity of the event, including design of promotion materials or materials to be distributed to the participants, to the media or to the public.
13. Document printing, copying and scanning needs.
14. Collection and/or distribution of documents, including by post and/or electronic means, depending on the nature of the event;
15. Social/cultural programme.
16. Organisation of PR events/campaigns prior to, during, or after the event, including preparation of press packs and documents for distribution to media representatives or the public.
17. Additional support/technical staff needed.
18. Other services, depending on the specific features of the event.

The technical equipment specified in item 8 may include, but is not limited to:

- microphones (including lapel microphones) and full sound system;
- overhead projectors, video projectors, multimedia projectors or other of the kind;
- screens, PCs, laptops;
- black/white boards, flipcharts, paper, pens;

- slide centre facilities for presentations;
- video conference facilities (live and on tape);
- fax, photocopiers (with sorter and stapler function), printers, scanners;
- Wi-Fi routers;
- interpreting booths and full equipment for simultaneous interpreting;
- laser pointers;
- video/photo cameras.

On the basis of the request from the BEREC Office, the contractor shall contact appropriate sub-contractors and ask for tenders for each service requested.

For events with more than 35 participants, the contractor shall present the BEREC Office with at least three tenders for each service requested.

For events with maximum number of 35 participants, the contractor shall present the BEREC Office with at least two tenders for each service requested.

Only in duly justified cases, where the contractor can prove that it is not possible to obtain the tender volumes mentioned above to meet the requirements of the BEREC Office, the BEREC Office may authorise a lower number of tenders. The contractor may, on its own initiative, provide more tenders than required.

Each tender shall contain all the relevant information to prove compliance with the request of the BEREC Office, including information about previous experience of the sub-contractor with organisation of similar events. It shall contain also a price offer.

Following the receipt of this information, the BEREC Office may make an on-site inspection of the prospective venues/hotels/restaurants, etc. and may request meetings with the management/project team leaders of the sub-contractors in order to obtain additional information about their experience and the conditions of their offers. A representative of the contractor shall accompany the BEREC Office staff during these inspections and meetings.

Following the on-site inspections and/or meetings, the contractor may be requested to provide additional details about some or all of the services offered.

If the information received satisfies the BEREC Office requirements, the BEREC Office shall approve the sub-contractors and the contractor shall make all necessary arrangements to provide the services in compliance with local commercial practices.

For complex events, the contractor shall be prepared to provide the BEREC Office with the full range of services, as listed in the current tender specifications. At the same time, the contractor should be aware that depending on the nature of the event, not all services listed in the current specifications may be relevant for all events. For example, for meetings with fewer than 20-25 participants, which take place in Riga, it is most likely that the meeting facilities available in the BEREC Office premises will be used and therefore there will be no need to select and reserve another venue. Nevertheless, catering and other services, such as accommodation for meeting participants, distribution of documents, printing, copying and scanning, may still be needed.

The BEREC Office may request the organisation of protocol events or dinners in venues other than the event venue. All specific requirements shall be included in the request submitted by the BEREC Office.

For each service used, the contractor shall be entitled to a separate fee (see section II 'Financial offer').

In its tender the contractor is expected to present its methodology for providing high-level services for

the organisation of BEREC and BEREC Office events. The methodology has to be focused on ensuring smooth and successful management of the events and the provision of other services to be covered by the contract and the ability of the contractor to meet the specific requirements of the BEREC Office.

Furthermore, the contractor is expected to outline its work plan and timetable indicating the response time to different types of requests by the BEREC Office. It should be indicated, for example, how many working days the contractor will need to provide the BEREC Office with specific tenders from the date of submitting an order form or a request for services by the BEREC Office, taking into account the different complexity of the events.

The contractor shall be prepared in exceptional cases for the need of Ad Hoc urgent meetings to reply with one working day. Normally such Ad Hoc events do not involve more than 15 participants and are usually organized in the BEREC Office premises, so the number of required services is usually rather limited. The readiness or the incapability of the contractor to react immediately in such cases with short notice has to be indicated in the tender. For provision of services for such urgent Ad Hoc meetings the contractor will be entitled to additional fee, which will be a lump sum for all services to be provided for the event (see Section II "Financial offer").

For the successful tenderer the information on the response time will be included in the FWC - in Article I.4.1.

The contractor may describe its methodology and work plan for all services related to event organisation as a whole or may specify its approach for each type of service separately, if different approach to different services will be applied.

The contractor is expected also to elaborate specifically on the methodology to be used for the organisation of protocol events.

As the communication and public relations services require separate competences and methodology, the contractor is expected to demonstrate separately its methodology for provision of high quality communication and public relations services.

### **3.2. Quality assurance and monitoring**

The contractor shall be responsible for checking that the pre-selected sub-contractors have the necessary experience and capacity to meet the requirements of the BEREC Office.

Furthermore, before and during the event the contractor shall check that the infrastructure, the logistics arrangements and the equipment provided complies with the tenders of the sub-contractors, as approved by the BEREC Office.

In case of non-compliance, the contractor shall be responsible for immediate rectification.

The provision of high-quality services to the BEREC Office is extremely important for the success of any event; the contractor is therefore expected to set out in its tender its plan or methodology for quality assurance and monitoring.

### **3.3. Confidentiality arrangements and avoiding conflict of interest**

During the preparation, organisation and follow-up activities, the contractor and sub-contractors may have access to internal BEREC/BEREC Office documents, personal data and/or confidential business data, the disclosure of which may undermine the protection of the public interest, and the privacy and the integrity of the individual, in particular pursuant to EU legislation regarding the protection of personal data, the protection of commercial interests of a natural or legal person, etc.



The contractor must therefore ensure that there are adequate confidentiality arrangements in place to prevent unauthorised disclosure of information by the staff of the contractor or of its sub-contractors and to avoid any situation of conflict of interest.

In its tender offer, the contractor is expected to set out the confidentiality arrangements to prevent unauthorised disclosure of information obtained during the event by the staff of the contractor and its sub-contractors.

When preparing its tender the contractor may consult Articles II.4 and II.5 of the model FWC.

### **3.4. Ownership of the results**

The ownership of the results generated under this contract shall be fully and irrevocably acquired by the BEREC Office, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, as produced during performance of the contract. All the rights shall be acquired by the BEREC Office from the moment the results are delivered by the contractor and accepted by the BEREC Office. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the contractor to the BEREC Office. The BEREC Office shall have the right to use these as appropriate in compliance with Article I.8 of the FWC.

The payment of the price as set out in the order forms or specific contracts is deemed to include any fees payable to the contractor in relation to the acquisition of ownership of rights by the BEREC Office including all forms of use of the results.

The acquisition of ownership of rights by the BEREC Office under this contract covers all territories worldwide.

Any interim results, raw data, and interim analysis made available by the contractor cannot be used by the BEREC Office without the written consent of the contractor, unless the contract explicitly provides for it to be treated as a self-contained result.

For further information the contractor may consult Articles I.8 and II.10 of the model FWC.

The contractor is NOT expected to cover this topic in its tender.

## **4. Specific requirements for all services to be provided**

### **4.1. Event management**

At a request of the BEREC Office, the Contractor shall be fully responsible for organising and managing all events with more than 35 participants, for which the BEREC Office is the main organiser. The event management shall also cover the period of preparation and follow-up activities, if any. In exceptional cases, mainly for protocol, communication and PR events, the Contractor may be asked to provide event management for events with fewer than 35 participants. The need for event management shall clearly be indicated in the request submitted by the BEREC Office to the Contractor for each specific event.

Depending on the special features of the events, the BEREC Office may request the Contractor to hire speakers or moderators, which shall be considered as part of the overall event management.

#### **4.2. Venue selection and reservation**

At a request of the BEREC Office, the Contractor shall make sure there is a suitable venue for BEREC and BEREC Office events. The BEREC Office shall send the Contractor a detailed description of all requirements for each event, which shall include the information listed in Section 3.1. The BEREC Office shall clearly indicate how many meeting/conference rooms are needed, and whether there is need for additional rooms or space for bi-lateral or larger meetings, a secretariat, registration desks, coffee breaks, lunches, dinners, etc. If additional facilities are needed, the BEREC Office shall provide the contractor with information about the capacity requirements of each of them.

The Contractor shall offer prospective venues to the BEREC Office taking into account the complexity of the event and all technical requirements listed in the BEREC Office request.

Should the requested technical equipment and/or telecommunication services not be available at the venue or should their quality not meet the technical requirements of the BEREC Office, the Contractor shall be required to provide this equipment and services at the venue. In such cases, the Contractor shall be entitled to payment of a separate fee.

#### **4.3. Selection and administration of catering services**

At a request of the BEREC Office, the Contractor shall provide catering for the event at the event venue.

This can include, but is not limited to, coffee breaks, lunches, buffet dinners, a welcome cocktail, and a gala dinner. The Contractor shall be responsible for organising the meals during the event and shall make the necessary reservations for the number of people specified in the request of the BEREC Office. This may cover the following:

- organisation of coffee breaks and lunches at the venue in line with the programme of the specific event;
- organisation of receptions, cocktails, and/or gala dinners;
- provision of refreshments and mineral water in the conference/meeting rooms;
- organisation of additional meals (i.e. meals not included in the event programme) for participants, preferably providing a range of alternative restaurants.

The Contractor shall take into account the cultural or personal dietary requirements of participants (religious, vegetarian, dietary) and shall plan individual menus if required. A choice of menus shall be presented to the BEREC Office for approval.

If necessary, the contractor shall provide translation of menus into English and printed copies in line with the event branding (logo, title and date of the meeting, etc.). Seating order and place names for official dinners shall be organised following instructions sent by the BEREC Office.

#### **4.4. Restaurant selection and reservation**

Since BEREC has an advisory role, BEREC events frequently have an informal character and may be organised in the form of informal/working breakfasts, lunches and/or dinners. For example, before the BEREC plenary meetings a working dinner of the Chair and Vice-chairs usually takes place on the evening preceding the meeting.

Other similar events are organised as appropriate, to create a friendly atmosphere where the participants can share their views freely without formal protocol.

Sometimes the BEREC Chair and/or Vice-chairs may wish to discuss important policy issues at formal

dinner with representatives of the European Commission, the Council of the EU, the European Parliament or some EU Member States.

For these cases, the Contractor shall be requested to assist the BEREK Office in selecting and booking a suitable restaurant for official dinners, working breakfasts/lunches/dinner or other formal or informal events of that nature, including for the purposes of team building mentioned in Section 2.9.

When such events are taking place at the event venue, this shall be considered as part of the overall event catering and therefore only the catering fee shall apply.

#### **4.5. Selection and block/pre-booking of accommodation for event participants**

At a request of the BEREK Office, the Contractor shall provide accommodation for event participants in suitable hotels, preferably near the event venue. The Contractor shall be expected to offer at least three different hotels with a variety of prices.

#### **4.6. Organisation and administration of cultural/social programme**

At a request of the BEREK Office, the contractor shall organise a social and/or cultural programme for event participants. The BEREK Office shall provide information about the format of the cultural/social programme required.

Based on this information, the Contractor shall offer the BEREK Office different alternatives. The Contractor shall be fully responsible for the preparation of the cultural/social programme and for managing any related administrative aspects during the event.

If the social/cultural programme also includes restaurant booking and/or provision of catering services, these services must be covered by the fee for consultation, preparation and administration of the social/cultural programme. No other fees shall be applicable, apart from those for the organisation of the social/cultural programme as per the financial offer in Section B. If a BEREK/BEREK Office event is organised back-to-back with another event, for example organisation of a workshop back-to-back with a plenary meeting, and if the contractor is requested to organise a social/cultural programme for participants in each event, then a separate fee shall be payable for each social/cultural event.

#### **4.7. Provision of branding and visual identity**

At a request of the BEREK Office, the contractor shall provide the branding and the visual identity of the event.

To create a consistent and recognisable event image, the contractor shall submit a proposal for the design of event documentation, promotional materials or any other related articles (pamphlets, posters, banners, fliers, badges, name plates, etc.).

Once approved, the design shall be used on various items for the event. The design of standard items (such as folders, notepads, invitations, envelopes, etc.) may be used for other events, as well.

The contractor may be asked to prepare also a PowerPoint template or other related material to promote the visual identity of the event.

The branding and visual identity fee for events organised back-to-back shall only be payable for each event if they have a separate branding and visual identity. If the BEREK Office request uses one and the same branding for both events, the fee shall only be due once. The same shall apply for the printing services listed below.

#### **4.8. Selection and administration of printing, copying and/or scanning services**

Upon request of the BEREC Office, the Contractor shall provide printing/copying and/or scanning of all materials necessary for or related to the event, such as lists of participants, registration forms, application forms for reimbursement of travelling expenses and the related supporting documents, name plates, badges, maps, signs, etc.

The Contractor may be requested to organise printing of any other branded materials such as folders with BEREC/BEREC Office logo, invitations or other cards, envelopes, notepads, etc.

#### **4.9. Selection and provision of photographic, video or audio recording services**

Upon request of the BEREC Office, the Contractor shall provide photo, video and/or audio recording services to cover all or part of the event. Depending on the nature of the event, these services might also be needed before or after the event. They may also include editing, adding digital effects, audio mixing, etc.

#### **4.10. Selection and provision of transport/transfer services**

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

#### **4.11. Selection and provision of translation and/or interpreting services**

The working language of BEREC and the BEREC Office is English and therefore all documents issued by these two bodies are currently in English. In addition, the BEREC Office has a service level agreement with the [Translation Centre for the Bodies of the EU](#) for translations into all official languages of the EU and therefore the Contractor is unlikely to be asked to provide translations very often.

Nevertheless, during protocol, international or public relation events, including public consultations, the BEREC Office may need translation and or interpreting services, especially when due to heavy workloads, it is not always possible for the EU translation service to provide translations within the deadlines required by the BEREC Office.

In such cases, if requested, the Contractor shall organise professional translation and or interpreting services (either simultaneously or consecutively).

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

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

#### **4.12. Communication and public relations services**

At a request of the BEREC Office, the Contractor shall provide the BEREC Office with support to in communication and public relations (PR) activities, which can include, but are not limited to:

- Organisation of effective PR services prior to, during and after important BEREC and/or BEREC events.
- Organisation of campaigns for raising the public awareness on specific topic and effective dialogue with the stakeholders and the general public.
- Organisation of public briefings, public hearings, public consultations and other events of similar nature.
- Provision of support to BEREC and the BEREC Office in online PR activities to reach the general public or target audience/s directly, including through streaming of important BEREC events, and use of social media or other channels, which may be considered appropriate.
- Integration and alignment of the public relations with other branding efforts and the overall communication and PR goals.
- Preparation or purchase of press reviews on specific topics.

The organisation of communication and public relations events may include all other services listed in the current tender specifications, for which a separate fee shall be due.

#### **4.13. Organisation of protocol events**

At a request of the BEREC Office, the Contractor shall be required to provide support to the BEREC Office for organisation of protocol events, such as meetings with the President of the Republic of Latvia, the Prime Minister of the Republic of Latvia, Speaker of the Latvian Parliament, ministers, representatives of the diplomatic corps accredited in the Republic of Latvia, etc.

The Contractor shall be required to organise such events in line with diplomatic protocol and shall provide advice to the BEREC Office on all formalities and procedures.

The organisation of protocol events may include all other services listed in the current tender specifications, including PR activities.

#### **4.14. Collection, compilation and distribution of documents to event participants, including using specific IT tools**

The contractor may be requested to provide support on a case by case basis to the BEREC Office in collecting, compiling and distributing meeting documents or packages of documents for the BEREC/BEREC Office public or internal events.

The collection and distribution may be done via post, via e-mail, via the BEREC website or via extranet. Depending on the event, the contractor may be asked to ensure that the documents are sorted and organised in a logical way, for which the BEREC Office shall present separate instructions, which shall be included in the individual requirements for each event.

Throughout the whole process, the contractor shall be requested to:

- prepare a list of all documents received/distributed, which shall contain the following data: document registration number, document author and his contact data, document date; document title, short description of document (1 to 3 paras), security marking (yes/no),

indication if the document is public (yes/no); name of file for archive purposes, selected from a list of the BEREK Office files;

- provide encoding and/or input of the necessary metadata in the document properties; the meta data to be encoded shall contain the following: document registration number, document author, document date, document title, short description of document (1 to 3 paras), name of file for archive purposes, selected from a list of the BEREK Office files; this information shall coincide with the information to be included in the above-mentioned list.

The documents to be handled by the contractor are generally expected to be either in MS Office Word or Adobe Acrobat format.

If documents have to be distributed by post, the contractor shall be asked to sort, pack, label and post the documents.

If printing, copying and or scanning of any documents is needed, it shall be covered by the activities mentioned under the section 'Printing, copying and/or scanning services'.

#### **4.15. Other administrative and support services**

At a request by the BEREK Office, the contractor shall provide the BEREK Office with other administrative and support services not listed above, such as registration of participants; consolidation of lists of participants; drafting information materials for the events, such as general information, information about the venue/hotels offered; preparation of badges, name tags, seating plans, etc.

For performing such tasks the contractor may be asked to provide service personnel prior, during or after the event. The number of staff to be provided and the expected duration of their engagement in hours per event will be specified by the BEREK Office in the individual requests submitted for each event. The tasks of the staff to be provided by the contractors would be limited to performing technical and routine tasks only. Their exact scope will be defined in the specific request to be submitted by the BEREK Office.

## II. FINANCIAL OFFER

### 1. General rules applicable to the financial offer and maximum budget for the entire duration of the framework service contract

The contractor is expected to quote its management fees for the different service categories, for events of different sizes, based on the number of participants. All prices are understood as per registered participant. The proposed prices shall include all costs to be borne by the contractor for the performance of the framework service contract.

In case of need of service staff to be provided for a specific event, the contractor shall be entitled to payment of additional fees corresponding to the number of staff provided and the duration of their engagement in hours. For that purpose the contractor shall provide in the financial offer the fees for engaging such staff per hour.

Prices to be provided by the contractor in the financial offer shall be **firm** and not subject to revision. Prices quoted shall be expressed in EUR exclusive of all duties, taxes and other charges, with VAT quoted separately.

The contractor is not expected to quote the prices of the specific services of its sub-contractors. The sub-contractors shall be chosen by the BEREC Office based on the alternatives proposed by the contractor for each event, as specified in Section 3. The total budget for each assignment/event shall consist of the management fee of the contractor, the specific service fees of the sub-contractors, the relevant costs of the material used, if any and the cost due for use of service personnel. The final budget of an event shall be agreed between the BEREC Office and the contractor in the orders/specific contracts to be signed for each event.

The maximum cumulative value of all orders to be concluded during the total maximum duration of the FWC for this LOT is **EUR 260 000**, of which the maximum cumulative value of all orders/specific contracts to be signed in 2013 shall not exceed **EUR 65 000**.

However, this must in no way be construed as a commitment on the BEREC Office to purchase services for the maximum amount.

### 2. Price-list of the contractor

The contractor is requested to complete the price tables below, which shall constitute its financial offer.

The financial offer has to be drawn up using the model reply forms attached to the tender specification.

#### I. Price list of contractor's fees as per number of event participants

CATEGORY OF SERVICE	Number of participants				
	1 to 15	16 to 35	36 to 70	71 to 110	More than 111
Event management					
Venue selection and reservation					
Selection and administration of catering services					

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

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<sup>1</sup> not applicable



## II. Prices of contractor for providing of service personnel

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

## III. Formation of the final offer

For the final evaluation of the offer the price of the service personnel per hour will be added to the total price offer with contractor's fees as per number of event participants in the following manner:

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

As final financial offer for the need of the evaluation of the tender will be taken to total amount of all fees payable to the contractor for all services and for all different types of events.