

ANNEX (I)

TERMS OF REFERENCE (ToR)

Event Management of the INFO DAY “Adriatic Ionian Youth own their future” in Campobasso (Italy) on 10 December 2018.

AI-NURECC Initiative - Agreement No. 2017CE160AT117

Subject

Selection procedure for obtaining three comparable offers related to the provision of following services:

- Conference services (conference room set up - technical assistance for the use of ICT devices, consecutive and simultaneous interpretation services, conference hostess/steward service);
- Restaurant services (1 dinner and 1 lunch);
- Guest accommodation services (hotel reservation and purchase of accommodation);
- Transport agency services (travel arrangements);
- Press Office;
- Production of promotional materials (branded folders, sheets for note taking, pens);
- Management and organisation assistance.

The services are necessary for the delivery of the INFO DAY that will be organised by the Adriatic Ionian Euroregion in the framework of the AI-NURECC Initiative on 10th December in Campobasso (Italy).

Background

The Adriatic Ionian Euroregion (hereinafter referred to as AIE) is organising the Info Day “Adriatic Ionian Youth own their future”, to take place in Campobasso (Italy) on 10th December 2018, as part of the EU-funded AI-NURECC Initiative, which contributes to providing added value for the implementation of the EUSAIR macro-regional strategy.

The AIE is organising this event aimed at boosting discussion into the establishment of a framework for Adriatic-Ionian cross-cooperation in the youth field. The event is designed as to enhance Adriatic Ionian Youths’ ownership of EU-related or strategy-related priorities, objectives and policies, and



their willingness to engage with them. It represents a first step towards the establishment of an integrated dialogue between the EUSAIR institutional and technical structures and the Adriatic Ionian Youth.

By raising awareness about Youth policies and related opportunities, the event is intended to facilitate youth participation in the creation, articulation and implementation of the EUSAIR.

The Info Day will also be the occasion for presenting and paving the way to the Adriatic Ionian Youth Organisations Forum, which will see Youth Organisations as protagonists of an innovative approach towards cooperation and territorial cohesion.

The event will be attended by representatives of partners, external experts and representatives of the main EU-EUSAIR Institutions as well as national and regional governments.

For the organisation of the above INFO DAY, the AIE - through a request for offers - intends to select a Service Provider to which it will entrust the services relating to the full package including: reservation and rental of conference room (or conference room set-up), technical assistance for the use of the ICT devices, hostess/steward service, consecutive and simultaneous interpretation service, restaurant services, lunch and dinner at a chosen restaurant in Campobasso, guest travel and accommodation (flight and train ticketing services, hotel reservation and purchase of accommodation, transfer services to and from the main airports/train stations), press office, production of promotional materials, management and organisation assistance, for speakers attending the event.

To this end, by means of a market research, the AIE has identified at least 3 qualified Service Providers for offering the above mentioned services.

Service description

Service required

1) **Conference Services:**

- Set-up of the conference room (Mon, 10 Dec 2018), fully equipped with all ICT services and furniture (pc, projector, screen, audio/video wiring, wi-fi connection password) and supplied of several conference tables and chairs;
- Technical assistance for the use of ICT devices (pc, projectors, microphones etc.);
- Conference hostess/steward service;
- Consecutive and simultaneous interpretation services (Italian, English, Croatian), recruitment of n. 2 professional interpreters, provision of headphones.

2) **Restaurant services:**

- 1 dinner for at least no. 15 persons (Sun, 9 Dec 2018) including starter, main course, second course, fruit, dessert, water, wine and coffee, as indicated in the section

“Other Specifications”;

- 1 lunch for up to no. 20 persons (Mon, 10 Dec 2018) including: starter, main course, second course, fruit, dessert, water, wine and coffee, as indicated in the section “Other Specifications”.

3) Transport agency services:

Travel arrangements for the guests (Sun, 9 Dec 2018/Mon, 10 Dec 2018), with application of Lowest Logical Fare - including:

- Electronic ticketing;
- Booking, purchasing and issuing of flight/train tickets;
- Car or bus transfer of the guests to and from the main Airports/Train Stations to/from Hotel and/or Conference Venue in Campobasso (Sun, 9 Dec 2018/Mon, 10 Dec 2018), as indicated in the section “Other Specifications”;
- Shuttle bus for guests’ transfers within the city Campobasso.

4) Guest accommodation services:

- Hotel reservation and purchase of accommodation (no. 15 hotel rooms), with application of Lowest Logical Fare.

5) Press Office:

Operative press office management from 1 week before the event to 1 one week after the event. The press Office will:

- Work in close relationship with the AIE staff;
- Write press releases, news articles and other materials;
- Arrange interviews, produce audio-visual records and photographic evidence of the conference;
- Liaise with the media, contacting them by phone and by e-mail;
- Collect and provide all conference related materials in digital and paper format (power point presentations, speeches, list of speakers, participant sheet and registration form);

6) Production of promotional materials

- Provision of No. 150 branded folders, displaying the AIE’s and Ai-NURECC’s logotypes, and the title of the event in cmyk colours;
- Provision of No. 5 sheets for note-taking for each folder (for a total of 750 sheets), displaying the AIE’s and Ai-NURECC’s black-and-white logotypes;
- Provision of No. 150 pens.

7) Management and organisation assistance

Recruitment of an Event Coordinator who will liaise with the AIE Secretariat and assist its staff in the effective implementation of the event. The Event Coordinator will in particular:

- Coordinate the preparation work and the services leading up to the event and guarantee their quality throughout its duration (Contractor's or third party suppliers' technical staff including hostesses/stewards, interpreters, technicians, press office, production of promotional materials; catering or restaurant services; travel agency services, logistics);
- Ensure that the timetable and objectives of the event are met;
- Contribute to the assessment of the event through the elaboration of a final report for the qualitative analysis of results and stocktaking.

Date, typology and quantity of service to be provided

Date	Typology	Quantity
9th December 2018 (check-in) 10th December 2018 (check-out)	Hotel reservation and purchase of accommodation	n. 15 hotel rooms: double room single use, four star hotel.
9th December 2018 at 20:00	Networking Dinner	Supply for at least 15 participants
10th December 2018 from 9:00 a.m. to 1:30 p.m.	Conference Room set up	1 conference room: Set-up: fully equipped with all ICT services and furniture (connections for audio and video, specific PC, video projector and screen, microphones, Wi-Fi connection) and supplied of several conference tables and chairs. Supply of water and glasses for the speakers' table and for the other tables. Technical assistance for the use of ICT devices (pc, projectors, internet connection etc).

10th December 2018 from 9:00 a.m. to 1:00 p.m.	Consecutive and simultaneous interpretation services	Providing of n. 2 interpreters for consecutive and simultaneous interpretation in three languages (Italian, English and Croatian), headphones for at least 60 participants
10th December 2018 from 9:00 a.m. to 1:00 p.m.	Hostess/Steward service	n. 3
10th December 2018 at 1:30 p.m.	Lunch	Supply for 20 participants
9th December 2018 10th December 2018	Transfer from Rome Airport/Train Station to Campobasso (round trip)	n. 4 transfers
9th December 2018 10th December 2018	Shuttle bus for trips within the Campobasso city	No. 1 shuttle bus
From 3 December 2018 to 17 December 2018	Press Office	n. 1
10th December 2018	Promotional materials	Supply of: No. 150 branded folders containing at least 5 sheets for note-taking; No. 50 pens
From the signature of the contract	Event Coordinator	n. 1

Other Specifications

Conference room requirements:

- Room must be clean, safe and spacious enough to accommodate all participants;
- Room must be equipped with several conference tables and chairs, audio-visual equipment, specific PC, video projector and screen, Wi-Fi;
- The service provider must guarantee the correct performance of the audio-visual and IT equipment throughout the full duration of the workshop.
- The hostess/steward staff will both deal with the reception of participants (registration) and will provide assistance and support during the conference.

Translation service, requirements:

- No. 2 professional interpreters for consecutive and simultaneous interpretation into 3 working languages: Italian, English and Croatian;



- Supply of 60 headphones.

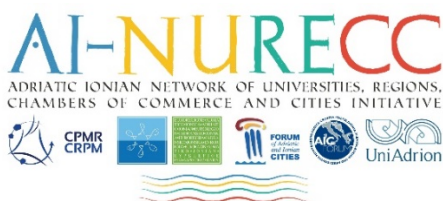
Restaurant service, requirements:

- Lunch and dinner will be served at the table at a chosen restaurant in Campobasso;
- Meals must combine all food groups and the typology of food served must alternate between lunch and dinner, for the sake of variety. Menu must encompass at least pasta or rice, meat (fish or beef/chicken/lamb), two types of side dish (vegetables fresh and sauté, salad), bread products, dessert, fruit, coffee, mineral water (natural and sparkling) and wine. Quality typical local products should be valorised;
- In addition, the meals must take into consideration guests' dietary requirements (e.g. allergies and other food restrictions), in order to ensure that diverse meals are provided and the needs of all beneficiaries are served (e.g. possibility of a vegetarian menu).

Travel and accommodation services requirements:

- The awarded bidder will manage the service in accordance to the indications provided by the AIE Secretariat, with particular reference to the booking and purchasing of air/train tickets chosen by the guests and communicated to the Contractor by the AIE Secretariat.
- **All travel and accommodation arrangements will be made on the basis of the most convenient trip (shortest schedule possible in terms of the time schedule from departure to destination and return back) at the best possible price. All guests travelling shall travel in economy class, no exception will be considered.**
- With reference to the products described above, the need may arise to cancel the tickets indicated in the Order by the Euroregion. These cases will be managed on time and in the manner envisaged in the travel documentation sent to the AIE Secretariat following the booking/issuance.
- Application of the "Lowest Logical Fare" (LLF)
The Contractor guarantees that the guests/travelers of the Euroregion will be offered the LLF (Lowest Logical Fare) for each travel reservation made. In this regard, the Contractor shall:
 - Offer the LLF to all AIE's travelers at the time of booking, and at the time of any booking variation;
 - Re-check the LLF at the time the tickets are issued;
 - For the statistical documentation of each booking, provide evidence of the application of the LLF, of the any refusal by the traveler and of the reason for the refusal.
- Upon request, the Contractor will allow the AIE easy access to all documentation and information necessary for the verification of the service.

Press office



The Press Office will have to produce the following deliverables:

- Conference kit, containing promotional materials, as specified in point 6;
- Audiovisual record of the event (recorded interviews and shooting of the event);
- Photographic evidence of the event.

Management and organisation assistance

- Proficiency in English will be necessary for liaising with AIE’s guests on any issues that may arise.
- The final report for the qualitative analysis of results and stocktaking will be delivered by the Event Coordinator to the AIE in both electronic and paper format.
It will provide a detailed picture of the event and, to this end, it will include at least the following information:
 - A summary of the activities undertaken;
 - An indication of the problems encountered and possible solutions for future events;
 - The complete list of participants as well as the original attendance sheet;
 - The evaluation of the event by the participants.

Eligibility requirements

- The request for quotation will be sent by the AIE only to 3 potential Service Providers, preselected through a market research;
- Service providers shall have full technical ability to perform the service described in this ToR;
- Against the applicant bidders, no charges shall be pending such as disqualification, prohibition, suspension or decadence, or even indictments, pending convictions and/or preventive measures, pursuant to current legislation.

Minimum Qualification

- The service provider must have not less than three (3) years of proven experience in the provision of the required services;
- The service provider must have adequate and experienced workforce, fully skilled in the provision of Event Management services, and able to communicate in English.

Submission of the offer and quotation

All interested bidders should submit a quotation respecting the following requirements:

Instruction to Proposers	Specific Requirements
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Deadline for Submission the offer	22th November 2018 – by 20:00 PM Any proposal received after this date and time will not be accepted.
How to submit the offer	Companies wishing to respond to this call shall send the offer with the economic proposal to the following email address: secretariat@adriaticionianeuroregion.eu
Language for submitting the offer	English or Italian
Currencies	EURO (€)

Invitation process, selection and award criteria

The AIE will invite at least 3 service providers to send a bid. The companies have been identified through an exploratory market research conducted via web and telephone, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.

Service Providers Companies wishing to respond to the invitation shall send their offers **no later than 20:00 on 22th November 2018** to the email address indicated above. The offers received after the aforementioned deadlines will not be evaluated.

The offer must be signed with the indication in figures of the unit prices of the individual services offered (excluding VAT) and the total amount of the entire service provided for all the services offered, including the Fee for the Agency Service. The above total amount must include VAT.

The sending of the offer does not and in any way constrain the AIE to request the services in question.

The AIE will first of all assess if the Service Providers meet the eligibility requirements. After that, the EAI will carry out a qualitative and quantitative evaluation of the services offered, also in relation to the indicated prices. Finally, the AIE will evaluate the offers and respective quotations on the basis of **the best value for money**.

The maximum amount payable for the services described above, including the Fee for the Agency Service, may not exceed the amount of € 12,000.00 (VAT included). Any higher offers will be declared ineligible.



The AIE, as a contracting entity, reserves the right not to proceed with the awarding of contracts if no offer is convenient or suitable in relation to the subject of the contract, without the bidders having nothing to claim, not even as a pre-contractual liability.

The AIE will proceed to award the tender even in the event that a single valid offer is received, provided it is considered apt and convenient.

If two or more offers of the same amount will be received, the AIE will contact the bidders and conduct interviews via telephone, in order to better evaluate the offers.

Finally, it should be noted that the successful bidder will be paid, in addition to the amount covered by the bid formulated in the manner and within the time limits indicated above, also the reimbursement of documented expenses related to the purchase of air/train tickets.

All the charges and risks relating to the activities and obligations necessary for fulfilling the contract, being considered part of the agreed remuneration, shall be borne by the Contractor.

The Successful bidder assumes full and direct management liability for the services and supplies entrusted to him/her, thereby freeing up the Euroregion.

It will directly, criminally and civilly, respond for the damages to people and things caused in the execution of the services and supplies, and will bear the full and exclusive charge for any compensation, without the right to recourse or remuneration from the Euroregion.

Consequently, the Contractor exonerates the Euroregion from these responsibilities, undertaking to relieve it of any request that, for this reason, should be presented.

The results of the selection procedure will be communicated to the bidder who will be awarded the service, after the expiry of the deadline for submission of the offer.

Invoicing and Payment Instructions

Conditions for the release of the payment:

- Satisfactory acceptance of services;
- Submission by the Service Provider of a detailed invoice and expense note.

The awarded Service Provider shall charge to the AIE one single invoice with the total amount (for all the services offered, including the Fee for the Agency Service, VAT included) and a separate expense note with proof of air/train tickets purchased after the award of the contract.

The invoice and the expense note must be sent to the AIE immediately after the conclusion of the event.

AIE will pay the provider the total amount of the invoice within 20 days day from the reception of the original invoices which have to include the following information:



Header: *Jadransko Jonska Euroregija (or Adriatic Ionian Euroregion) - Flanatička 29, 52100, Pula (Croatia) - Croatian VAT code: OIB 87750913519; email: secretariat@adriaticionianeuroregion.eu*

Object: *INFO DAY "Adriatic Ionian Youth own their future" in Campobasso (Italy) on 10 December 2018. AI-NURECC Initiative – Agreement No.: 2017CE160AT117"*

Description: *Details of the services provided displaying the unit prices (IVA included).*

Please note that no pre-financing payment will be provided for the purchase of travel tickets. Moreover, the AIE cannot pay in advance the invoice, meaning that any advance payment has to be required.

Contacts

For more information about this ToR, please contact the AIE Secretariat to the following e-mail addresses:

secretariat@adriaticionianeuroregion.eu

Tel: 0039 333 8953569