



Terms of Reference (ToR)

Renting conference rooms and catering service for the Workshops of the MED Sustainable Tourism Community in Split (Croatia) on 26-27-28 March 2019

*BleuTourMed_C3 Project - Ref : 1610 | 2MED15_3.1_HP_011
Interreg Med Programme 2014-2020*

Subject

Selection procedure for obtaining three comparable offers for the following services:

- Renting 1 conference room fully equipped (80 pax)
- Renting 4 meeting rooms fully equipped for 4 working groups (20 pax for each room)
- N.2 catering service for coffee break for 80 pax each
- N.2 catering services for light lunches for 80 pax each
- N.1 Catering Service for a Networking Cocktail for 80 pax

The services are for the Workshops, organised in the frame of the BleuTourMed_C3 Project, “Towards Policy Recommendations on Sustainable Tourism: Shaping the Results of the MED Community” which will be held on 26,27,28 March 2019 in Split (Croatia).

Background

The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an international association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin (www.adriaticionianeuroregion.eu).

The AIE is implementing the European Territorial Cooperation project called BleuTourMed_C3 co-financed by Interreg MED Programme 2014-2020. The aim of BleuTourMed_C3 is to support other projects financed by the cooperation Programme for creating a cluster of initiatives of the sustainable tourism sector.

In the framework of this project, the Adriatic Ionian Euroregion is organizing the workshop **“Towards Policy Recommendations on Sustainable Tourism: Shaping the Results of the MED Community” that will take place on 27-28 March 2019 in Split (Croatia)**. The workshop will be attended by representatives of several project partners as well as external experts.

For the organization of the above workshop, the AIE - through a request for quotation - intends to select an Hotel as service provider for entrusting the service of rental of conference rooms in Split and the supply of coffee breaks, light lunches and networking cocktail for about 80 participants.

To this end, by means of a market research, the AIE has identified qualified supplier for providing the above mentioned services.

Service description

- Renting 1 conference room fully equipped (80 pax)
- Renting 4 meeting rooms fully equipped for 4 working groups (20 pax for each room)
- N.2 catering service for coffee break for 80 pax each
- N.2 catering services for light lunches for 80 pax each
- N.1 Catering Service for a Networking Cocktail for 80 pax

Dates, time slots and services

Date and time	Service required	Description
26 March 2019 – afternoon	Meeting room for a coordination meeting with BleuTourMed partners	1 Meeting room equipped with projector and/screen, table and chairs. The meeting will be attended by 20 persons.
27 March 2019 from 9:00 to 19:00	Conference room for the plenary of the workshop	1 Conference rooms for 80 pax. It should be a plenary room with projector, equipped with a conference table and chairs, connections for audio and video, dedicated PC or laptop, video projector and screen, Wi-Fi.
27 March 2019 from 13:00 to 14:00	Light lunch	Light lunch organised in a separate space. Preferable standing catering service for 80 pax.
27 March 2019 from 15:00 to 18:00	Four meeting rooms for 4 working groups	N. 4 meeting rooms. The working group meetings will be done in parallel. Each meeting will have 20 participants. The rooms must be equipped with a table and 20 chairs, screen or projector and flip chart.
27 March 2019 from 18:00 to 19:00	Networking cocktail	Organised in a separate space. Preferable standing catering service for 80 pax.
28 March 2019 from 9:00 to 12:00	Four meeting rooms for 4 working groups	N. 4 meeting rooms. The working group meetings will be done in parallel. Each meeting will have 20 participants. The rooms must be equipped with a table and 20 chairs, screen or projector and flip chart.
28 March 2019 from 12:00 to 13:00	Conference room for the plenary of the workshop	1 Conference rooms for 80 pax. It should be a plenary rooms with projector, equipped with a conference table and chairs,

		connections for audio and video, dedicated PC or laptop, video projector and screen, Wi-Fi.
28 March 2019 from 13:00 to 14:00	Light lunch	Light lunch organised in a separate space. Preferable standing catering service for 80 pax.
28 March 2019 from 14:30 to 16:30	Meeting room for a coordination meeting with BleuTourMed partners	1 Meeting room equipped with projector and/screen, table and chairs. The meeting will be attended by 20 persons.

Conference room - Requirements:

- Room must be clean, safe and full available to accommodate all participants;
- Room must be equipped with a conference table for speakers and chairs, audio visual equipment, laptop or PC, video projector, internet connection for the organiser and Wi-Fi for the participants;
- The service provider must guarantee the correct performance of the audio visual and IT equipment during the whole time of the workshop.

N. 4 Rooms for n.4 working groups - Requirements:

- Rooms must be clean, safe and full available to accommodate all participants;
- Room must be equipped with tables (or one big table) and chairs, video projector or LCD Screen, flip chart, internet and/or Wi-Fi for the participants.
- The service provider must guarantee the correct performance of the audio visual and IT equipment during the whole time of the workshop.

Catering service - Requirements:

- Coffee breaks, light lunches and networking cocktail will be served with a standing buffet;
- Catering service must be plastic free;
- Light lunches and networking cocktail should have local and traditional food.
- The service provider must have adequate, experienced and skilled workforce in provision of catering services and being able to communicate in English;
- For lunch and networking cocktail there should be different type of foods/meals which should at least contain, meat, fish, side dishes (vegetables fresh and sauté, salad), bread products, dessert, fruit, coffee, mineral water and other drinks.
- For coffee breaks there should be different types of food and beverage (such as tea, coffee, juice/soft drinks and mineral water, etc.);

Eligibility requirements

- The request for quotation will be sent by the AIE only to 3 potential service providers established in Split (Croatia) and preselected through a market research;
- Service providers shall have full technical ability to perform the service described in this Tor;

Submission of the offer and quotation

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

Instruction to Proposers	Specific Requirements
Deadline for the offer submission	02 March 2019 - by 12:00 a.m. 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 a clear description of the services provided and with the economic offer to the following email address: secretariat@adriaticionianeuroregion.eu
Language for submitting the offer	English
Ceiling amount	The economic offer must not exceed the amount of 74.300 Kuna (around 10.000 €)
Currencies	Kuna (conversion in Euro will be highly appreciated)

Invitation process, selection and award criteria

The AIE will invite at 3 service providers to send a bid. The companies have been identified through an exploratory market research conducted via web, 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 12:00 on 02 March 2019 - by 12:00 a.m.** to the email: secretariat@adriaticionianeuroregion.eu

The offer must be signed with the indication in figures of the unit prices (VAT included), description of the service, specification of Menu and description of the conference and meeting rooms.

The economic offer must not exceed the amount of 74.300 Kuna (around 10.000 €).

The offers received after the aforementioned deadlines will not be evaluated. The sending of the offer does not in any way constrain the AIE to request the services in question.

The AIE will evaluate the offers and respective quotations on the basis of the best value for money compared with the service offered.

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.

The results of the selection procedure will be communicated to the awarded company.

Invoicing and Payment Conditions

Conditions for the payment:

- Satisfactory acceptance of services;
- Submission by the service provider of a detailed invoice.

The awarded service provider shall invoice full services to AIE provider in an single invoice with the total amount soon after the conclusion of the workshop.

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

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

Invoice object: "BleuTourMed_C3 Project - Ref : 1610 | 2MED15_3.1_HP_011 (Interreg Med Programme 2014-2020) – Renting conference rooms and catering service for the Workshops of the MED Sustainable Tourism Community in Split (Croatia) on 26-27-28 March 2019

Description: Details of the services provided with the unit prices (VAT included).

Please note that AIE is not in the condition to pay in advance the invoice.

Contacts

For more information, please contact the AIE Secretariat:

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