

Framework Contract For Organisation Of Events Outside Of Poland

Terms of reference

**Annex II to the Invitation to Tender no
Frontex/OP/800/2018/KM**

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2. Background information

European Border and Coast Guard Agency (Frontex) with its seat in Warsaw at Europejski Square, seeks to conclude a contract for provision of a broad range of conference and event organisation services.

One of objectives of Frontex is to coordinate the cooperation between the Member States allowing key border and coast management institutions to share experiences, knowledge and best practices in the field of border control, therefore meetings and events, as a forum of expertise, are considered an important element of Frontex activity. Meetings, conferences and other events are often organised at different venues outside of Frontex Headquarters and in many countries within the EU as well as outside Europe. Very often events are also attended by high level officials from the EU Member States and high level representatives of other partners of Frontex. Participants of Frontex events are usually of different cultural backgrounds, therefore the services must be adopted to an international environment.

Within the last two years Frontex has organised over 200 events outside of Poland. The number of the events is still growing, an estimated number of the events for 2018 is around 140-150.

During the last years the usual locations were EU cities, e.g. Amsterdam, Athens, Catania, Brussels, Bratislava, Bucharest, Budapest, Helsinki, Innsbruck, Limassol, Lisbon, Ljubljana, Luebeck, Madrid, Malaga, Munich, Oslo, Paris, Porto, Prague, Riga, Rome, Sofia, Zagreb, Tallin, Turku, Valetta, Vienna, Vilnius, Zagreb, but also there were many events organized in non-EU locations like Ankara (Turkey), Tirane (Albania), Tbilisi (Georgia), Accra (Ghana), Nairobi (Kenia), Nouakchott (Mauritania), Dimitrovgrad (Serbia), Kumanovo (the Fformer Yugoslav Republic of Macedonia), Niamey (Niger), Dakar (Senegal), Reykjavik (Iceland), Kiev (Ukraine). The locations may change in the future as the conferences and meetings are linked to the areas of Frontex activities. Therefore the examples indicated above should not be considered as binding.

Events in Poland are covered by a separate framework contract, however, if required, Frontex reserves the right to include Poland in the area of subject of the contract.

3. Services required

The specific tasks required under the contract are: market research, obtaining offers from potential sub-contractors, negotiating best conditions of offers, preparing comparisons of offers, contracting services and supplies on behalf of Frontex, covering payments of advances and final payments after the events. Additionally, if specifically requested by Frontex, the presence of contractor's staff on the spot in order to assist in coordinating the event.

3.1. Contractor's responsibilities

The Contractor shall provide professional and client-oriented approach to all services rendered for Frontex.

3.1.1. Contractor's responsibilities

- a) Conducting market research in order to find most appropriate service providers in terms of price in accordance with Frontex requirements indicated in the request for services form (Appendix 1);
- b) Sourcing and tendering contractors including negotiating the best conditions of the offers obtained;
- c) After receiving written confirmation by Frontex in a form of a specific order, finalising logistic arrangements with the selected hotel, venue and other service providers and suppliers;
- d) Management of contacts with third parties - other public institutions;
- e) Before each event drafting a summary of the arrangements made and providing it to Frontex at least 10 working days before the event, including full updated information on the event (e.g. full address and telephone numbers including mobiles, e-mail addresses of the venue, hotel, restaurant, transportation or interpretation company; numbers of reservations made up to date, contact names etc.);

- f) Making payments for arranged service including agreeing the payments schemes with service providers and making pre-payments if necessary;
- g) Making tentative or guarantee hotel room reservations for the conference/meeting participants according to the payments solution chosen by Frontex and received in the specific order;
- h) If specifically requested, assisting or providing coordination of the event on the spot and making payments by cash to participants.

3.1.2. Financial interest

While making the above mentioned arrangements and bookings on behalf of Frontex the contractor shall make every effort to protect Frontex financial interest. In particular the contractor will:

- a) Negotiate for Frontex the best terms and prices, make use of the special discounts whenever possible;
- b) Apply its own current agreements and discount prices with domestic and foreign hotels;
- c) Optimize the use of Frontex negotiated deals whenever possible;
- d) Propose any other steps to obtain best prices available and reduce costs;
- e) Make all efforts to minimize costs in case of last minute changes in the number of participants or their travel itinerary, cancellations, etc.

Additionally, the Contractor should demonstrate a maximum flexibility in adopting changes in requirements provided by Frontex due to the unpredictable factors (like change in number of participants, etc.) in order to minimise the costs.

Particular attention should be paid to the events organized outside the EU in terms of choosing the service providers and minimizing the risks that may arise.

The Contractor should take all possible measures to avoid double commissioning the services. All additional commissions/fees born while subcontracting the services should be covered by the Contractor and not included in financial offer.

3.2. Services to be arranged

The services required will be indicated in the request for services form (Appendix 1) sent to the contractor before the planned event. The contractor should arrange the services in line with the instructions/specific order received from Frontex.

Below is the indication of most required services to be organised under the contract. The below list is indicative as each event may require different type and number of services.

The services under the contract relate to the administrative and coordination support of organisation of conferences and events. The presence of Contractor's staff during the events will usually not be required, only in exceptional cases, on the request and will be indicated in the request for services form (Appendix 1).

3.2.1. Venue

Standard conference package/conference room booking includes:

- a) Rental of a conference room;
- b) Set up of technical equipment such as PC/laptop with connection to internet, multimedia projector, screen, flipchart(s), multiphones and sound system whenever requested;
- c) Arrangement of appropriate space for catering services in proximity of the conference room;
- d) Rental of additional rooms such as small meeting rooms, business centre (printer, xerocopy machine), press room(s) whenever it is required, interpretation booths space.

All details in relation to the technical equipment required will be indicated in the request for services form (part III Venue).

3.2.2. Hotel accommodation

The contractor will be responsible for the following tasks in order to arrange the hotel accommodation for the event:

- a) Identify suitable quality hotels (five or four stars; exceptionally, after Frontex confirmation, three stars in case 4 or 5 star hotels are not available), single/double rooms used as single ones/double rooms, including breakfast);
- b) The same quality and comfort of the hotel rooms and the same location (possibly) should be provided for all guests participating in an event and as many rooms as possible should be booked in a minimum number of hotels (preferably in one hotel);
- c) Negotiate best prices in accordance with the maximum hotel allowance ceilings for a given location according to Appendix 2;
- d) Negotiate penalties and no-show-up policies as well as cancellation policies and include it in technical offer;
- e) Tentative or guarantee reservation of the hotel rooms for participants of the meeting as well Frontex staff, whenever it is requested.

As regards the payment for hotel accommodation there are three possible solutions that will be used under the contract:

1) Payments made individually by participants

As a rule, Frontex requests only pre-booking of hotel rooms and the cost of hotel accommodation is covered individually by the participants. In such cases the cost of hotel accommodation is not included in the specific order and therefore this cost is not covered/paid by the contractor.

In this situation the contractor will be responsible for booking the rooms with the quantities and rates included in the request for services form/hotels offer and make sure that the final date for bookings is established according to the deadline indicated in the request for services form and the rooms are kept by the hotel until this deadline, unless agreed otherwise with Frontex at the time of signing the specific order.

In exceptional cases, if specifically requested by Frontex, the Contractor will be asked to guarantee the reservation with its own financial means, but in such a situation it will be included in the specific order. The management of such guarantee will be agreed bilaterally between Frontex and the Contractor on a case by case basis.

2) Payments made by Frontex Travel Agency

For Frontex staff travelling to the event the internal mission rules are applicable. Those mission rules will specify how the payments for hotel accommodation should be made, depending on the system applied at the time of booking the mission by a given Frontex staff.

Currently, the hotel accommodation of Frontex staff is covered by Frontex Travel Agency (external contractor) and in this case the hotel accommodation will need to be booked by the Contractor and will be paid by Frontex Travel Agency directly to the hotel. Therefore, in this case, it will not be included in the specific order.

The same payment method can be applied to some special Frontex guests. This information will be provided in the request for services form (Appendix 1) - part II Hotel Accommodation.

3) Payments made by the Contractor

In some other cases the hotel accommodation will be included in the specific order and therefore should be covered/paid by the contractor. It will mean, that the hotel accommodation is covered by Frontex and will be reimbursed to the Contractor with the payment for the given specific order.

The proportion between those three above payment methods may vary depending on the Frontex policy at the time of issuing the specific order.

3.2.3. Catering services

Details regarding the catering services (number of participants, type of meals and refreshments) will always be indicated on the request for services part IV Catering.

Usually, catering services are coffee breaks, lunches, lunch boxes (to be taken out), icebreakers, and dinners offered by hotels or local restaurants.

In general regional specificities should be respected unless otherwise requested by Frontex. All meal types should be included i.e. meat, fish and vegetarian options.

3.2.4. Interpretation services

The contractor will be responsible for selection of the company that will provide high quality interpretation services adequate to Frontex requirements. Interpretation services will be requested on a case by case basis, all details will be indicated in the request for services - part V Interpretation services. Both simultaneous cabin interpretation and/or consecutive interpretation services can be required. In exceptional cases, Frontex reserves the right to use the existing Interpretation services contract, which will be indicated in the request for services form.

3.2.5. Transportation services

Transportation services may be required from/to hotel and airport as well as between the hotel and restaurant in case of an official dinner, but also in other cases.

Number of transport means and its type will depend on the number of passengers and location of the destinations.

All details regarding routes, estimated number of passengers and time schedule will be indicated in the request for services form - part VI Transportation services.

3.2.6. Other services

Beside the above-mentioned services the contractor can be asked to arrange other services related to the events e.g. security, graphic design and printing services, rental of other ICT equipment, technical assistance, organisation of the open-air events (with all necessary technical equipment), audio/video recording services, etc.

Those requirements will be indicated in the request for services form - part IX Other services.

3.3. Additional services provided by the contractor

3.3.1. On-spot coordination support

Usually, persons involved in organising the event at the side of Frontex or cooperating institution will be present at the event and arrive in advance (e.g. the day before the event) to make sure that all arrangements are in line with the offers and the specific order. However, it may happen that assistance from the contractor's side is needed for the proper execution of the specific order on the spot and providing solutions for the possible complications. Therefore, the contractor should designate the persons among its team to provide its support at the event and before the event. The need for the assistance will be indicated in the request for services form. The fee for the assistance should be indicated in the financial offer of the contractor. In addition to the fee for provision of this service the contractor will receive reimbursement of travel and accommodation costs in line with art. 1.5.3 of the contract.

3.3.2. Payments by cash to participants

Generally, Frontex reimburses costs related to the participation in Frontex conferences and trainings to the institutions delegating the participants. Given that some participants representing countries from outside of the EU require that the payments of DSAs, visas and insurance are paid in cash at the time of their arrival to the place of the event, the service of payments of cash may be required under the contract.

Given the above, if requested on the specific order, the contractor will reimburse in cash to the participants of the event the Daily Subsistence Allowance, visa and insurance amounts.

Since this task will need to be performed at the place of the event, and therefore contractor's representative will need to travel to the place of the event, the travel and accommodation costs will be reimbursed to the contractor in line with art I.5.3 of the contract.

This service may be required at the events held within the EU as well as outside of the EU.

4. Contract implementation

4.1. Request for services

In appropriate time before the event, the authorized Frontex staff will contact the contract manager at the side of contractor by sending an e-mail with a request for services. The template of the request form is included in Appendix 1. The form will indicate the location of the event, date and time, estimated number of participants and all services to be arranged as well as the contact details to the Cooperating institution if applicable for the event in question.

Contractor shall analyse the information indicated therein and, if needed, can request additional info from the person indicated on the form as a Frontex project manager responsible for the event.

4.2. Selection of suppliers

The rules concerning the selection of suppliers depend on the value of the services and are as follows:

4.2.1. Services of a value below EUR 15 000

In case the total cost of the event (including the cost of accommodation for all participants) or particular service that needs to be contracted separately (e.g. catering, interpretation, transportation etc.) **is lower than EUR 15 000** gross value (including VAT) the contractor shall present **at least one offer** from a hotel, conference venue or other service provider for Frontex approval unless the venue/service provider has been already clearly indicated by Frontex in the request for services.

All prices indicated in offers shall include VAT.

The final comparison of offers together with specific offers must be presented to Frontex not later than within three (3) working days from the receipt by the Contractor of the formal request with the request for services form (Appendix 1).

The final result/comparison of offers must be composed of the technical offer and financial offer. The technical offer must be made on the basis of the example included in Appendix 4. The financial offer must reflect sections of the request form for services and indicate prices for the specific services indicated therein for all options/offers received. At this stage the currency of the payment for the services must be agreed with service providers and included in the financial offer sent to Frontex.

Frontex may indicate a specific location (hotel, venue, company, etc.) where the conference is planned to be organized. In such cases the contractor shall be responsible for finalizing all the logistic arrangements with the indicated service providers and suppliers and provide logistic support during the event, as well as for making payments.

4.2.2. Services of a value between EUR 15 000 and EUR 60 000

In case when the total cost of the event (including the cost of accommodation for all participants) or particular service that needs to be contracted separately (e.g. interpretation, transportation etc.) is equal or exceeds **15 000 EUR but less than 60 000 EUR** the Contractor shall identify **at least four (4)** potential candidates (service providers) and send in writing (by e-mail) the request for offers to all identified candidates (service providers).

The request for offers needs to indicate all details of the services required, be sent simultaneously to all candidates (service providers) and include the same information. All candidates (service providers) shall be treated equally and the information must be given in a transparent manner. The copy of this correspondence must be afterwards submitted to Frontex together with the offers.

All prices indicated in offers should include VAT.

The offers need to clearly specify each type of the cost of the event separately (e.g. room rent, catering, technical equipment, accommodation, transportation) per each day of the event.

The final result/comparison of offers together with specific offers and further correspondence must be presented to Frontex not later than within five (5) working days from the receipt by the contractor of the formal request with the request for services form (Appendix 1).

The final result/comparison of offers must be composed of the technical offer and financial offer. The technical offer must be made on the basis of the example included in Appendix 4. The financial offer must reflect sections of the request form for services and indicate prices for the specific services indicated therein for all options/offers received. At this stage the currency of the payment for the services must be agreed with service providers and included in the financial offer sent to Frontex.

Frontex will make the decision based on the offers/options received from the contractor. Until the decision is made by Frontex the Contractor must do its best to prolong the validity of offers and keep Frontex personnel updated with this information in order not to lose any options/offers received.

In exceptional cases Frontex may indicate a specific location (hotel, venue, company, etc.) where the conference is to be organized. In such cases the contractor shall be responsible for finalizing all the logistic arrangements with the indicated service providers and suppliers and provide logistic support during the event, as well as for making payments.

4.2.3 Services of a value above EUR 60 000

In case when the total cost of the event (including the cost of accommodation for all participants) or particular service that needs to be contracted separately (e.g. interpretation, transportation etc.) **is equal or exceed 60 000 EUR** the contractor shall identify **at least five (5)** potential candidates (service providers) and send in writing (by e-mail) the request for offers to all identified candidates.

The request for offers need to indicate all details of the services required, be sent simultaneously to all candidates (service providers) and include the same information. All candidates shall be treated equally and the information must be given in a transparent manner. Copy of this correspondence must be afterwards submitted to Frontex together with the offers.

All prices indicated in offers should include VAT.

The final result/comparison of offers together with specific offers and further correspondence must be presented to Frontex no later than within ten (10) working days from the receipt by the contractor of the formal request with the request for services form (Appendix 1).

The final result/comparison of offers must be composed of the technical offer and financial offer. The technical offer must be made on the basis of the example included in Appendix 4. The financial offer must reflect sections of the request form for services and indicate prices for the specific services indicated therein for all

options/offers received. At this stage the currency of the payment for the services must be agreed with service providers and included in the financial offer sent to Frontex.

Frontex will make the decision based on the offers/options received from the contractor. Until the decision is made by Frontex the Contractor must do its best to prolong the validity of offers and keep Frontex personnel updated with this information in order not to lose any options/offers received.

In exceptional cases Frontex may indicate a specific location (hotel, venue, company, etc.) where the conference has to be organized. In such cases the contractor shall be responsible for finalizing all the logistic arrangements with the indicated service providers and suppliers and provide logistic support during the event, as well as for making payments.

4.3. Contracting services

4.3.1. Contracts and payments made by the Contractor

Based on the comparison of prices and specific offers presented by the contractor, Frontex will make a final decision concerning selection of the venue and service providers and it will prepare and send to the contractor a specific order in accordance with the template given in Annex III to the Contract.

The costs of services (including VAT) to be covered by the contractor will be indicated in the specific order.

Depending on the order, there may be contingency added - up to 10% of the costs to be covered - for unforeseen additional costs or changes in quantities of services ordered.

Contractor, immediately after receiving the specific order, shall arrange the services in line with the specific order. It should sign appropriate contracts and pay necessary advances.

In general, Frontex at that stage will not pay to the contractor the advance payments. However, Frontex may decide to pay to the contractor the advance payment required to arrange the contracted services if the value of the specific order exceeds EUR 30 000.

4.3.2. Currencies

The costs indicated in the specific order will be always expressed in Euro. Usually, it is desirable that all prices in sub-contractor's offers and payments for services covered are in Euro currency. In case it is not possible (outside the Euro zone or outside the EU), the costs should be indicated in local currency and the total price (value of the given option) should be converted into Euro according to the monthly exchange rate, published at InfoEuro European Commissions's site:

<http://ec.europa.eu/budget/infoeuro/index.cfm?fuseaction=home&SearchField=&Period=2009-3&Delim=,&Language=en>.

The conversion into Euro of total value of services is necessary for the comparison of offers/options received by Frontex on which it makes the decision on the selection of the final service provider. Therefore the total value of the option must be always converted into euro in case the payment for the service will be made in local currency.

In order to cover potential exchange rate variations at the stage of payment by Frontex, a contingency of app. 5% of the total value of the related costs will be added on the specific order by Frontex. In case it is not done, Contractor should verify with Frontex this issue and request amended specific order.

4.3.3. VAT

The contractor should obtain offers with prices including VAT. The amounts contracted and covered under contracts with sub-contractors should be VAT included.

Given that Frontex is VAT exempted, it will not add VAT on its specific orders if the contractor is registered outside of Poland. In case of Polish companies, the VAT will be applied on specific orders and recovered afterwards from Polish Tax Authorities. However, this concerns only VAT applicable to the services provided by the contractor. All

services contracted by the contractor in line with the specific order and provided by other economic operators will be reimbursed by Frontex in gross values (including VAT).

4.3.4. Contracting other public institutions

Frontex may require that the services to be covered are provided by other public institutions cooperating with Frontex e.g. Police Academies, Border Guard and Maritime Training Centres, local and national public authorities. Usually in such cases Frontex will provide the Contractor with the offer of the institution in question listing the services and costs to be contracted. The Contractor will be responsible for contracting the services and paying the applicable advances. Contractor should propose its own contract that can be used in order to contract the services in this respect.

4.4. Additional services provided by the contractor

4.4.1 On-spot coordination support

If requested by Frontex on the specific order, the Contractor will assign the person(s) among its team members to provide on-site support before and/or during the event. Most welcomed solution would be that the person which was making the market research and obtaining the offers and afterwards preparing the cost-summary is designated to provide this on-spot support. In any case the person designated to provide the support should have the throughout knowledge about the requirements of Frontex, services contracted and the arrangements made with the sub-contractors/service providers by the Contractor at the time of signing the contracts.

4.4.2 Payments by cash to participants

If requested by Frontex the Contractor will be required to travel to the place of the event to pay the DSA's amounts, insurances or costs of visas to participants of the event by cash. Frontex, either at the place of the event or few days before the event, will provide the Contractor with the most updated list of participants to which the payments should be made and the applicable amounts. The Contractor should make sure that it has the cash required and obtain all necessary permissions and insurances aligned with this service.

The contractor should provide the proof of payment for each participant as well as obtain from each participant the confirmation of receiving the cash - it may be in a form of participant's signature on the cash-payments list. The cash-payments list (or any other form of confirmation developed by the contractor) will afterwards constitute a supporting document attached to the invoice issued for Frontex as one of the proofs for costs covered by the Contractor.

For providing this service the contractor will receive at the time of payment for services made by Frontex:

- reimbursements of payments by cash made in line with the specific order, plus
- the contractor's fee indicated in the financial offer and
- reimbursement of travel and accommodation costs according to art 1.5.3 of the contract.

All elements mentioned above should be listed separately on the invoice or list of costs submitted to Frontex after the event.

4.5. Payments and invoicing

The contractor shall cover and pay to the identified third party (hotel, restaurant, conference venue and other service providers) the costs for services requested by Frontex.

After the event, Frontex will reimburse to the contractor the costs incurred by him in relation to the services indicated on the specific order, based on supporting documents (invoices) issued by service providers. If the order relates to several different services covered by different invoices the contractor should submit with its own invoice a supporting document (list of costs) that indicates the amounts contracted and paid in order to facilitate the acceptance of the invoice by Frontex.

In case of costs incurred by the contractor in a currency other than Euro, an additional supporting document will be required - excerpt from the relevant bank statement, showing the cost paid in the original currency and its equivalent in Euro with indication of the exchange rate applied. In case the exchange rate is not indicated on the bank statement, the excerpt from the exchange rates table should be provided to support information indicated on the invoice / list of costs.

The contractor shall issue separate original invoices for each specific order not later than 30 days after the event/delivery of services.

In addition to the costs covered by the Contractor, Frontex will pay to the contractor the fee for services provided, indicated in the contractor's offer.

The invoice must clearly indicate the specific order number (including FRO. element), specify reimbursable costs and the contractor's fee separately. The invoice must be submitted together with the signed order.

The contractor must provide invoices showing the total net amount (without VAT), VAT amount and gross amount. The contractor's fee shall be calculated from the costs inclusive of VAT unless this VAT is deductible or refundable.

Payment due to the contractor shall be made by Frontex via the bank transfer within 30 days from receipt and acceptance of the invoice.

4.6. Cancellations

The cancellation policies for all orders should be always indicated by the contractor in technical offer.

The Contractor must make all efforts to minimise any penalties to be incurred by Frontex in case of short notice cancellations.

In case of cancellation, Frontex will cover penalties to be incurred by the Contractor for each specific service. The Contractor must be able to supply the documents confirming the penalty amounts for each service separately.

Penalties attributable to the fault of the Contractor will not be considered for reimbursement by Frontex.

4.7. Team

The contractor should create the Frontex Events Team designate to provide services under the contract. As Frontex organises many events at the same time the size and composition of the team is crucial element of the contract performance.

The main team - Frontex Events Team - should be composed of at least three (3) persons. Additionally, the supporting staff should be available in order to guarantee continuity of services in case of peak periods, sicknesses, leaves and other absences of the main team members.

All contact persons involved must be able to communicate fluently in English (at least C1 level).

Other EU languages e.g. French, German, Spanish, Italian may also be required to communicate with sub-contractors, therefore, the team should be composed in such a way to enable fluent communication in many languages. The minimum level of knowledge of these additional languages is B2.

Any changes in the main team shall be communicated to Frontex in writing. The CVs of a personnel proposed as a replacement should be submitted to Frontex for its approval at least two weeks in advance. The staff proposed must have at least the same level of qualifications (both experience and language skills) to the staff replaced. If this condition is not fulfilled Frontex reserves the right to refuse the replacement.

4.8. Hot line

For the period of the event the contractor should establish a 'hot line' or 'help desk' to enable emergency contacts and interventions in case of any problems with the arranged services.

The composition and contact details of this 'hot line' or 'help desk' should be indicated in the contractor's technical offer.

Appendixes:

Appendix 1 - Request for services form

Appendix 2 - Hotel accommodation and daily subsistence allowances lists

Appendix 3 - Example of the technical offer

Appendix 1

REQUEST FOR SERVICES FORM
Framework contract Frontex/OP/800/2018/KM

I. GENERAL INFORMATION	TITLE OF THE EVENT	
	DATES OF THE EVENT (AND TIME IF APPLICABLE)	
	LOCATION (CITY/COUNTRY)	
	ESTIMATED NUMBER OF PARTICIPANTS	
	ADDITIONAL INFORMATION	
	FRONTEX RESPONSIBLE PERSON, CONTACT DETAILS (PLS MULTIPLY IF APPLICABLE)	Name: E-mail: @frontex.europa.eu Tel.: + ..
	IN CASE OF EVENTS ORGANISED TOGETHER WITH COOPERATING INSTITUTION:	
	COOPERATING INSTITUTION CONTACT DETAILS INCLUDING CONTACT PERSON	Institution name: Address: Contact person: E-mail: Tel.:
	SERVICES PROVIDED BY THE COOPERATING INSTITUTION FREE OF CHARGE (E.G. VENUE, CATERING)	VENUE: (ADDRESS)
	SERVICES PROVIDED BY THE COOPERATING INSTITUTION NOT FREE OF CHARGE (TO BE CONTRACTED IN LINE WITH THE INSTITUTION'S OFFER ATTACHED AND REIMBURSED BY THE CONTRACTOR)	
OTHER RELEVANT INFORMATION		

SERVICES TO BE ARRANGED BY THE CONTRACTOR

II. HOTEL ACCOMMODATION	
Hotel accommodation	REQUIREMENTS/DETAILS PROVIDED BY FRONTEX
RECOMMENDED HOTELS	
Contacts if available	
Maximum rate per room per night	
Total number of single rooms to be booked (including dates)	
Number of rooms for Frontex staff and other participants to be covered by Frontex Travel Agency: (including dates)	
Deadline for booking	
Number of rooms to be paid individually by participants: (including dates)	
Deadline for bookings	
Number of rooms for participants to be covered by the Contractor: (including dates)	
Deadline for booking	
Additional information:	

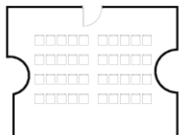
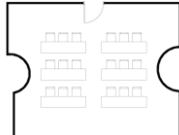
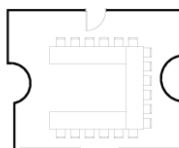
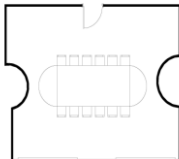
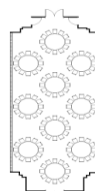
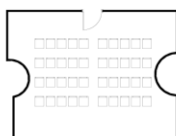
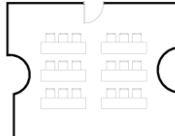
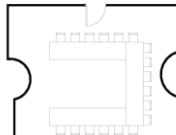
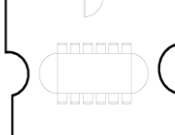
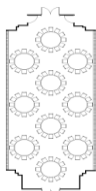
III. VENUE	
MAIN CONFERENCE ROOM	REQUIREMENTS/DETAILS PROVIDED BY FRONTEX
CAPACITY OF MAIN CONFERENCE ROOM (NUMBER OF SEATS)	Capacity: Date: Time:
ARRANGEMENT OF TABLES	<div> <input type="checkbox"/> THEATRE  </div> <div> <input type="checkbox"/> CLASSROOM  </div> <div> <input type="checkbox"/> U-SHAPE  </div> <div> <input type="checkbox"/> BOARDROOM  </div> <div> <input type="checkbox"/> BANQUET  </div>
	Additional requirements:
COMPUTER/LAPTOP	
MICROPHONE/MULTIPHONE	
SPEAKERS	
BEAMER	
FLIPCHART	
SCREEN	
BALL PEN	
NOTEBOOKS/PAPERS	
PRINTER total maximum number of pages to be printed:	

PHOTO COPY MACHINE total maximum number of copies required:	
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ADDITIONAL (SMALLER) CONFERENCE ROOMS if applicable	REQUIREMENTS/DETAILS PROVIDED BY FRONTEX
NUMBER OF CONFERENCE ROOMS:	
CAPACITY - NUMBER OF SEATS IN EACH ROOM	Capacity: Date: Time:
ARRANGEMENT OF TABLES	<div> <input type="checkbox"/> THEATRE  </div> <div> <input type="checkbox"/> CLASSROOM  </div> <div> <input type="checkbox"/> U-SHAPE  </div> <div> <input type="checkbox"/> BOARDROOM  </div> <div> <input type="checkbox"/> BANQUET  </div>
	Additional requirements:
COMPUTER/LAPTOP	
MICROPHONE/MULTIPHONE	
SPEAKERS	
BEAMER	
FLIPCHART	
SCREEN	
BALL PEN	
NOTEBOOKS/PAPERS	

IV. CATERING SERVICES				
Date and time	Coffee break morning	Lunch	Coffee break afternoon	Dinner
Number of persons: (please add rows if necessary)				
Additional requirements:				
Recommended service providers (if available)				
Name:				
Address:				
Contact person:				
E-mail:				
Website:				

V. INTERPRETATION SERVICES	
Languages required:	
Dates and time:	
Simultaneous/consecutive?	
Technical equipment	
Interpretation booths	
Receivers (number)	
Additional information	
VI. TRANSPORTATION SERVICES	
Route 1	
Date:	
Estimated time:	
From:	
To:	
Number of persons:	
Additional requirements:	
Route 2	
Date:	
Estimated time:	
From:	
To:	
Number of persons:	
Additional requirements:	
Route 3	
Date:	
Estimated time:	
From:	
To:	
Number of persons:	

Additional requirements:	
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VII. COORDINATION SUPPORT ON THE SPOT	
Dates:	
Number of staff needed:	
Tasks to be managed:	
Additional Requirements:	
VIII. PAYMENTS IN CASH	
Date when service needs to be performed:	
Number of participants for which the payment in cash needs to be made:	
Cost category: Amount: Currency:	
Additional Requirements:	

IX. OTHER SERVICES	

Appendix 2

HOTEL ACCOMODATION AND DAILY SUBSISTENCE ALLOWANCES LISTS

(the tables below are indicative only and will be updated periodically in accordance with the published subsequently relevant EC decisions)

FOR COUNTRIES WITHIN THE EUROPEAN UNION

<i>Country</i>	<i>Maximum rate of daily subsistence allowance (EUR)</i>	<i>Maximum rate of accommodation (EUR)</i>
<i>Austria</i>	95	130
<i>Belgium</i>	92	140
<i>Bulgaria</i>	58	169
<i>Croatia</i>	60	120
<i>Cyprus</i>	93	145
<i>Czech Republic</i>	75	155
<i>Denmark</i>	120	150
<i>Estonia</i>	71	110
<i>Finland</i>	104	140
<i>France</i>	95	150
<i>Germany</i>	93	115
<i>Greece</i>	82	140
<i>Hungary</i>	72	150
<i>Ireland</i>	104	150
<i>Italy</i>	95	135
<i>Latvia</i>	66	145
<i>Lithuania</i>	68	115
<i>Luxembourg</i>	92	145
<i>Malta</i>	90	115
<i>Netherlands</i>	93	170
<i>Poland</i>	72	145
<i>Portugal</i>	84	120
<i>Romania</i>	52	170
<i>Slovakia</i>	80	125
<i>Slovenia</i>	70	110

<i>Spain</i>	87	125
<i>Sweden</i>	97	160
<i>United Kingdom</i>	101	175

FOR COUNTRIES OUTSIDE THE EUROPEAN UNION

<i>DESTINATION</i>	Daily subsistence allowance in euros	Hotel ceiling in euros
<i>Afghanistan</i>	50	75
<i>Albania</i>	50	160
<i>Algeria</i>	85	85
<i>American Samoa</i>	70	135
<i>Andorra*</i>	68.89	126.57
<i>Angola</i>	105	175
<i>Anguilla</i>	75	140
<i>Antigua and Barbuda</i>	85	140
<i>Argentina</i>	75	210
<i>Armenia</i>	70	210
<i>Aruba</i>	80	185
<i>Australia</i>	75	135
<i>Azerbaijan</i>	70	200
<i>Bahamas</i>	75	115
<i>Bahrain</i>	80	195
<i>Bangladesh</i>	50	140
<i>Barbados</i>	75	140
<i>Belarus</i>	90	135
<i>Belize</i>	50	135
<i>Benin</i>	50	100
<i>Bermuda</i>	70	140
<i>Bhutan</i>	50	130
<i>Bolivia</i>	50	100
<i>Bonaire</i>	90	185
<i>Bosnia-Herzegovina</i>	65	135
<i>Botswana</i>	50	135

<i>Brazil</i>	65	180
<i>British Virgin Islands</i>	75	140
<i>Brunei</i>	60	165
<i>Burkina Faso</i>	55	90
<i>Burundi</i>	50	115
<i>Cambodia</i>	50	115
<i>Cameroon</i>	55	105
<i>Canada</i>	65	165
<i>Cape Verde</i>	50	75
<i>Cayman Islands</i>	60	135
<i>Central African Republic</i>	60	80
<i>Chad</i>	65	145
<i>Chile</i>	70	175
<i>China</i>	55	155
<i>Columbia</i>	50	120
<i>Comoros</i>	50	85
<i>Congo(Democratic Republic)</i>	105	140
<i>Congo(Republic)</i>	70	115
<i>Cooks Island</i>	50	135
<i>Costa Rica</i>	50	140
<i>Côte d'Ivoire</i>	60	130
<i>Croatia</i>	60	120
<i>Cuba</i>	75	150
<i>Djibouti</i>	65	170
<i>Dominica</i>	75	140
<i>Dominican Republic</i>	60	170
<i>East Timor</i>	50	110
<i>East Timor</i>	50	110
<i>Ecuador</i>	50	140
<i>Egypt</i>	65	140
<i>El Salvador</i>	55	125
<i>Equatorial Guinea</i>	60	85

<i>Eritrea</i>	50	80
<i>Ethiopia</i>	50	145
<i>Federal Republic of Yugoslavia (Serbia and Montenegro)</i>	80	140
<i>Fiji</i>	50	120
<i>French Guyana</i>	55	140
<i>French Polynesia</i>	60	135
<i>Gabon</i>	75	115
<i>Gambia</i>	50	120
<i>Georgia</i>	80	215
<i>Ghana</i>	70	140
<i>Grenada</i>	75	140
<i>Guadeloupe</i>	65	115
<i>Guam</i>	60	135
<i>Guatemala</i>	50	125
<i>Guinea Bissau</i>	50	90
<i>Guyana</i>	50	160
<i>Haiti</i>	65	125
<i>Honduras</i>	50	125
<i>Hong Kong</i>	60	205
<i>Iceland</i>	85	160
<i>India</i>	50	195
<i>Indonesia</i>	50	145
<i>Iran</i>	55	145
<i>Iraq</i>	60	85
<i>Israel</i>	105	210
<i>Jamaica</i>	60	170
<i>Japan</i>	130	275
<i>Jordan</i>	60	135
<i>Kazakhstan</i>	70	175
<i>Kenya</i>	60	165
<i>Kiribati</i>	60	145
<i>Kuwait</i>	85	195

<i>Kyrgyzstan</i>	75	180
<i>Laos</i>	50	145
<i>Lebanon</i>	70	190
<i>Lesotho</i>	50	100
<i>Liberia</i>	85	150
<i>Libya</i>	50	175
<i>Liechtenstein</i>	80	95
<i>Macao</i>	55	95
<i>Macedonia</i>	50	160
<i>Madagascar</i>	50	105
<i>Malaysia</i>	50	160
<i>Malawi</i>	50	165
<i>Maldives</i>	50	135
<i>Mali</i>	60	95
<i>Marshall Islands</i>	50	135
<i>Martinique</i>	70	110
<i>Mauritania</i>	50	75
<i>Mauritius</i>	60	140
<i>Mayotte</i>	50	110
<i>Mexico</i>	70	185
<i>Micronesia</i>	55	135
<i>Moldova</i>	80	170
<i>Monaco*</i>	72.58	97.27
<i>Mongolia</i>	70	90
<i>Montserrat</i>	55	140
<i>Morocco</i>	75	130
<i>Mozambique</i>	60	140
<i>Myanmar</i>	50	75
<i>Namibia</i>	50	85
<i>Nauru</i>	50	135
<i>Nepal</i>	50	135
<i>Netherlands Antilles</i>	90	185

<i>New Caledonia</i>	55	135
<i>New Zealand</i>	60	125
<i>Nicaragua</i>	135	135
<i>Niger</i>	50	75
<i>Nigeria</i>	50	185
<i>Niue</i>	50	135
<i>North Korea(P.D.R)</i>	50	180
<i>Northern Marianas</i>	70	135
<i>Norway</i>	80	140
<i>Oman</i>	70	135
<i>Pakistan</i>	50	130
<i>Palau</i>	50	135
<i>Panama</i>	50	160
<i>Papua New Guinea</i>	55	135
<i>Paraguay</i>	50	140
<i>Peru</i>	75	135
<i>Philippines</i>	60	150
<i>Puerto Rico</i>	65	140
<i>Qatar</i>	65	135
<i>Republic of Guinea</i>	50	135
<i>Réunion</i>	60	90
<i>Russia</i>	90	275
<i>Rwanda</i>	65	160
<i>Saint Lucia</i>	75	140
<i>Saint Vincent and the Grenadines</i>	75	190
<i>Samoa</i>	50	135
<i>San Marino*</i>	60.34	114.33
<i>São Tomé and Príncipe</i>	60	95
<i>Saudi Arabia</i>	85	195
<i>Senegal</i>	65	135
<i>Seychelles</i>	85	140
<i>Sierra Leone</i>	55	135

<i>Singapore</i>	75	150
<i>Solomon Islands</i>	50	120
<i>Somalia</i>	50	125
<i>South Africa</i>	50	145
<i>South Korea</i>	100	200
<i>Sri Lanka</i>	50	105
<i>St Kitts and Nevis</i>	85	185
<i>St Marteen</i>	90	185
<i>Sudan</i>	55	215
<i>Suriname</i>	55	125
<i>Swaziland</i>	50	90
<i>Switzerland</i>	80	140
<i>Syria</i>	80	145
<i>Taiwan</i>	55	200
<i>Tajikistan</i>	75	110
<i>Tanzania</i>	50	200
<i>Thailand</i>	60	145
<i>The Vatican*</i>	60.34	114.33
<i>Togo</i>	60	95
<i>Tokelau Islands</i>	50	135
<i>Tonga</i>	50	105
<i>Trinidad and Tobago</i>	60	115
<i>Tunisia</i>	60	85
<i>Turkey</i>	55	165
<i>Turkmenistan</i>	80	150
<i>Turksand and Caicos Islands</i>	55	135
<i>Tuvalu</i>	50	135
<i>Uganda</i>	55	180
<i>Ukraine</i>	80	190
<i>United Arab Emirates</i>	70	195
<i>United States of America (except New York)</i>	80	200
<i>United States of America (New York)</i>	100	275

<i>Uruguay</i>	55	160
<i>US Virgin Islands</i>	55	140
<i>Uzbekistan</i>	75	155
<i>Vanuatu</i>	60	110
<i>Venezuela</i>	85	125
<i>Vietnam</i>	50	205
<i>Wallis and Futuna Islands</i>	50	135
<i>West Bank and Gaza</i>	60	110
<i>Yemen</i>	60	165
<i>Zambia</i>	50	135
<i>Zimbabwe</i>	50	115
<i>Other countries</i>	60	145

* considered to be geographically part of :

- France: Monaco
- Italy: San Marino
- Italy: The Vatican
- Spain: Andorra

APPENDIX IV**TECHNICAL OFFER - EXAMPLE (TO BE FURTHER DEVELOPED BY THE CONTRACTOR)**

GENERAL INFORMATION	TITLE OF THE EVENT	
	DATES OF THE EVENT	
	LOCATION (CITY/COUNTRY)	
	CONTRACTOR'S RESPONSIBLE PERSON, CONTACT DETAILS	Name: E-mail: Tel.: + ..
	PAYMENTS BY CASH (IF REQUIRED) RESPONSIBLE PERSON, CONTACT DETAILS ETC.	
	MARKET RESEARCH MADE: (LIST OF CANDIDATES IDENTIFIED AND RESULT RECEIVED)	
OTHER RELEVANT INFORMATION		

I. OPTION I (MULTIPLY IF APPLICABLE)	
HOTEL'S NAME:	DETAILS
ADDRESS & CONTACT DETAILS	
LOCATION MAP	
OFFER'S VALIDITY DATE	

CANCELLATION POLICY OFFERED	
CONFERENCE ROOM OFFERED	
ACCOMMODATION OFFERED	
TECHNICAL EQUIPMENT	
CATERING	
TRANSPORTATION (FROM/TO THE AIRPORT IF REQUIRED)	
OTHER RELEVANT INFORMATION	

INTERPRETATION SERVICES (MULTIPLY IF APPLICABLE)	
SERVICE PROVIDER NAME:	DETAILS
ADDRESS & CONTACT DETAILS	
LANGUAGES OFFERED	

OFFER'S VALIDITY DATE (IF APPLICABLE)	
CANCELLATION POLICY OFFERED (IF APPLICABLE)	
INTERPRETERS' DETAILS (CVs if requested)	
OTHER RELEVANT INFORMATION	

TRANSPORTATION SERVICES (MULTIPLY IF APPLICABLE)	
SERVICE PROVIDER NAME:	DETAILS
ADDRESS & CONTACT DETAILS	
TRANSPORTATION MEANS OFFERED	
OFFER'S VALIDITY DATE (IF APPLICABLE)	
CANCELLATION POLICY OFFERED (IF APPLICABLE)	
OTHER RELEVANT INFORMATION	

RESTAURANT SERVICES (MULTIPLY IF APPLICABLE)	
SERVICE PROVIDER NAME:	DETAILS
ADDRESS & CONTACT DETAILS OF THE RESTAURANT	
LOCATION MAP	
OFFER'S VALIDITY DATE (IF APPLICABLE)	
CANCELLATION POLICY OFFERED (IF APPLICABLE)	
OTHER RELEVANT INFORMATION	