


### Lot 3: Organisation of corporate events

Criterion T1 — lot 3	
<b>The tenderer must prove experience of projects similar to the services described in lot 3 in the private and public sector at EU level</b>	
<b>Minimum level of capacity</b>	A minimum of 5 years' experience on similar projects.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
<b>Evidence</b>	<p>List of relevant services provided in the past 5 years and corresponding to all areas described in <b>section 2.3</b> with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.</p> <p>The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In the case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.</p>

Criterion T2 — lot 3	
<b>The tenderer must prove experience in the field of event organisation and management</b>	
<b>Minimum level of capacity</b>	At least six events completed in the last 5 years preceding the tender submission deadline in the field concerned, in at least three EU countries (with at least one event per country), each with a minimum value of EUR 100,000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
<b>Evidence</b>	<ul style="list-style-type: none"> <li>The tenderer is requested to complete a <b>Project/Activity Reference Form (PARF)</b> for each contract or project (see <b>Annex XI</b>), indicating the precise type of work carried out, the date, the approximate value of the contract and the customer:  <ul style="list-style-type: none"> <li>at least six <b>PARFs</b> meeting the minimum level of capacity carried out over the past 5 years;</li> <li>In the case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.</li> </ul> </li> <li>A declaration indicating the annual average manpower and the number of managerial staff of the service provider in the last three years.</li> </ul>