

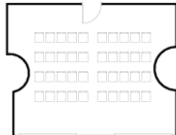
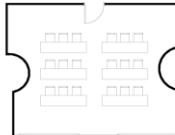
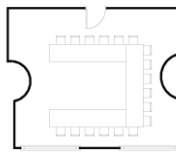
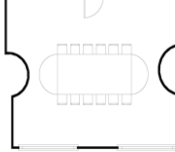
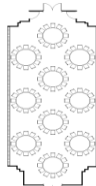
Framework contract Frontex/OP/900/2018/KM	
REQUEST FOR SERVICES Number: (to be indicated by Procurement)	

	TITLE OF THE EVENT	International Conference on Biometrics for Borders (ICBB): Morphing and Morphing Attack Detection Methods.
	DATES OF THE EVENT (AND TIME IF APPLICABLE)	9-10 October, Two full days.
	LOCATION (CITY)	Warsaw, Poland
	ESTIMATED NUMBER OF PARTICIPANTS	~175
	ADDITIONAL INFORMATION	400-600 square metres exhibition space, Multiple conference rooms, Central location with good connection to public transportation <i>Preferred venue #1: Centrum Nauki Kopernik, Warsaw, Poland;</i> <i>Alternative venue #2: Legia Conference Centre ;</i> <i>Alternative venue #3: PGE National Stadium, Warsaw, Poland;</i> <i>Hotels may be considered as well.</i>
	FRONTEX RESPONSIBLE PERSON, CONTACT DETAILS (PLS MULTIPLY IF APPLICABLE)	Name: [REDACTED] E-mail: [REDACTED] Tel.: [REDACTED] Name: [REDACTED] (assistant, matters related procurement) E-mail: [REDACTED] Tel.: [REDACTED]
	IN CASE OF EVENTS ORGANISED TOGETHER WITH COOPERATING INSTITUTION:	
	COOPERATING INSTITUTION CONTACT DETAILS INCLUDING CONTACT PERSON	Institution name: N/A Address: Contact person: E-mail: Tel.:
SERVICES PROVIDED BY THE COOPERATING INSTITUTION FREE OF CHARGE (E.G. VENUE, CATERING)	VENUE: N/A (ADDRESS)	

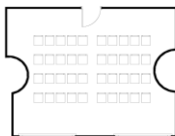
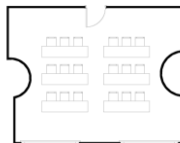
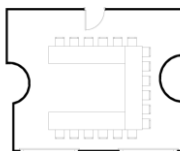
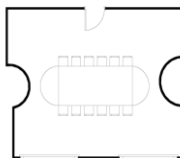
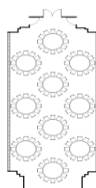
	SERVICES PROVIDED BY THE COOPERATING INSTITUTION NOT FREE OF CHARGE (TO BE CONTRACTED IN LINE WITH THE INSTITUTION'S OFFER ATTACHED AND REIMBURSED BY THE CONTRACTOR)	N/A
	OTHER RELEVANT INFORMATION	N/A

SERVICES TO BE ARRANGED BY THE CONTRACTOR

II. HOTEL ACCOMMODATION	
Hotel accommodation	REQUIREMENTS/DETAILS PROVIDED BY FRONTEX
RECOMMENDED HOTELS	<i>Sofitel Warsaw Victoria</i> <i>Mercure Warszawa Grand</i> <i>Sheraton Warsaw Hotel</i> <i>Intercontinental Warszawa</i> <i>Radisson Blu Centrum Hotel</i> <i>(Please note that we are bound by a hotel ceiling of 116 EUR)</i>
Contacts if available	
Total number of single rooms to be booked (including dates)	8 October 2019: 175 rooms 9 October 2019: 175 rooms 10 October 2019: 80 rooms
Number of rooms for Frontex staff and other participants to be covered by Frontex Travel Agency: (including dates)	N/A
Deadline for booking	N/A
Number of rooms to be paid individually by participants: (including dates)	175
Deadline for bookings	10/09/2019
Number of rooms for participants to be covered by the Contractor: (including dates)	N/A
Deadline for booking	N/A
Additional information:	N/A

III. VENUE	
MAIN CONFERENCE ROOM	REQUIREMENTS/DETAILS PROVIDED BY FRONTEX
CAPACITY OF MAIN CONFERENCE ROOM (NUMBER OF SEATS)	Capacity: ~ 175 and over Day 1: 9/10/19 (~175 participants) from 08:00 - 16:45 Day 2: 10/10/19 (~100 participants) from 09:00 - 16:15
ARRANGEMENT OF TABLES	<div> <input type="checkbox"/> THEATRE  </div> <div> <input checked="" type="checkbox"/> CLASSROOM  </div> <div> <input type="checkbox"/> U-SHAPE  </div> <div> <input type="checkbox"/> BOARDROOM  </div> <div> <input type="checkbox"/> BANQUET  </div> <div> <input type="checkbox"/> OTHER: </div>
	Additional requirements: Stage scenography will also be required (both conference days).
COMPUTER/LAPTOP	Yes
MICROPHONE/MULTIPHONE	Yes (1 conference microphone per 2 participants)
SPEAKERS	Yes
BEAMER AND PROJECTOR	Yes
SLIDECHANGER	No
FLIPCHART	Yes
ADDITIONAL SCREEN	Yes (depends on the set-up of the conference room. There may be a need for additional screens in/on the sides of the room in case the main screen would not be sufficiently visible to all participants).
BALL PEN	No
NOTEBOOKS/PAPERS	No

PRINTER total maximum number of pages to be printed:	Yes (venue should be able to offer a separate secretarial room for the organisers).
PHOTO COPY MACHINE total maximum number of copies required:	Yes (venue should be able to offer a separate secretarial room for the organisers).

ADDITIONAL (SMALLER) CONFERENCE ROOMS if applicable	REQUIREMENTS/DETAILS PROVIDED BY FRONTEX
NUMBER OF CONFERENCE ROOMS:	Optional: 1
CAPACITY - NUMBER OF SEATS IN EACH ROOM	Capacity: ~100
ARRANGEMENT OF TABLES	<div> <input type="checkbox"/> THEATRE  </div> <div> <input checked="" type="checkbox"/> CLASSROOM  </div> <div> <input type="checkbox"/> U-SHAPE  </div> <div> <input type="checkbox"/> BOARDROOM  </div> <div> <input type="checkbox"/> BANQUET  </div> <div> <input type="checkbox"/> OTHER: </div>
	Additional requirements:
COMPUTER/LAPTOP	Yes
MICROPHONE/MULTIPHONE	Yes (1 conference microphone per 2 participants)
SPEAKERS	Yes
BEAMER AND PROJECTOR	Yes
FLIPCHART	Yes
ADDITIONAL SCREEN	Yes (depends on the set-up of the conference room. There may be a need for additional screens in/on the sides of the room in case the main screen would not be sufficiently visible to all participants).
BALL PEN	n/a

NOTEBOOKS/PAPERS	n/a

IV. CATERING SERVICES				
Date and time	Coffee break morning	Lunch	Coffee break afternoon	Dinner
<u>Number of persons:</u> (please add rows if necessary)				
9/10/2019	175	175	175	175
10/10/2019	175	175	175	n/a
Additional requirements (buffet, seated etc.):	Buffet style, Cocktail tables	Buffet style, seated arrangement	Buffet style, Cocktail tables	Restaurant in Warsaw or at the Conference venue, t.b.d. (please explore with Conference venue possibility of organising a buffet-style dinner in the conference area on 9 October 2019 following the end of day 1).
Recommended service providers (if available)				
Name:				
Address:				
Contact person:				
E-mail:				
Website:				

V. INTERPRETATION SERVICES	
Languages required:	n/a
Dates and time:	
Simultaneous/consecutive?	
Technical equipment	
Interpretation booths	
Receivers (number)	
Additional information	
VI. TRANSPORTATION SERVICES	
Route 1	
Date:	9 October 2019
Estimated time:	18:30
From:	Hotel
To:	Dinner venue
Number of persons:	175
Additional requirements:	Including return
Route 2 (optional, depending on price <i>and</i> distance between hotel and conference location)	
Date:	9 October 2019
Estimated time:	08:00
From:	Hotel
To:	Conference venue
Number of persons:	175
Additional requirements:	Including return at 17:30
Route 3 (optional, depending on price <i>and</i> distance between hotel and conference location)	
Date:	10 October 2019
Estimated time:	08:00
From:	Hotel
To:	Conference venue
Number of persons:	175

Additional requirements:	Including return at 17:30
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VII. COORDINATION SUPPORT ON THE SPOT	
Dates for which the support will be required:	9-10 October
Number of staff needed:	1
Tasks to be managed:	(overseeing) registration etc.
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

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

Framework contract Frontex/OP/900/2018/KM

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	
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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	

Appendix 3

REIMBURSEMENT RULES - template

Frontex shall reimburse persons participating in the meetings on the basis of the following rules:

1. Reimbursement covers travel expenses and accommodation costs. The reimbursement is always subject to the following limitations:
 - Travel expenses cover the costs of transport used between the place of contractor's seat and the place of the meeting. They are reimbursed at the maximum amount of 1100 EUR for travels within Europe. They include: travel insurance (if obligatorily imposed by the carrier) and long distance means of transport (one or more) such as: plane (economy class), train, long-distance bus, ferry or car and are reimbursed upon presentation of supporting documents: a ticket (with a clearly indicated price) or an invoice. As a general rule, a taxi is not to be treated as a long-distance means of transport. The costs of travel by car are reimbursed upon presentation of a statement indicating the exact route and number of kilometers or a kilometer log. The kilometer allowance is fixed at the maximum rate of €0.28 per km and it covers all costs related to the use of a car such as: fuel, motorway tolls, parking fees, etc. If justified, car rental costs are eligible for reimbursement based on the car rental invoice. An additional maximum rate of €0.28 per km is granted to cover the costs related to the use of the rented car such as fuel, motorway tolls, parking fees, etc.
 - For hotel accommodation the amounts claimed cannot exceed the rates used by the European Commission for the country where the meeting takes place, i.e. currently **EUR 116** for Poland.
 - Accommodation expenses cover the costs of nights at the place where the meeting is held and/or during travel period if necessary. Non-obligatory expenses such as charity contributions, pay TV, mini bar, etc. are not reimbursed. The number of nights reimbursed must not exceed the number of meeting days + 1, unless otherwise agreed with Frontex. Accommodation expenses are reimbursed on presentation of supporting documents: hotel bill or invoice.
2. In the framework of this specific order Frontex will reimburse maximum ... (to be specified).
3. All reimbursements are paid to the bank account of the Contractor.
4. In order to make reimbursement the contractor shall indicate separately the amount of reimbursement on the invoice related to the specific order and attach the supporting documents, as described above.