

**SOUTHEAST ELECTRICITY NETWORK COORDINATION CENTER
(SEleNe CC)**

and

**SECURITY COORDINATION CENTRE SCC LTD. BELGRADE,
SERBIA
(SCC)**

- the Employers -

**TENDER/CONTRACT DOCUMENTS
for
the project
“Regional Coordination Conference 2022”**

**VOLUME I: INVITATION & INSTRUCTION FOR
TENDERERS**

**Invitation for Tenderers
Instruction for Tenderers**

April, 2022

Tender Documents
Regional Coordination Conference 2022
Invitation & Instruction for Tenderers

VOLUME I:

INVITATION & INSTRUCTION FOR TENDERERS

ANNEX 1 Qualification Documents, Qualification Criteria, Compliance Requirements and Forms & Attachment

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TECHNICAL SPECIFICATIONS

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VOLUME II:

CONTRACT

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VOLUME I:
INVITATION & INSTRUCTION FOR TENDERERS &
TECHNICAL SPECIFICATIONS

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INVITATION FOR TENDERERS

Dear Madam, dear Sir,

Security Coordination Centre SCC Ltd. Belgrade and Southeast Electricity Network Coordination Center SEleNe CC invite you to submit your bid for services and your price quotation as outlined under Volume I: Invitation & Instruction for Tenderers & Technical specifications.

The Tender documents are consisted of the following set of documents:

Volume I: Invitation & Instruction for Tenderers & Technical specification
Volume II: Contract Document

The project called “Regional Coordination Conference 2022” (hereinafter “Conference”) will be financed by Security Coordination Centre SCC Ltd. and Southeast Electricity Network Coordinating Center SEleNe CC, hereinafter: the Employers.

The organisation of European Network of Transmission System Operators for Electricity (ENTSO-E) recognized need for organization of high-level Conference which takes place in a different city of Europe since year 2017. Main focus of the Conference are different discussions on the ongoing topics of the European Transmission System Operators (TSOs) and Regional Security Coordinators (RSCs). The RSCs are companies established by the Transmission System Operators (TSOs) of Europe.

The 2022 event is hosted by the two RSCs operating in the South East Europe: SCC in Serbia and SEleNe CC in Greece, under the guidance of ENTSO-E Association.

Due to the COVID-19 restrictions and the ongoing situation with the pandemic, the Conference will take place online, via live-streaming. The speakers will be live connected through a platform of our preference (Zoom, WebEx or Skype etc), and only hosts (maximum 20 people) will be present on-site.

Considering the above-mentioned, the engagement of a studio is necessary. The studio needs to meet all expectations regarding the COVID-19 restrictions (m2 per person on site) so that the speakers, the presenter, and the working team can be safely hosted on site during the event.

SCC and SEleNe shareholder TSOs, as well as other TSOs in the region, shall have vast benefit from the Conference, as they will promote the cooperation in SEE, the regional integration, the integration into pan-European market and sustainable development.

The Examination and evaluation of submitted Tenders shall include post-qualification of the Tenderers, as a first and interim step in tendering procedure, which suppose simultaneous submission of tendering documents in “three envelopes”.

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The Tenderers shall submit simultaneously in three separate sealed inner envelopes the following documents:

- The Qualification Documents
- The Technical Bid
- The Commercial Bid

All three envelopes shall be comprised in one sealed outer envelope.

The recipients and the respective addresses to which the Qualification Documents and the Technical and Commercial Bids shall be submitted are:

Security Coordination Centre Ltd. Belgrade SCC	Southeast Electricity Network Coordination Center SEleNe CC
Vojvode Stepe 412 11000 Belgrade Serbia Attn: Mr. Dusko Tubic Tel. +381 64 83 33 013	29 Stilponos Kyriakidi, 54636, Thessaloniki, Greece Attn. Mr. Ioannis Kampouris Tel. +30 697 2420292

The bids must be received by the Employers at both SCC and SEleNe CC addresses stated above, not later than 24.05.2022. at 15:00 o'clock (CET).

The successful fulfillment of the qualification criteria shall be a precondition for further opening and evaluation of the Tender.

Tender Price for the scope of supply and services shall be fixed.

The preparation and submission of the Tenders by the Tenderers, as well as the examination and evaluation of the Tenders by the Employers shall be governed by the Instructions for Tenderers.

Only single-entity Tenderers shall be considered as eligible and invited to tender execution of the Project.

With this request, the vendor is obliged to present a proposal and an offer to the SCC and SEleNe CC for the realization of the Conference considering the information and specifications given in the following paragraphs.

We would appreciate if you could send us a written confirmation in advance whether you intend to submit a proposal.

Kind regards,

SCC and SEleNe CC

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for
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TECHNICAL SPECIFICATIONS

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INSTRUCTION FOR TENDERERS

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GENERAL

0. INTRODUCTION

0.1. DEFINITIONS

Terms and titles from these Instructions are related to those stated in the Volume II of the Tender Documents, where applicable.

0.2. DOCUMENTS TO BE PREPARED AND SUBMITTED FOR TENDERING

- a) The following separate documents shall be prepared by the Tenderer and simultaneously submitted for tendering of the provision of services:
 - The Qualification Documents;
 - The Technical Bid;
 - The Commercial Bid.

Each document, with specified number of copies, shall be placed into independent envelope, all three envelopes properly addressed and sealed and packed within one outer envelope, properly addressed and sealed.

- b) All three, the Qualification Documents, Technical Bid and the Commercial Bid shall be considered as unique and consistent for tendering purpose.
- c) Forms, contents and submission requirements of above specified documents are stated further at these Instructions.

0.3. TENDERING PROCEDURE

- a) Tendering procedure includes post-qualification of the Tenderers as a first and precondition step for examination and evaluation of the Technical Bid. Only the Technical Bid from those Tenderers who passed successfully previous post-qualification procedure shall be considered for further examination and evaluation, in the second step of tendering procedure when the Technical Bid of the Tenderer shall be evaluated. In the third step only envelope with Commercial Bid of the Tenderers which have successfully passed first two steps shall be opened.
- b) Examination and Evaluation procedures and criteria, both for post-qualification of the Tenderers and for the Tenders, are given at Annex 1 of these Instructions.

1. THE PROCEDURE

- 1.1. The Employers invite the Tenderers for execution of the project outlined in the Technical Bid, to be performed in accordance with the procedures, conditions and contract terms prescribed in the Tender Documents.

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- 1.2. a) The Tenderer is unconditionally obliged to complete the Project, as specified by the Technical Bid and it shall correspondingly form its total Tender Price. The total Tender Price shall be a lump sum for the successful provision of the services.
The total Tender Price corresponds to the Fee stated in the Volume II of Tender Documents.
- b) Unfulfilling of conditions stated at above paragraph a) by the Tenderer, could lead to rejection of his Tender and elimination from further tendering procedure, with all consequences prescribed by these Instructions.
- c) For the purpose, each Tenderer shall clearly state in his Solemn Declaration of Undertaking (Qualification Documents) the acceptance of above requirements and conditions and Volume II of Tender Documents.

2. SOURCE OF FUNDS

- 2.1. The Project will be financed by SCC and SEleNe CC and payment will be made according to the Contract.

3. ELIGIBILITY AND QUALIFICATION

- 3.1. Subject to paragraph 2.1. above, the Invitation for Tenders is open to the Tenderers from Serbia and EU Member States.
- 3.2. To qualify for Award of the Contract, the Tenderer shall meet the qualifying criteria in two steps referred to in the Annex 1 of these Instructions.
- 3.3. Only single-entity Tenderers shall be considered as eligible and invited to tender execution of the provision of services.

4. COST OF TENDERING

- 4.1. The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the Employers will in no case be responsible or liable for these costs.

5. LANGUAGE OF TENDERING

- 5.1. All documents and correspondence relating to the Tendering procedure shall be in English language. If any documentation provided by the Tenderer is written in another language, it will be accepted as long as it is accompanied by an official English translation.

QUALIFICATION DOCUMENTS AND TECHNICAL BID

6. CONTENT OF THE FIRST ENVELOPE - QUALIFICATION DOCUMENTS

- 6.1. The Qualification Documents to be prepared by the Tenderer as a separate document and to be submitted simultaneously with the two other envelopes (Technical and Commercial Bid), in required number of copies, for purpose of the Tenderers post-qualifications, comprise set of the documents listed below:

Qualification Documents:

1. SOLEMN DECLARATION OF UNDERTAKING (FORM)
2. TENDER INFORMATION SHEET
3. TECHNICAL EXPERIENCE

Note: Only a complete set of listed documents (items 1 to 3), prepared and submitted by the Tenderer, in accordance with requirements stated at these Instructions, shall be considered as the Qualification Documents.

- 6.2. The Tenderer is expected to examine all instructions, forms, terms, specifications and other relevant information in the Tender Documents. Failure of the Tenderer to furnish all required information or submission of the Qualification Documents not substantially responsive shall be at the Tenderer's risk and may result in its disqualification at the first step of the tendering procedure (so that its Tender shall not be considered in the proceeding step-examination and evaluation of the Tenders).
- 6.3. The qualifying criteria are given in Annex 1 to these Instructions.

7. CLARIFICATION OF QUALIFICATION DOCUMENTS

- 7.1. A prospective Tenderer requiring any clarification on any aspect of the Qualification Documents may notify the Employers in writing or by e-mail at the Employers' mailing address. All requests for clarification must be received by the Employers no later than five (5) working days prior to the deadline for the submission. The Employers will respond in writing to such requests for clarification of the Qualification Documents, which it receives. Copies of the Employers' response (including a description of the inquiry but without identifying its source) will be sent to all prospective tenderers that have obtained the Tender Documents.

8. AMENDMENT TO QUALIFICATION DOCUMENTS

- 8.1. At any time prior to the deadline for submission of tendering documentation, the Employers may amend the Qualification Documents by issuing Addenda.
- 8.2. Any addendum thus issued shall be part of the Qualification Documents and shall be uploaded on SCC and SEleNe CC websites.

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- 8.3. To give prospective tenderers reasonable time in which to take the amendment into account in preparing their Qualification Documents, the Employers may, at their discretion, extend the deadline for the submission of the tendering documentation.

9. COMPLETION OF QUALIFICATION DOCUMENTS

- 9.1. Consisting documents of the Qualification Documents, items listed 1 to 3 at Clause 6.1, shall be prepared, and filled-in by the Tenderer in accordance with sample forms given at Annex 1 of these Instructions.
- 9.2. For details and number of copies of the Qualification Documents to be submitted reference is made to Clause 15.2. of these Instructions.
- 9.3. Any information about the prices or the value of bid in Qualification documentation shall be the condition for rejection of the Tenderer.

10. CONTENT OF THE SECOND ENVELOPE – TECHNICAL BID

- 10.1. The Technical Bid to be prepared by the Tenderer, as a separate document and to be submitted simultaneously with the Qualification Documents in separate Envelope, in required number of samples, for the purpose of selection of the Successful Tenderer, comprise set of the documents listed below:

1. DETAILED PROGRAM OF PROVISION OF SERVICES WITH KEY-DATES for each item in the Annex 3 (**Specifications**).

The Tenderer is expected to provide detailed information for each point from the Annex 3 (Specifications). Example is given in paragraph below:

“d. Audio and video equipment (around 3 cameras at least):

PTZ Camera system consisting of CANON CR-N500 and CR-N300 cameras; these are 360 degrees cameras that track each speaker and show them on the zoom platform when they take the floor as well as a backup camera to show the wide shoot of the entire group”.

The Tenderer is expected to examine all instructions, forms, terms, specifications and other relevant information in the Tender Documents. Failure of the Tenderer to furnish all information required or submission of the Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer’s risk and may result in rejection of his Tender.

Any information about the prices or the value of bid in Technical Bid shall be the condition for rejection of the Tenderer.

11. AMENDMENT TO TENDER DOCUMENTS

- 11.1. At any prior to the deadline for submission documentation for Tendering, the Employers may amend the Tender Documents by issuing Addenda.

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11.2. Any Addendum thus issued shall be part of the Tender and shall be uploaded on SCC and SEleNe CC websites.

To give prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders, the Employers may, at its discretion, extend the deadline for the submission documentation for tendering.

COMMERCIAL DOCUMENTATION

12. CONTENT OF THE THIRD ENVELOPE – COMMERCIAL BID

12.1. The Commercial bid to be prepared by the Tenderer, as a separate document and to be submitted simultaneously in separate envelope, in required number of samples. For the purpose of selection of the Successful Tenderer, document listed below:

1. PRICE (Annex 2)

The Tenderer is expected to examine all instructions, forms, terms, specifications and other relevant information in the Tender Documents. Failure of the Tenderer to furnish all information required or submission of the Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in rejection of his Tender.

12.1.1. Consisting document of the Commercial bid, item 1 in Clause 12.1, shall be prepared, duly signed and sealed by the Tenderer, in accordance with the form enclosed in Instructions to Tenderers and in accordance with Clause 12.3. to 12.6. of these instructions.

12.2 For details and number of copies of the Tender to be submitted reference is made at Clause 15. of these Instructions.

TENDER PRICE

12.3. Tenderers shall quote for the complete project as a whole on a "single responsibility" basis such that the Tender Price covers all obligations of the contractor pursuant to or to be reasonably inferred from the Tender Documents in respect of all necessary activities for completion of the project.

12.4 The Tenderers are required to submit the Tender fully compliant with the commercial, contractual and technical requirements specified in the Tender Documents and to quote the price covering all commercial, contractual and technical obligations outlined in the Tender Documents for the basic proposal.

12.5 The Tender Price shall be a fixed without VAT.

12.6 a) Local transportation, equipment and the provision of service insurances and other local costs of the equipment and activities incidental to the provision of services shall be borne by the Contractor and shall be considered as incorporated accordingly within the Tender Price.

b) Personnel insurance of the Contractor's staff engaged on the site, as well as for its vehicles, offices and site facilities, as required by local rules and regulations, shall be borne by the Contractor and shall be considered as incorporated accordingly within the Tender Price.

c) All prices and costs which are not particularly stated at the Tender Price, but necessary to cover execution and completion of the provision of

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services shall be considered as included accordingly within the Tender Price.

13 TENDER CURRENCIES

13.1 All prices shall be quoted in one currency: Euro.

14 TENDER VALIDITY PERIOD

14.1 The Tenders shall remain valid for the period of 45 days after the closing date for the receipt of tendering documents. A tender valid for a shorter period shall be rejected by the Employers as being non-responsive and rejected.

PREPARATION OF QUALIFICATION DOCUMENTS AND TECHNICAL AND COMMERCIAL BID

15. FORMAT AND SIGNING OF QUALIFICATION DOCUMENTS, TECHNICAL BID AND COMMERCIAL BID

15.1 DOCUMENTS FOR TENDERING

- a) For Tendering of the provision of services, the Tenderers shall prepare and submit simultaneously the following separate and complete sets of the documents:
 - The Qualification Documents,
 - The Technical Bid,
 - The Commercial Bid,
- b) Each of above set of the documents shall be prepared and completed for submission, as follows here below:

15.2. QUALIFICATION DOCUMENTS

- a) The Qualification Documents, as per Clause 6. (6.1) of these Instructions shall be prepared by the Tenderer in two complete original sets, clearly marking each one as "ORIGINAL QUALIFICATION DOCUMENTS". The marks shall be endorsed on each consisting part of the Qualification Documents.
- b) The originals of the Qualification Documents, each consisting of the documents listed in Clause 6. (6.1) of this Instructions, prepared, filled-in and completed in forms as per Annex 1 of the same Instructions, shall be typed or written in indelible ink and shall be signed by the Tenderer or person(s) duly authorized to act on behalf of the Tenderer.
- c) Forms as presented in the Annex 1 of these instructions are arranged in a self-explanatory way, so that the Tenderer has to follow instructions therein.
- d) In the event of any discrepancy between the originals, the bid will be rejected.
- e) Any interlineations, erasures or overwriting shall only be valid if they are initialed by authorized person(s) signing the Tender.

Qualification Documentation shall be submitted in separate sealed envelope.

15.3 TECHNICAL BID

- a) The Technical Bid at whole, as per Clause 10. (10.1) of these Instructions, shall be prepared by the Tenderer in two complete original sets, clearly marking each one as "ORIGINAL TECHNICAL BID". The marks shall be endorsed on each consisting part of the Technical Bid (the set marked as "original" shall be considered as original, for further contract purpose).

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- b) Detailed Program of provision of services with key-dates for each item listed in the Technical specification, listed under item 1 of Clause 10. (10.1) as per General Program of project of the Tender Documents (maintaining key dates and with details to present how the Tenderer intend to carry-on the provision of services).
- c) The realization of the website for the Conference needs to be done 10 days after signing the Contract.
- d) Any interlineations, erasures or overwriting shall only be valid if they are initialed by the person(s) signing the Tender.

Technical Bid shall be submitted in separate sealed envelope.

15.4 COMMERCIAL BID

- a) The Commercial Bid, as per Clause 12. (12.1) of these Instructions shall be prepared by the Tenderer in two original complete sets, clearly marking each one as “ORIGINAL OF COMMERCIAL BID”.

Commercial bid shall be submitted in separate sealed envelope.

SUBMISSION OF QUALIFICATION DOCUMENTS AND TENDER

16 SEALING AND MARKING

16.1 For the purpose of simultaneous submission of the Qualification Documents, Technical Bid and the Commercial Bid the Tenderer shall prepare package with “three separate sealed inner envelopes placed within one sealed outer envelope”, each duly marked and addressed.

16.2 First Inner Envelope (the Qualification Documents)

- a) First sealed inner envelope shall consist one complete set of the Qualification Documents clearly marked “Original” separately bonded.

16.3 Second Inner Envelope (The Technical Bid)

- a) Second sealed inner envelope shall consist one complete set of the Technical Bid, clearly marked “Original” separately bonded.

16.4 Third Inner Envelope (Commercial Bid)

- a) Third sealed inner envelope shall consist of one complete set of the Commercial Bid, clearly marked “Original” and separately bonded.

16.5 Outer Envelope

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- a) Outer sealed envelope shall consist of three inner envelopes, as per above stated.
- b) Outer sealed envelope shall be addressed to the Employers, with address stated at **Invitation for tenderers**.

The outer envelope shall also indicate name and address of the Tenderer so that complete outer envelope can be returned unopened in case of its withdrawn or declared late. The outer envelope shall also indicate "Tender Documents – Not to be opened before (submission date and time stated at Clause 17.1.)"

- c) If the outer envelope is not sealed, marked or addressed as required above the Employers shall assume no responsibility for the misplacement or premature opening.
- d) The Employers cannot take any responsibility for damage of the outer envelope during transport up to his office.

17. DEADLINE AND ADDRESS FOR SUBMISSION OF QUALIFICATION DOCUMENTS AND TENDERS

- 17.1. Qualification Documents, Technical Bid and the Commercial Bid must be simultaneously sent to the Employers at both SCC and SEleNe CC addresses stated at **Invitation for tenderers**, not later than 24.05.2022 at 15:00 o'clock (CET).
- 17.2. The Employers may extend this deadline for submission of tendering documents by amending the documents, in which case all rights and obligations of the Employers and the Tenderers previously subject to the deadline, will thereafter be a subject to the deadline as extended.

18. LATE QUALIFICATION DOCUMENTS AND TENDERS

- 18.1. Any Qualification Documents, Technical Bid and Commercial Bid received by the Employers after the submission deadline shall be rejected and returned unopened to the Tenderer.

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OPENING, EXAMINATION AND EVALUATION OF QUALIFICATION DOCUMENTS AND TENDERS

19. OPENING PROCEDURE

19.1 Submitted documents by the Tenderers for tendering of the provision of services, shall be opened by the Employers in parallel two public sessions (simultaneously organized both in SCC and SEleNe CC premises) in three step procedure, as follows:

- First step procedure on the first public session for opening of the Outer Envelope and the First Inner Envelope (the Qualification Documents)
- Second step procedure on the first public session for opening the Technical Bid Envelope
- Third step procedure on the second public session for opening of the Commercial Bid Envelope

20. FIRST PUBLIC SESSION OPENING OF THE OUTER ENVELOPE AND THE FIRST TWO INNER ENVELOPES (THE QUALIFICATION DOCUMENTS AND THE TECHNICAL BID)

20.1. Immediately after expiring of deadline, the Employers shall organize the first public session for opening of submitted tender documents of all Tenderers at the time stated at Clause 17.1. and at the locations which addresses are stated at **Invitation to Tenderers**.

20.2. FIRST STEP PROCEDURE FOR OPENING OF THE OUTER ENVELOPE AND THE INNER ENVELOPE (THE QUALIFICATION DOCUMENTS)

- a) The Employers shall open outer envelope of each submitted documents of each Tenderer and check if three inner envelopes, are correctly packed, addressed and sealed. It shall be announced on the session.
- b) **The first inner envelope consisting the Qualification Documents** of each Tenderer shall be superficially checked, opened and checked for completeness. Preliminary findings shall be announced on the session.

20.3. SECOND STEP PROCEDURE FOR OPENING THE TECHNICAL BID ENVELOPE

- a) The Employers shall open second inner envelope (The Technical Bid) of each qualified Tenderer after the first step procedure is finished, and check for completeness and substantial responsiveness.

Findings and results from the first public session shall be stated by the minutes, to be signed by the Employers. The minutes shall be officially forwarded to the Tenderers who have submitted the documents.

21. SECOND PUBLIC SESSION - OPENING OF THE THIRD INNER ENVELOPE (the Commercial Bid)

21.1 THIRD STEP PROCEDURE FOR OPENING OF THE COMMERCIAL BID ENVELOPE

- a) Only qualified Tenderers, from previous step of qualification shall be informed and announced of the second public session.
- b) the Employers shall open third envelope (The Commercial Bid) of each qualified Tenderer after finishing first public session and the second step procedure and check for completeness and substantial responsiveness.
- c) The Tender Price from the Letter of Tender of each Tenderer shall be read and announced on the session,

Findings and results from the second public session shall be stated by the minutes, to be signed by the Employers.

21.2 Only modifications offered prior the deadline for submission of tenders shall be considered by the Employers in further detailed examination and evaluation of the Tenders.

22. EXAMINATION AND EVALUATION OF TENDERS

- 22.1. Evaluation procedure shall be based on the system: minimal offered price for bids which successfully passed evaluation.
- 22.2. Tenders shall only be evaluated on the basis of technical solutions offered for basic requirements stated in the Technical Specifications of the Tender/Contract Documents.
- 22.3. The Employers may waive any minor informality, non-conformity or irregularity in a Tender that does not constitute a material deviation, and that does not prejudice or affect the relative ranking of any Tenderer as a result of the detailed evaluation procedure.
- 22.4. If a Tender is not substantially responsive, it will be rejected by the Employers and may not subsequently be made responsive by the tenderer by correction of the non-conforming deviation, objection or reservation.
- 22.5. Comparisons of the Tenders shall be based on the Tender Price for the provision of services at whole.
- 22.6. The Employers reserve the right to negotiate and contract alternative solutions
- 22.7. The Employers reserve the right to accept or reject any Tender, and to annul the tender process and reject all Tenders at any time prior to Award of Contract, without thereby incurring any liability to any Tenderer or any obligation to inform any Tenderer or Tenderers of the grounds for the Employers' action.

AWARD OF CONTRACT

23. NOTIFICATION OF AWARD

23.1. After finishing the overall evaluation and prior to the expiration of the Tender Validity period, the Employers will notify the Successful Tenderer in writing by official letter or by e-mail, that his Tender has been accepted.

24. SIGNING OF CONTRACT

24.1. After successful negotiation with the Successful Tenderer and all terms and conditions are agreed between the parties, the Tenderer shall be officially notified (notification of award) and called for signing the Contract.

24.2. Contract, which form is enclosed at the Vol II of the Tender Documents, shall be mutually signed within 7 days from official call for signing of the Contract.

24.3. Tender Documents that are part of Vol I, submitted with the Tender, shall be annexed to the Contract. All terms and conditions agreed as stated in Clause 25.4 shall be annexed as well to the Contract constituting an integrated part thereof.

ANNEXES

ANNEX 1: Qualification Documents, Qualification Criteria and Compliance Requirements and Forms & Attachments

Contents of ANNEX 1:

1. Introduction,
2. Qualification Documents, Forms & Attachments

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1. Introduction

This Annex 1 defines in detail the examination and evaluation of Qualification Documents to be performed by the Employers, Qualification Criteria required, as well as Forms & Attachments to be prepared, filled-in, duly signed, sealed and submitted by the Tenderer.

Number of samples (original) of the Qualification Documents to be submitted by the Tenderer shall be in accordance with Clause 16.2. of the Instructions to Tenderers.

2. Qualification Documents, Forms & Attachments

2.1. Preparatory requirements

In accordance with content of Qualification Documents to be submitted by the Tenderer, herewith given Forms & Attachments, shall be followed, prepared, filled-in, duly signed, sealed and submitted:

1. SOLEMN DECLARATION OF UNDERTAKING (as per Form 2.2.1.)
2. TENDERER INFORMATION SHEET (as per Form 2.2.2.)
3. TECHNICAL EXPERIENCE (as per Form 2.2.3.)
 - 5 similar projects within the last 3 years, submitting one Form for each reference project, each with Total contract amount of minimum 15.000 EUR

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Signature

2.2.3. TECHNICAL EXPERIENCE

Tenderer's Legal Name: _____

Date: _____

Page ___/___ (provide at least five forms)

Award date Completion date	<hr/> <hr/>
Role in Contract	<input type="checkbox"/> Contractor <input style="margin-left: 100px;" type="checkbox"/> Management Contractor
Employers' Name: Address: Telephone/fax number: E-mail:	<hr/> <hr/> <hr/> <hr/>
Description of activities executed (indicatively number of participants, online events/ streaming events, branding, project deliverables,):	<hr/> <hr/> <hr/> <hr/> <hr/>

.....
Signature

ANNEX 2: Price

1. The price shall be fixed and firm for the duration of the Contract.
2. Tender price shall be quoted in the manner indicated and, in the currencies, specified in the Instructions to Tenderers in the tender documents (refers to Clause 12).
3. Where there is discrepancy between amount stated in figures and amounts stated in words, the amounts stated in words shall prevail.
4. Payments will be made to the Contractor in the currency or currencies indicated in the Volume II of Tender Documents.

PRICE for provision of services for realization of the Regional Coordination Conference 2022:

Name of tenderer: _____

Tender price (excluding VAT): _____

ANNEX 3: Technical Specification

Event's information

Date: October 2022

Location: Belgrade / Greece

Language: English / no need for simultaneous translation

Duration: Approximately 4 hours plus 1-hour lunch break (2h before and 2h after lunch break).

Format of the event/ Type of participation: Online Conference. Invitees – remotely. Speakers – some on-site, some remotely - live connection (Zoom, WebEx, Skype etc).

For now - all speakers will participate remotely except the hosts - maximum 20 ppl on site.

Number of the panelists: Appx. 11 people. (European countries).

Number of the participants: Up to 300 people.

Registration: Yes, and there is a need for a password.

Entrance fee: No, it is online event.

Budget: 25,000 €

Specifications

- Creative work and Branding: Scenography proposal, logo, key visual, digital banners (for the invitations), banners, supers (for the live-connections or recorder presentations), branded stage design, design of the event invitation (save the date) - graphic solution- to be promoted on social networks, advertising video clip of the Conference.
- Webpage: name of the domain, create a dedicated email for the event and a “host space” for communicating with the organizers, type of the website (needs to have more than one page and be able to add info), construction and design of the website, registration for the Conference.
- Virtual platform: Provision and administration of licensed online meeting platform, password for the event, for registered users.
- Interactive elements: Polls, Q&A - possibility for sending questions to moderator for the panelists (throughout the Conference), Word Cloud
- Shooting Coverage: Photo shooting, Video/ Recording - some presentations and introduction video to be prepared before the event. Final event video - live streaming. Short creative video (handed after the end of the event).
- A/V Equipment – Studio:
 - a. Studio – place where the event will take place;
 - b. Stage (something similar to 4x8 meters);

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- c. Screens:**
 - i.** One large LED screen on the stage (live picture to be in a ratio of 16:9);
 - ii.** 2 in front of the stage - for moderator to follow all presentations and agenda;
 - iii.** 1 screen for the backstage personnel.
 - d.** Audio and video equipment (around 3 cameras at least);
 - e.** Background music - at lunch break;
 - f.** Lights - light adapted to the scene;
 - g.** Camera system for recording of the event and going live;
 - h.** Platform for live streaming like Zoom/ YouTube/ Vimeo;
 - i.** IT support – be able to undertake and resolve any issue of connectivity or troubleshooting or any IT problem;
 - j.** Creative podium.
- Technical team: Producer / flow manager, moderator / host, sound mixer, cameraman, strong technical support.
 - Supportive personnel: Make-up artist.
 - Covid tests: the personnel from the vendor needs to follow the protocol for COVID situation.
 - General rehearsal: one day prior the event with all the setting (stage, connections, live streaming etc.).