

Technical specifications call for tender EEA/ITS/02/003: Events services

1. Introduction

An important element of the European Environment Agency's mandate is to make the environmental information it produces known and available to potential users. One of the activities carried out on a regular basis to fulfil this obligation is arranging events in the form of meetings, seminars, symposiums etc. These events often have both a conference and an exhibition component.

2. Objective

In order to ensure a high professional standard in connection with such events, there is a need to supplement the Agency's own capacity in this area with that of an external provider of events organisation services. The objective of this call for tender is to establish a framework agreement with such a provider.

The contractor should be able to assist the Agency with all technical tasks relating to the planning, preparation and execution of events.

In some cases the event will be a two- or three-party cooperation project between the EEA and national environmental institutions, international organisations or the European Commission. The contractor will be expected to liaise on technical matters also with such partners or their contractors.

3. Planning

The contractor is expected to take part in planning meetings for upcoming events when practical arrangements are being discussed, advice and propose alternative solutions, if needed accompanied with cost and time estimates.

4. Preparation

In many cases the Agency events will be organised at the EEA premises in Copenhagen, though sometimes, in particular when the event is arranged in collaboration with other institutions or bodies, the venue can be elsewhere. Normally this would be limited to the EEA member countries (the EU15 plus the EU accession countries, Norway, Iceland and Liechtenstein), but can also be held in other countries on special occasions.

The preparatory activities related to participants will include tasks such as preparation and dispatch of invitations and background material, pre-registration, assistance with travel and accommodation arrangements, booking and technical preparation of the events venue.

The display material at events with an exhibition component will normally be a combination of pre-produced material and displays designed especially for the occasion in question. The preparatory tasks of the contractor will include design and preparation of

displays where needed, ensuring that material from the provider and elsewhere is transported to the venue in time and mounted there. Likewise; to dismantle displays and organise return transport of the material after the event.

5. Event personnel

The contractor may be requested to assist the Agency in manning the on-site registration and information points for the duration of the event, if needed also assisting participants on practical matters.

As for the exhibition component, assistance will include providing staff that can ensure that the exhibit remains tidy, refilling brochure racks, loading and running video machines, ensuring that demonstration pc's are running properly, hand out brochures and other printed material etc. However, this support staff will not be expected to be able to answer more qualified questions on the Agency and its products.

6. Prices

Prices must be quoted in EUR.

7. Duration

The framework contract will be valid for a period of three years from the date of signature, with the option of extension for up to two years. Based on this, specific agreements will be issued detailing the specific tasks to be undertaken.

8. General terms

The general terms and conditions of the contracts awarded by the EEA will be applied.

9. Selection criteria

- financial stability of the vendor, as evident from inscriptions in VAT register, trade register, annual reports, and financial statements over the past 3 years
- whether the business activity of the company is relevant from the standpoint of the task in question
- understanding of the European Environment Agency's international business and experience in services for similar institutions
- clarity of documentation and presentation.

10. Awarding criteria

- cost per day, consultancy services for planning and preparing events
- cost per day, registration desk/secretarial personnel
- quotations of costs of preparing and executing specimen events as described in Annex IIa
- experience in working in an international context
- experience in working with EU-related matters
- experience in planning, preparing and carrying out events on environmental matters

(The purpose of the specimen quotation is to facilitate comparison between bids, and it is therefore important the quotations be completed).

11. Performance

Competence in both selection and award criteria must be maintained throughout the contract. Should the contractor fail to remain competitive during the framework contract, another vendor from the tenders may be substituted.

12. Period of validity of tenders

Tenders will lapse 6 months after the final date for receipt of tenders.