

PROJECT SYNOPSIS

Title of the project: CEFTA Travel and Event Organisation

a. Objective: To support the CEFTA Parties in the implementation of the Agreement and the trade related components of the South-East Europe 2020 Strategy. The objective of this assignment is to facilitate discussions on trade related issues among the CEFTA Parties as well as with other international organisations and relevant stakeholders.

b. Justification: The CEFTA Work Programme foresees the organisation of regional committees or sub-committees, workshops, meetings, events or conferences and the travel of the CEFTA Secretariat Staff, the Seconded National Experts and the Officials from the CEFTA Parties to attend regional committees or sub-committees, workshops, meetings, events or conferences.

c. Short description of activities: The Framework Contract (FWC) will serve to provide services for the implementation of the CEFTA Work programme in particular the organisation of the travel and events above mentioned. The FWC will be concluded with several successful tenderers for a total duration of 1 year. During the implementation period of the Framework Contract, for each request for services, several framework contractors will be invited to submit an offer. The CEFTA Secretariat will choose the offer with best value for money for the assignment on the basis of the technical quality of the offer and the price of the services, and will conclude a specific contract with that framework contractor.

d. Estimated implementing period: 1 year (renewable for further 3 years on a yearly basis) starting 1st January 2018 till 31 December 2018.

e. Expected outputs: The organisation of travel arrangements and events runs smoothly. The CEFTA Secretariat oversees the travel arrangements and the organisation of events.

f. Expected results: The travel and events were organised efficiently and successfully by the contractors.

g. Estimated budget: The Framework Contract itself has 0 EUR value. Specific contracts with reopening of competition to be signed under the FWC will be financed through different CEFTA programmes from different CEFTA funds. The indicative annual budget is 200,000 EUR.

h. Estimated Source of Funding: Different CEFTA funds (Operating Grant, Open Fund, CEFTA Project Facility)

i. Selection Criteria required in the contract notice and in the ToRs for Experts

 For the Key Expert: Project Manager

Qualifications and skills

- University degree in Tourism, Communications, Business Administration, or any other relevant field, or alternatively 15 years of professional experience in the sector;
- Proficiency in English;
- Knowledge of at least one language from the CEFTA Region;
- Knowledge of more than one language from the CEFTA Region is an advantage;


- Full computer literacy.

General professional experience

- A minimum of 8 years' professional experience in the tourism sector or in event organisation;
- A minimum of 5 years' professional experience in project management.

Specific professional experience

- A minimum of 3 years' professional experience in organisation and/or management of events on an international level and in a multicultural environment.

 For the Company

Economic and financial capacity of the tenderer

In case of tenderer being a public body, equivalent information should be provided.

The reference period which will be taken into account will be the last three years for which accounts have been closed.

- The candidate's average annual turnover for the last three years must exceed the indicative annual budget indicated in point g.

Professional capacity of the tenderer

The reference period which will be taken into account will be the last three years from submission deadline.

- At the date of the application the candidate must employ minimum 5 permanent staff.

Technical capacity of candidate

The reference period which will be taken into account will be the last five years from submission deadline.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

- The tenderer is requested to submit maximum 15 references related to event organisation (point 6 of the Tender Submission form, part D of the tender dossier). The references should include event organisation in minimum 3 CEFTA Parties.

j. The Contracting Authority is requesting the Service fee the Tenderer is willing to apply to the proposed services during the implementation of the contract.
