

MULTIPLE / FRAMEWORK CONTRACT NOTICE

Travel and Event Organisation

1. Reference

Lot 1: CEFTA 2026-03 Travel and Event Organisation for meetings and missions

Lot 2: CEFTA 2026-04 Travel and Event Organisation for two high level conferences

2. Procedure

Simplified procedure

3. Programme title

‘Support to the Secretariat of the Central European Free Trade Agreement 2025-2028’ and ‘Support to Systematic Exchange of Electronic Data (SEED+) in CEFTA 2024’

4. Financing

The Multiple / Framework Contract (M/FWC) has a 0 (zero) value. Specific Contracts can be financed by all budgets of the CEFTA Secretariat (CEFTA Action Grant, CEFTA SEED+ project, Open Fund etc.)

5. Contracting Authority

CEFTA Secretariat

CONTRACT SPECIFICATION

6. Nature of contract

Lot 1: Multiple Framework Contract (MFWC) with reopened competition at the level of each assignment.

Lot 2: Framework Contract (FWC) with one contractor submit three offers at the level of each assignment.

7. Contract description

Lot 1: The Multiple Framework Contract will serve to provide services for the implementation of the CEFTA Work programme in particular the organisation of CEFTA and CEFTA SEED+ related meetings and travel missions of the CEFTA delegates and/or experts and CEFTA staff. The MFWC will be concluded with min 2 successful tenderer in a duration until 31/12/2026. During the implementation period of the Multiple Framework Contract, for each request for services, the

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.

Lot 2: The Framework Contract will serve to provide services for the implementation of the CEFTA and SEED+ two high level conference. The FWC will be concluded with 1 successful tenderer in a duration until 31/12/2026. During the implementation period of the Framework Contract, for each request for services, the contractor will be invited to submit three offers. 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 the contractor.

8. Number and titles of lots

Lot 1: CEFTA 2026-03 Travel and Event Organisation for meetings and missions

Lot 2: CEFTA 2026-04 Travel and Event Organisation for two high level conferences

9. Maximum budget

Lot 1: The Multiple Framework Contract itself has 0 EUR value. The indicative annual budget is 200,000 EUR.

Lot 2: The Framework Contract itself has 0 EUR value. The indicative annual budget is 100,000 EUR.

CONDITIONS OF PARTICIPATION

10. Eligibility

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory mentioned as eligible in the Eligibility programmes 2021-2027-Annex A2a¹ as defined under the Financial instrument IPA III (2021-2027). Participation is also open to international organisations.

11. Number of tenders

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

¹ <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in the Annex VIII. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures² (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

April 2026

15. Implementation period of the tasks

The Multiple / Framework Contract will be concluded for an initial period until 31/12/2026, with possibility of extension on a yearly basis for up to 3 years, in total 4 years.

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required.

With regard to economic and financial criteria the entities upon whose capacity the tenderer relies

² <https://www.sanctionsmap.eu/#/main>

become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. **In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.** The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

LOT 1:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). 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 financial years for which accounts have been closed.**

- The tenderer's average annual turnover of the last three financial years for which the accounts have been closed must be not less than 200,000 EUR equivalent to the budget of the tender.

2) Professional capacity of the tenderer (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline.**

- Criterion 1: the tenderer has, during the the last five years, at least 5 personnel directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.
- Criterion 2: the tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

3) Technical capacity of the tenderer (based on items 6 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline.**

- The tenderer has completed services under at least 5 different contracts at any moment during the last five years before submission deadline. The references should include event organisation in minimum 3 CEFTA Parties in the period 2020-2025.
- The value of the services completed must not be less than 80,000 EUR (equivalent 40% of the budget).
- The completed services are in the domain of bilateral meetings, regional meetings, workshops and missions on services from travel arrangements, accommodation, conference and meeting rooms, technical equipment, translation, visibility activities, catering, etc. as listed in the relevant ToR.

LOT 2:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). 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 financial years for which accounts have been closed.**

- The tenderer's average annual turnover of the last three financial years for which the accounts have been closed must be not less than 100,000 EUR equivalent to the budget of the tender.

2) Professional capacity of the tenderer (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline.**

- Criterion 1: the tenderer has, during the the last five years, at least 5 personnel directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.
- Criterion 2: the tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

3) Technical capacity of the tenderer (based on items 6 of the tender form). The reference period which will be taken into account will be **the last five years preceding the submission deadline.**

- The tenderer has completed services under at least 3 different contracts at any moment during the last five years before submission deadline. The references should include event organisation in minimum 3 CEFTA Parties in the period 2020-2025.
- The value of the services completed must not be less than 40,000 EUR (equivalent 40% of the budget).
- The completed services are in the domain of high level conferences with at least 100 participants on services from travel arrangements, accommodation, conference and meeting rooms, technical equipment, translation, visibility activities, catering, etc. as listed in the relevant ToR.

This means that the service contract the tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity

which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the Tender submission form, the format and instructions of which must be strictly observed. The complete tender dossier with the forms to use will be published on the CEFTA website.

The tender must be accompanied by a Declaration on honour on exclusion and selection criteria using the format in Annex VIII to the draft contract.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the CEFTA Secretariat, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

CEFTA Secretariat Mandate³

CEFT Agreement⁴

³ [Decision 1/2018 Functioning of Secretariat](#)

⁴ <http://cefta.int/legal-documents/#1463498231136-8f9d234f-15f9>