

INSTRUCTIONS TO TENDERERS

REFERENCE:

CEFTA 2026-03 Travel and Event Organisation for meetings and missions

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

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Services to be provided

The services required by the Contracting Authority are described in the Terms of Reference.

They are set out in Annex II to the draft contract, which forms Part B of this tender dossier.

2. Timetable

	DATE	TIME*
Deadline for requesting clarification from the Contracting Authority	16 March 2026	04.00 pm (Brussels time)
Last date for the Contracting Authority to issue clarification	20 March 2026	-
Deadline for submitting tenders	30 March 2026	04.00 pm (Brussels time)
Interviews	31 March 2026 [□]	-
Completion date for evaluating technical offers	01 April 2026 [□]	-
Notification of award	01 April 2026 [□]	-
Contract signature	02 April 2026 [□]	-
Start date	02 April 2026 [□]	-

* All times are in the time zone of the country of the Contracting Authority

[□] Provisional date

3. Participation and subcontracting

a) For the eligibility, please see point 10 of the contract notice.

- b) Legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in the EU restrictive measures¹ or in exclusion criteria as in Annex VIII. Should they do so, their tender will be considered unsuitable or irregular respectively.
- c) Subcontracting is allowed.

4. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.

Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

The Tender's offer must contain one original, clearly marked '**Original**', and 2 copies, each marked '**Copy**'. Failure to fulfil the requirements in clauses 4.1 and 7 will constitute an irregularity and may result in rejection of the tender.

4.1. Tender's offer

The offer must include the following documents:

- Annex II Organisation and methodology;
- Annex III The CV of the Project Staff proposed and statement of exclusivity and availability;
- Annex IV Power of Attorney, using the template provided in the tender dossier in case of a consortium;
- Annex V Quotation Price prepared by the tenderer in accordance with the award criteria for the qualitative evaluation of tenders in section 19 of the Terms of Reference;
- Annex VII: a completed Identification Form;
- Annex VIII: a completed Declaration on honour on exclusion and selection criteria;
- Completed and signed Tenderer's submission from each legal entity identified in the tender submission form, using the format attached to the tender submission form including:
 - Economic and financial capacity of tenderer;
 - Professional capacity of the tenderer;
 - Technical capacity of the tenderer;
 - Completed and signed Statement;
 - Completed and signed Tender's Declaration;
 - Completed and signed Statement of Exclusivity and Availability by each expert proposed in the offer;
- Documentary evidence of the financial and economic capacity and/or of the technical and professional capacity including any possible additional information for the assessment of the absence of professional conflicting interest when requested, according to the selection criteria specified in point 16 of the contract notice;
- Documentary proof or statements required under the law of the country in which the company (or each of the companies for consortia) is effectively established, to show that it is not in any of the exclusion situations listed in the section mentioned in the Annex VIII;
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint

¹ <https://www.sanctionsmap.eu/#/main>

venture/consortium is duly authorised to do so.

If the documentary evidence submitted is not written in English, a translation into the language of the procedure must be attached. Documentary proof or statements may be in original or copy. If copies are submitted, the originals must be available to send to the contracting authority upon request.

Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender and to their exclusion from CEFTA funded procedures and contracts.

The electronic version (USB flash drive only) of the technical offer must be included with the printed version in the separate envelope in which the technical offer is submitted.

The electronic version (USB flash drive only) of the financial offer (Annex V Quotation form for price in excel) must be included with the printed version in the separate envelope in which the financial offer (Annex V Quotation form for price) is submitted.

If there are any discrepancies between the electronic version and the original, printed version, the latter will have precedence.

5. Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

6. Period during which tenders are binding

Tenderers are bound by their tenders for 110 days after the deadline for submitting tenders.

In exceptional cases, before the period of validity expires, the contracting authority may ask tenderers to extend the period for a specific number of days, which may not exceed 20.

The successful tenderer must maintain its tender for a further 60 days. This 60-day period is added to the validity period irrespective of the date of notification. This period can be further extended by mutual agreement between the parties.

In case the contracting authority suspends the signature of the contract after the standstill period, all tenderers have to be informed within 3 working days following the suspension decision, which automatically extends the validity of their tender for the appropriate period.

During the tender validity period for the unsuccessful tenderers, the contracting authority reserves the right to send a notification of award to the next best ranked tenderer. The validity of the next best ranked tender will be extended by 60 days, upon notification of the new award decision. This 60-day period is added to the validity period irrespective of the date of notification, which should however be within the validity period.

The tenderer may refuse the award of the contract if, when receiving a notification of award, the validity of their tender has expired.

7. Additional information before the deadline for submitting tenders

Tenderers may submit questions in writing to the following address up to 15 days before the deadline for submission of tenders, specifying the publication reference and the contract title: procurement@cefta.int

The Contracting Authority has no obligation to provide clarification after this date.

Any tenderer seeking to arrange individual meetings with the Contracting Authority concerning this contract during the tender period may be excluded from the tender procedure.

8. Submission of tenders

Tenders must be sent to the contracting authority before **30 March 2026, 04.00 pm**.

They must include the requested documents in clause 4 above and be sent:

- **EITHER** by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:
The CEFTA Secretariat, 42 rue de La Loi, B-1040 Brussels
- **OR** hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:
The CEFTA Secretariat, 42 rue de La Loi, B-1040 Brussels

Tenders submitted by any other means will not be considered.

Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘Envelope A — Technical offer’ and the other ‘**Envelope B — Financial offer (Annex V Quotation form for price)**’. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations).

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure (i.e. **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**);
- c) the words ‘Not to be opened before the tender-opening session’
- d) the name of the tenderer.

The pages of the offer must be numbered.

Bidders submitting tenders by post or courier service are required to send a notification email to procurement@cefta.int attaching a copy of the proof of dispatch.

9. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with Clause 8. The outer envelope must be marked ‘Amendment’ or ‘Withdrawal’ as appropriate.

10. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

11. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

12. Evaluation of tenders

11.1. Evaluation of the offers

The quality of the offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid. No other award criteria will be used.

11.1.1. Interviews

The evaluation committee might interview the Project Manager proposed in the technically compliant tenders, after having written provisional conclusions but before concluding the technical evaluation.

The interview shall be conducted via Teams platform and the date and time of these interviews will be confirmed or notified to the tenderer at least 2 days in advance. If a tenderer is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the tenderer is unable to participate in this second scheduled time, its tender will be eliminated from the evaluation process.

11.2. Choice of selected tenderer

The best price-quality ratio is established – 30/70.

11.3. Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority's legislation on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only.

13. Ethics clauses / Corruptive practices

a) Absence of conflict of interest and of professional conflicting interest

The tenderer must not be affected by any professional conflicting interest nor any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any undue influence or attempt to unduly influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders, any attempt to obtain confidential information or entering into unlawful agreements with competitors will lead to the rejection of its tender and may result in exclusion from future award procedures and/or financial penalties according to the Financial Regulation in force.

b) Respect for human rights and EU values as well as environmental legislation and core labour standards

The tenderer must respect environmental legislation and core labour standards: participants that are awarded the contract must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

The tenderer and its staff must commit to and ensure the respect of basic EU values, the tenderer and its staff must comply with basic EU values such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

The tenderer and its staff must comply with applicable data protection rules and environmental legislation. In particular, tenderers who have been awarded the contract must also comply with multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

The tenderer and its staff must comply with the EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

c) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses on projects funded by the CEFTA Secretariat are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be excluded from future award procedures.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

14. Signature of contract(s)

13.1. Notification of award

The successful tenderer will be informed in writing that its tender has been accepted.

13.2. Signature of the contract(s)

Within 30 days of receipt of the contract, the other party shall sign and date the contract and return it.

If it is not possible to sign the contract as envisaged in the award decision, or if the successful tenderer fails to sign the contract as requested, the contracting authority reserves the right to review its decision and, where appropriate, award the contract to another tenderer or cancel the procedure.

15. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;

- all technically acceptable tenders exceed the financial resources available;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

16. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. The action shall be launched in accordance with the Conditions and deadlines fixed by the national legislation of the Contracting Authority.

17. Data Protection

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

18. Early detection and exclusion system

The tenderers and, if they are legal entities, persons who have powers of representation, decision-making or control over them, natural or legal person that assumes unlimited liability for the debts, natural or legal person who is essential for the award or for the implementation of the legal commitment, beneficial owner or any affiliate of the tenderer, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form) may be registered in the early detection and exclusion system,, and communicated to the persons and entities concerned in relation to the award or the execution of a procurement contract.

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