**ANNEX II - TECHNICAL PROPOSAL FORM**

The technical proposal must be consistent with the Technical Specifications (see Title B.1. of the Tender Specifications). In preparing the technical proposal the tenderers should bear in mind the award criteria against which it will be evaluated (see Title B.7. of the Tender Specifications).

Tenderers shall use the following format to submit their technical proposals.

Name of the tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Authorised signature on behalf of the Tenderer** |
| Name and address of the tenderer |   |
| Name and function of the authorised representative |  |
| Signature |   |
| Date |   |

The tenderers shall answer the questions below and shall provide the required information in the text boxes provided. Tenderers can extend the answers to questions in the Technical Proposal form on as many pages as needed and there is no restriction on how long the answers can be. The text boxes can be expanded for as long as needed and additional information/documents can be attached if necessary. In case additional information is provided as annex(es) to this technical proposal form, a reference to the annex(es) should be included in the box corresponding to the relevant question.

This technical proposal form is divided in five parts, as follows:

* Part 1: Checklist of minimum (mandatory) requirements
* Part 2: Contract implementation proposal
* Part 3: Description of the contract implementation team
* Part 4: Proposal for selected itineraries and related accommodation proposals
* Part 5: Environmental considerations

# Checklist of minimum (mandatory) requirements\*

\* **Important**: Please note that the questions in “Checklist of minimum (mandatory) requirements” require an unconditional answer. In order for the tender to be evaluated against the award criteria, it should first meet all the minimum (mandatory) requirements, i.e. all the answers to the below question must be positive. If no answer is given or if an affirmative answer is qualified in any way (e.g. a “yes, but …” answer), it will be deemed as a negative answer and your offer will be disqualified and eliminated.

|  |  |  |
| --- | --- | --- |
| Ref.[[1]](#footnote-1) | Mandatory (minimum) requirements | Compliance*(please tick)* |
| YES | NO |
| B.1.2. | Ability to provide in Western Balkans countries all the services required as a minimum: |  |  |
| * Booking of accommodation services (hotel rooms) on various board basis (bed & breakfast, half-board, full-board)
 |  |  |
| * Booking of conference packages in hotels on various types (small, medium, big)
 |  |  |
| * Booking of meeting facilities and ancillary services (e.g. catering for participants to the meetings)
 |  |  |
| * Booking of restaurants and/or meeting venues not linked to accommodation
 |  |  |
| * Booking of local transportation services
 |  |  |
| * Ability to settle bills directly with the travel service provider, hotel (accommodation and meals as well as city tax and other obligatory taxes), restaurant, venue provider, and local transport service provider
 |  |  |
| * Providing print outs and photocopies of conference material (black and white/colour), name tag/badges and name holders/plates for meetings
 |  |  |
| * Ability to provide to travellers emergency assistance / hotline services 365 days per year, 7 days per week and 24 hours per day
 |  |  |
| B.1.2. | Ability to allocate additional staff during peak periods |  |  |
| B.1.2. | Ability to provide all requested services in English |  |  |
| B.1.4.a | Ability to comply with CEPOL normal working hours |  |  |
| B.1.4.e. | Ability to comply with the reporting on services |  |  |
| B.1.4.g. | Ability to comply with the invoicing requirements |  |  |

# Contract implementation proposal

|  |  |
| --- | --- |
| **No.** | **Question** |
| *2.1.* | *Please demonstrate the selection of hotels across WB states at your disposal in accordance with the requirements listed in Title B.1.3.a. and B.1.3.b* |
| *2.2.* | *Please demonstrate your ability to provide competitive hotel rates (on different board basis) to CEPOL. Please provide at least one example.* |
| *2.3.* | *Please demonstrate how you will guarantee 24 hours, 7 days a week assistance directly to travellers.* |

# Description of the contract implementation team

|  |  |
| --- | --- |
| **No.** | **Question** |
| *3.1.* | *Please describe the contract implementation team in terms of composition and size and provide a staffing plan to cope with peak times and a resource back up plan.* |
| *3.2.* | *Please describe your alert systems for travel disruptions and contingency plans.* |
| *3.3.* | *Please describe the data protection policy that you have in place in order to ensure compliance with CEPOL requirements* |

# Proposal for selected activities and related accommodation proposals

|  |  |
| --- | --- |
| **No.** | **Question** |
| *4.1* | *Please provide proposals for accommodation, transport and prices[[2]](#footnote-2), for the scenario no. 1 described in Appendix 1 (see next pages).* |
| *4.2* | *Please provide proposals for conference services and prices[[3]](#footnote-3) for the scenario no. 2 described in Appendix 1 (see next pages).*  |

# Environmental considerations

|  |  |
| --- | --- |
| **No.** | **Question** |
| *5.1* | *Please describe how you intend to adopt a suitable environmental policy and sustainable measures, including, but not limited to the following aspects:**• the use of recycled materials or materials coming from responsible sources;**• provide digital information packs and virtual files;**• minimise the use of polluting materials in favour of reusable or recyclable materials.* |

**APPENDIX 1 – travel scenarios**

# Scenario no. 1 (accommodation and local transport)

|  |  |
| --- | --- |
| Number of persons on mission | 25 (twenty five) |
| Services required | Local transport – from airport to hotel and vice versaHotel accommodation – 5 nights, half board |
| Date(s) and time of accommodation | Check-in: Sunday 07 October 2018 Check-out: Friday 12 October 2018  |
| Departure location | airport Pristina, Kosovo  |
| Destination location | hotel Pristina, Kosovo |
| Additional instructions | Hotel ceiling price – 140 Euro/night |

# Scenario no. 2 (conference services)

|  |  |
| --- | --- |
| Number of persons  | 30 (thirty) |
| Services required | Conference package (medium), 2 coffee breaks (small) each day for all participants, hot lunch each day for all participants,name tags and name holders for all participants |
| Date(s) and time of meeting | Starting: Monday 08 October 2018 Ending: Friday 12 October 2018 at 14:00 hrs |
| Place of meeting | Belgrade, Serbia |
| Additional instructions |  |

1. Section of the tender specifications [↑](#footnote-ref-1)
2. Prices indicated in this section will not be taken into consideration in the financial evaluation of the tenders [↑](#footnote-ref-2)
3. Prices indicated in this section will not be taken into consideration in the financial evaluation of the tenders [↑](#footnote-ref-3)