**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 all the services required as a minimum: |  |  |
| * Booking, issuing and delivery of flight/train/ferryboat tickets, where applicable with the tenderer’s Online Booking Tool or with CEPOL’s electronic travel management system |  |  |
| * Booking of local transportation services |  |  |
| * Electronic ticketing |  |  |
| * Booking of accommodation (hotel rooms) on various board basis (bed & breakfast, half-board, full-board) |  |  |
| * 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 |  |  |
| * 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 |  |  |
| * 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 describe how the contract implementation will be organised in order to guarantee efficiency in terms of optimising travel time and improving cost efficiency, as well as quality of the provision of services to CEPOL, in accordance with the requirements listed in Title B.1.* |
| *2.2* | *Please describe the travel management system you will implement and illustrate how it will guarantee efficiency, cost effectiveness and appropriateness in accordance with the requirements listed in Title B.1.* |
| *2.3* | *Please demonstrate the selection of hotels across EU member states at your disposal.* |
| *2.4* | *Please demonstrate your ability to provide competitive hotel rates (on different board basis) to CEPOL. Please provide at least one example.* |
| *2.5* | *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. Please also provide a staffing plan to cope with peak times and a resource back up plan.* |
| *3.2* | *Please describe the alert system for travel disruptions and contingency plans that will be in place to ensure business continuity.* |

# Proposal for selected itineraries and related accommodation proposals

|  |  |
| --- | --- |
| **No.** | **Question** |
| *4.1* | *Please provide proposals for itineraries, times, prices[[2]](#footnote-2), transport and accommodation for the scenario no.1 (mission) described in Appendix 1 (see next pages).* |
| *4.2* | *Please provide proposals for itineraries, times, prices[[3]](#footnote-3) and transport for the scenario no.2 (participant travel) described in Appendix 1 (see next pages). The most suitable travel has to be selected in line with the rules described in Chapter B.1.2. of the tender specifications.* |
| *4.3* | *Please provide proposals for itineraries, times, prices[[4]](#footnote-4) and transport for the scenario no.3 (Exchange travel) described in Appendix 1 (see next pages). The most suitable travel has to be selected in line with the rules described in Chapter B.1.2. of the tender specifications.* |

# 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 selection of subcontractors respecting the same principles;*  *• access to one or more carbon offsetting schemes would be desirable. Solutions on direct setting off of CO2 emissions per booking and amount specified and paid on the monthly payments;*  *• priority should be given to public or shared transport in view of its low environmental impact;*  *• 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 (mission)

|  |  |
| --- | --- |
| Number of persons on mission | 1 (one) |
| Services required | Transport  Hotel accommodation – max. 1 night |
| Date(s) and time of meeting | Starting: Thursday 18 January 2018 at 10:00hrs  Ending: Thursday 18 January 2018 at 17:00hrs |
| Venue of meeting  (physical address) | Council of the European Union  Rue de la Loi 175 - B-1048 Brussels, Belgium |
| Departure location | Budapest, Hungary |
| Destination location | Brussels, Belgium |
| Additional instructions | Hotel ceiling price – 148 Euro/night  Staff going on mission cannot be obliged, either at the place of employment or at the place of mission, to:  – leave their place of employment or place of mission before 07.00 (station or other transport type) or before 08.00 (airport);  – arrive at the place of mission after 21.00;  – arrive at the place of employment after 23.00 (airport, station or other transport type).  The return journey must be commenced in principle:  – in the case of travel by air, not more than three and a half hours after the end of the meeting;  – in the case of travel by any other means of transport, not more than two hours after the end of the meeting. |

# Scenario no. 2 (participant travel)

|  |  |
| --- | --- |
| Number of persons | 10 (ten) |
| Services required | Transport |
| Date(s) and time of meeting | Starting: Monday 15 January 2018 at 13:00hrs  Ending: Wednesday 17 January 2018 at 16:30hrs |
| Place of meeting | Tampere, Finland |
| Departure location | Various:   1. London, UK; 2. Alicante, Spain 3. Paris, France 4. Lyon, France 5. Muenster, Germany 6. Wiesbaden, Germany 7. Nicosia, Cyprus 8. Valetta, Malta 9. Lisbon, Portugal 10. Tallinn, Estonia |
| Destination location | Tampere, Finland |
| Additional instructions | Outbound travel 15 January 2018, early morning arrival by 11:30 hrs or if not possible, on 14 January 2018 late afternoon.  Inbound travel – 17 January 2018, departure time after 18:00 hrs. |

# Scenario no. 3 (Exchange travel)

|  |  |  |
| --- | --- | --- |
| Number of persons | 4 (four) | |
| Services required | International travel arrangements and accommodation on half board | |
| Date(s) and time of meeting | Starting: Sunday 14 January 2018  Ending: Friday 19 January 2018 | |
| Exchange #1 | Departure location: | Banja Luka (Bosnia & Herzegovina |
| Destination location: | Porto (Portugal)  Ceiling half board (138.35 EUR = hotel 101.00, breakfast 12.45, dinner 24.90) |
| Preferred Hotels: | * Porto Antas Hotel * AC Hotels Porto |
| Exchange #2 | Departure location: | Amsterdam (The Netherlands) |
| Destination location: | Bucharest (Romania)  Ceiling half board (163.90 EUR = hotel 136.00, breakfast 9.30, dinner 18.60) |
| Preferred Hotels: | * Intercontinental Hotel Bucharest * Radisson Blu Hotel Bucharest * JW Marriott Bucharest Grand Hotel |
| Exchange #3 | Departure location: | Palanga (Lithuania) |
| Destination location: | Tbilisi (Georgia)  Ceiling half board (251.00 EUR = hotel 215.00, breakfast 12.00, dinner 24.00) |
| Preferred Hotels: | * Rooms Hotel * Holiday Inn Tbilisi * Ambassador Tbilisi |
| Exchange #4 | Departure location: | Chisinau (Moldova) |
| Destination location: | Thessaloniki (Greece)  Ceiling half board (148.90 EUR = hotel 112.00, breakfast 12.30, dinner 24.60) |
| Preferred Hotels: | * Grecotel Astir Egnatia Alexandroupolis * Thraki Palace Hotel * Alexander Beach Hotel and Convention Center |
| Additional instructions | Please provide flight and half board hotel booking for the above Exchange Programme participant(s).  Outbound travel - 14 January 2018  Inbound travel - 19 January 2018 after 15.00 pm  Accommodation including all local taxes to be based on half board (breakfast and dinner).  Please note that all hotel bookings should be within the ceiling limit of the country per night on half board including booking fee and preference given to the indicated hotels. In case these hotels are not available, please quote alternatives in the vicinity of the preferred hotels. | |

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)
4. Prices indicated in this section will not be taken into consideration in the financial evaluation of the tenders [↑](#footnote-ref-4)