**AWARD Criteria**

**LOT 1 (Logistics – 5.7.1. Cross Border Conference)**

AWARD criteria for LOT 1

* Organisation and Methodology :<60>points
* Proposed Inputs <30>points
* Timeline of the Activities <10>

Detailed description of the Criteria is provided in the accompanying file – Award Criteria

|  |  |
| --- | --- |
|  | **Maximum** |
| **Organi Organisation and methodology** | **60** |
| **Rationale** | **10** |
| Degree of understanding of the Terms of Reference’s requirements (in particular its objectives and expected results) | 5 |
| Degree of understanding of the contract nature and tasks (description of the contract relevant background information) | 2 |
| Explanation of the risks and assumptions affecting the execution of the contract | 3 |
| **Strategy** | **10** |
| Outline of the approach proposed for contract implementation. | 2 |
| A list of the identified tasks considered as necessary to achieve the contract objectives. | 8 |
| **Back-up function (**A description of the support facilities (back-stopping) and subcontracting arrangements ) | **40** |
| Description of the preferred place of accommodation categorized minimum with 4 stars by the Ministry of Economy, subject of approval by the CA;  Description of the envisioned organisation of the lunch and dinner for 70 people including details on the menus:  - Standard menu: with meat, products of meat and dairy products, salads and HALAL food, organized in catering  -Menu for vegetarians  -Menu for coffee, water and non-alcoholic drinks  *\*Proposed Menu should accompany the bid* | 20 |
| Proposal for a technical solution for simultaneous translation for 2 days  *\*Statement for provision of working equipment for simultaneous translation (cabin, earplugs, technician and all required from technical aspect) for 2 days* | 10 |
| Proposal for transportation services by bus that meet the conditions provided for in the "Regulation on technical operational services for vehicles for carrying out separate types of transport in road traffic that is in force" for 2 days (September 26-27, 2023) by picking up passengers from Leskovac, Republic of Serbia to Skopje RS Macedonia, to the place of organization of the conference. and vice versa (Skopje- Leskovac)  \* The place of departure from Leskovac will be further determined | 10 |
| **Proposed inputs (description of the implementation team)** | **30** |

|  |  |
| --- | --- |
| One expert experienced in organising events with the required experience and knowledge to undertake the organisation of the conference | 20 |
| At least 2 non-key experts for logistical support which will provide support for accommodation of the guests in the hotel, reception of the guests in the conference hall | 5 |
| At least one experienced technician for the equipment for simultaneous translation and technical support for ( installation of cabin, earplugs, and other technical aspects) | 5 |

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| **Timetable of activities (**Timetable of the activities, including timing, sequence and duration of the proposed tasks) | **10** |
| **Overall total score** | **100** |

**LOT 2 (Logistics – 5.7.4 Capacity Building Events and 5.7.6 Info days)**

AWARD criteria for LOT 2

* Organisation and Methodology :<60>points
* Proposed Inputs <30>points
* Timeline of the Activities <10>

TOTAL: 100 points

Detailed description of the Criteria is provided in the accompanying file – Award Criteria

|  |  |
| --- | --- |
|  | **Maximum** |
| **Organi Organisation and methodology** | **60** |
| **Rationale** | **10** |
| Degree of understanding of the Terms of Reference’s requirements (in particular its objectives and expected results) | 5 |
| Degree of understanding of the contract nature and tasks (description of the contract relevant background information) | 2 |
| Explanation of the risks and assumptions affecting the execution of the contract | 3 |
| **Strategy** | **10** |
| Outline of the approach proposed for contract implementation. | 2 |
| A list of the identified tasks considered as necessary to achieve the contract objectives. | 8 |
| **Back-up function (**A description of the support facilities (back-stopping) and subcontracting arrangements ) including description of the preferred place of accommodation/hotel categorized minimum with 3 stars by the Ministry of Economy, subject of approval by the CA;  Description of the envisioned organisation of the lunch and dinner for the required number of people including details on the menus: *\*Proposed Menu should accompany the bid* | **40** |
| **Proposed inputs (description of the implementation team)** | **30** |

|  |  |
| --- | --- |
| At least one Events coordinator experienced in organising events |  |

|  |  |
| --- | --- |
| **Timetable of activities (**Timetable of the activities, including timing, sequence and duration of the proposed tasks) | **10** |
| **Overall total score** | **100** |