

## **TECHNICAL PROPOSAL FORM – Tender Specifications EASO/2015/271 – LOT 1**

Each of the following Award Criteria should be described in a maximum of 3 A4 pages (Single spaces, Calibri font size 11/ Arial font size 10 / Times New Roman font size 11 or equivalent)

1. A detailed description of how the Contractor will carry out the prescribed tasks to organise an event ensuring efficiency and quality, carefully specifying the organisational arrangements and the various stages of the work, estimating the time required for each stage and identifying the most important steps.

An event requiring venue and equipment hire, technician and catering services.

2. A description of the response times for providing quotes for each of the requested services – proposing and booking meeting venues, catering and technical services.

3. A detailed description of the Contractor's proposal of a selection of 4 Lunch Menus (2 each for Buffet and Working Lunches), 2 Finger Food Reception Menus, 2 Buffet Dinner Menus and 2 Gala Dinner Menus (4 courses) as outlined in section 1.4.3. (10 Menus in all)

All Menus should include Vegetarian options and options for gluten-free and lactose-free diets.

4. A detailed description of how the Contractor will react to last minute requests and to events that are scheduled to take place over the weekend and/or on a Maltese Public Holiday (bearing in mind that EASO's Public Holidays are not always the same as the Maltese Public Holidays. The description should include what and how support and services are provided outside normal working hours (out-of-hours, weekends and holidays, during urgent emergencies)

**Signature of the tenderer' Legal Representative**

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**TECHNICAL PROPOSAL FORM – Tender Specifications EASO/2015/271 – LOTS 2 – 6**

Each of the following Award Criteria should be described in a maximum of 3 A4 pages (Single spaces, Calibri font size 11/ Arial font size 10 / Times New Roman font size 11 or equivalent)

1. A detailed description of how the Contractor will carry out the prescribed tasks to organise an event ensuring efficiency and quality, carefully specifying the organisational arrangements and the various stages of the work, estimating the time required for each stage and identifying the most important steps.

An event requiring venue and equipment hire, technician and catering services, flights for delegates as well as accommodation and transportation services.

2. A description of the response times for providing quotes for each of the requested services – proposing and booking hotels and meeting venues, offering catering and technical services, issuing and delivering transportation tickets.

3. A detailed description of the Contractor's

(ii) procedure to propose a selection of adequate hotel accommodation as outlined in section 1.4.4;

(iii) procedure to propose good quality itineraries in terms of mode of transportation, price, trip duration, airport waiting time and overall feasibility.

4. A detailed description of

(i) how the Contractor will react to travel disruptions and what contingency plans will be put in place;

(ii) how the Contractor will react to last minute requests and what and how support and services are provided outside normal working hours (out-of-hours, weekends and holidays, during urgent emergencies)

**Signature of the tenderer' Legal Representative**

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