

Subject: external support services for the organisation of WPT2 technical meeting and stakeholders' meeting in Krakow within the framework of the project TalkNET, Index n. CE1044 (Interreg VB Central Europe 2014-2020 Programme).

CODOGNOTTO Polska sp. z o.o. is partner of the Project TalkNET, project index n. CE1044, funded by the Interreg Central Europe 2014-2020 Programme, with an allocated budget of 237.417,50 €.

The overall duration of the project is 36 month, 01.06.2017 – 31.05.2020.

Within this framework, Codognotto Polska sp. z o.o is in charge of implementing a series analyses on main intermodal traffic nodes in terms of efficiency and environmental sustainability. In order to carry out these activities, the company have to organise a stakeholder meeting in Krakow in the first half of November 2017.

Accordingly, the company requires support in organizing an international event based in Krakow.

ART. 1 ORGANISATION AWARDING THE SERVICE CONTRACT

Codognotto Polska sp. z o.o.
Head office: Al. Tadeusza Kosciuszki, 80/82 90-437 Łódź
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PL7251959614

Responsible of the awarding procedure: Mr. Marcin Kubica

ART. 2 DESCRIPTION OF THE SERVICES REQUIRED

In order to organise and manage the organisation of the stakeholder meeting in Krakow, due to the specific service needed, CODOGNOTTO Polska sp. z o.o. (from here on indicated as "Awarding Organisation") requires support in:

- creation and management of a coordinated image of the event in line with the CE 2014-2020 Programme rules, under the supervision of the partner;
- designing, printing and delivery of event material;
- preparation of the premises;
- accommodation and subsistence costs for participants (associated partners and speakers). Foreseen n. 15;
- costs for equipment;
- conference management service;

- catering costs for n. 2 days;
- staff costs for managing the event (hostess, technicians);
- support in the speakers and participants management;

The activities are related to the thematic work package WPT 2.

Due to the international nature of the event, all the conference management services have to be provided in English.

ART. 3 DURATION

The services required must be provided within the first 15 days of November 2017, based on the Awarding Organisation's subsequent indications.

ART. 4 COMPENSATION

The estimated cost for the above-mentioned services is: 20.000,00 € (VAT excluded)

The Awarding Organisation esteems an agency commission of 10%

This amount has to be considered as maximum practicable.

This amount has to be considered as inclusive of all costs an incurred for the performance of the requested services.

The economic operator awarded is the sole responsible of the compliance with the provisions of the security and insurance and social security charges related to the implementation of the services.

ART. 5 TERMS AND CONDITIONS FOR SUBMISSION OF APPLICATIONS

Any request of clarification or price quotation have to be addressed, exclusively via mail, to:

Mr. Andrea Condotta: andrea.condotta@codognotto.com

The price quotation has to be sent within the 15th of September 2017.

Applications received after that date will not be considered

ART. 6 AWARDING PROCEDURE

Due to the nature of the supporting services required, the selection criterium adopted is: lowest price.

Any price quotation above the limit stated (art. 4), variable, multiple, subjected to conditions or partial will not be taken into account.



ART. 7 SELECTING PROCEDURE

Due to the selection criterium indicated in art. 6 (lowest price), the services will be awarded to the bid which will present the lowest price and which is in line with the requested requirements.

Ustroń, 21.08.2017

The General Director - Marcin Kubica