

Tirana, 26/04/2021

**INVITATION TO TENDER**

**“****Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6”**

This is an invitation to tender for the above-mentioned service contract. Please find enclosed the following documents, which constitute the **Tender Dossier**:

1. **Contract notice**
2. **Instructions to tenderers**
3. **Draft contract**
4. **Terms of reference**
5. **Service tender submission form** (*To be submitted by the tenderer as the standard application form using the template provided Annex I)*
6. **Financial offer form** (*To be submitted by the tenderer as the financial offer using the template provided Annex II*)

We look forward to receiving your tender, which has to be sent no later than the submission deadline at the e mail address specified in the instructions to tenderers.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

Yours sincerely**,**

Head of Contracting Authority

Albert Hani

Secretary General

**A: SERVICE CONTRACT NOTICE**

1. **Contract title:** Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6
2. **Work - base:** Western Balkans 6
3. **Procedure:**  Open procedure
4. **Financing:** The Norwegian Ministry of Foreign Affairs
5. **Contracting authority:**  Regional Youth Cooperation Office (RYCO)

**CONTRACT SPECIFICATION**

1. **Nature of contract:**  Global price.
2. **Contract description:** RYCO is seeking for a service provider to implement one (1) Event and several accompanying media relations activities, launching the Regional Volunteering Exchange Program ROUTE WB6. The service provider will be informed with the general narrative of the project, key messages and stakeholders of the Program, emphasizing the following communication tasks:

-Developing and implementing detailed communication and event management action plan for launch of the Program;

-Media support for the ROUTE WB6 Program launch event;

-Press clipping;

-Reporting.

A detailed description of this assignment is provided in the Terms of References, part D of the Tender Dossier.

1. **Number and titles of lots:** Sole lot.
2. **Maximum budget:** 10 000 EUR.

**CONDITIONS OF PARTICIPATION**

1. **Eligibility:**  Participation in this tender procedure is open on equal terms to all legal entities that are duly registered and perform this type of activity in any of the six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia and North Macedonia, participating either on their own or as a consortium.
2. **Number of tenders:**  No more than one tender can be submitted by a tenderer. In the event that a tenderer submits more than one tender, all tenders in which the eligible entity has participated will be excluded.
3. **Grounds for exclusion:** As part of the tender, tenderers must submit a signed and stamped declaration, included in the tender submission form, to the effect that they are not in any of the exclusion situations.
4. **Sub-contracting:**  Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract:**  17th of May 2021.

1. **Implementation period:**  The intended start date is 17th of May 2021 and the period to complete the overall task will be June 30th 2021.

**NOTE: The deadlines depend on the dynamics of the development of the Regional exchange volunteering program and the authorizations issued by local authorities regarding COVID-19.** ​

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria:** The following selection criteria will be applied to the tenderers.

1. **Qualification and professional experience of the tenderers.**

The objective of this criteria is to examine whether or not the tenderer:

- Has the professional qualification, experience and capacities appropriate to this contract as per TOR qualification requirements Section: 5/a “Overall requirements” as following:

* The service provider must be a legal entity registered in the WB6
* Demonstrated capacities and experience in campaign management, event management and media relations
* Fluency of team members in English (written) is a requirement.
* Experience in regional media relations is an asset
* Previous experience with comparable organizations (donor agencies, grant making agencies, international and intergovernmental organizations) is an asset.
* Previous experience in the topics covered by the campaign (volunteering youth) is an asset.
* Quantifiable services offered pro bono will be taken into account during the selection process;

Human Resource Capacities:

In order to implement this assignment, the service provider should be composed of at least three members of the team, with the following profiles:

**Key personnel 1: Project Manager**

* + At least 5 years of experience in the field of communications project management. Bachelor Degree Academic Level.
  + Managing at least two projects in the last year that include event management and media relations
  + Fluency in English language, both spoken and written

**Key personnel 2: Event Manager:**

* + At least 5 years of experience in the field of event management. Bachelor Degree Academic level qualification will be considered an asset;
  + At least 1 year of experience in organizing virtual events
  + Fluency in English language, both spoken and written

**Key personnel 3: Public Relations Manager:**

* + At least 3 years of experience in the field of Public Relations, with the focus on media relations. Bachelor Degree Academic Level in field of Communications will be considered an asset
  + At least two media relations campaigns in the last year
  + Track record in regional media relations will be considered an asset
  + Fluency in English language, both spoken and written

CVs of backstopping team will be considered an asset.

1. ***Financial offer***

* The objective of this criterion is to examine if the financial offer submitted by the technically qualified tenderers for the implementation of this contract aligns with the quality of the tender and is within the upper limit of budget available for this contract.

**17. Award criteria**: Best price-quality ratio.

**TENDERING**

**18. Deadline for receipt of tenders: 13/05/2021, 17h00.**

**19. Tender format and details to be provided**: Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” part of this tender dossier.

**20. How tenders may be submitted**: Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

* Tenders submitted by any other means will not be considered.
* By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders:**  Tenderers may alter or withdraw their tenders by e mail notification referring to the above given email address prior to the deadline for submission of tenders. No tender may be altered after this deadline.

**22. Operational language:**  All communications for this tender procedure and contract must be in English.

**23.****Offer validity period:** The offer validity period is 90 (ninety) days from the deadline for submission of tenders.

**24. Legal basis:**

- Statute of the Regional Youth Cooperation Office;

- Rules for procurement as stipulated in the Grant Agreement;

- RYCO’s Rules for Procurement

**B: INSTRUCTIONS TO TENDERERS**

**Contract title:** “Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6”.

**Financing:** The Norwegian Ministry of Foreign Affairs.

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, draft contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the specified deadline may lead to the rejection of the tender.

1. The services required by the Contracting Authority are described in the terms of reference (part D of the tender dossier) and form an integral part of the Contract.
2. **Timetable**

|  |  |  |
| --- | --- | --- |
|  | **DEADLINE** | **TIME\*** |
| **Deadline for requesting clarification from the contracting authority** | **Up to 5 (five) working days before the deadline for submission of tenders** | **17:00** |
| **Last date for the contracting authority to issue clarification** | **At the latest 2 (two) working days after receiving them.** | **17:00** |
| **Deadline for submitting tenders** | **13/05/2021** | **17:00** |

**\*** All times are in the time zone of the country of the contracting authority

1. **Participation, qualification and subcontracting**
2. Participation in this tender procedure is open on equal terms to all legal entities that are duly registered and perform this type of activity in any of the six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia and North Macedonia, participating either on their own or as a consortium.
3. Qualification: Upon meeting the selection criteria.
4. Subcontracting is allowed.
5. **Content of tender**

The tender must comprise of a Technical offer and a financial offer.

**4.1. Technical offer**

The technical offer must include the following documents:

1. **Tender submission form according the template given in the tender dossier (ANNEX I of the tender dossier), including:**
2. **“STATEMENT”,**
3. **“DECLARATION ON HONOUR ON EXCLUSION CRITERIA”,**
4. **“FINANCIAL IDENTIFICATION FORM”**

***\**** *The above mentioned form to be completed signed and stamped by the tenderers.*

**The evidences to support the selection criteria** set in the Terms of Reference as follows:

* Technical offer (including methodology and working plan);
* CV/Portfolio of the service provider (I.e.: demonstration of previous work in the relevant field including the presentation and links of event management and media relations assignment)
* Consortium agreement if applicable;
* Curriculum vitae (CVs) of 3 key personnel;
* Copy of legal registration;

**4.2. Financial offer**

The Financial offer, must be presented as an amount in Euro and must be submitted using the template of Annex II of this tender dossier.

1. *Tenderers are reminded that the maximum budget available for this contract, as stated in the contract notice, is 10 000 EUR. Payments under this contract will be made in the currency of the tender.*
2. *In the financial offer submitted by the tenderers all applicable taxes must be included.*
3. *All costs of travel and logistics if applicable should be included in the financial offer.*
4. *The financial offer should be split in the following way:*

*1. Media relations (35% of the budget value)*

*2. Event management (65% of the budget value)*

**Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be in English.**

Supporting documents furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

Failure to fulfil the requirements of this clauses will constitute an irregularity and may result in rejection of the tender.

*All documentary proof as well as forms, statements and declarations comprising technical offer and financial offer must be scanned copies of the originals.*

*Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender.*

1. **Additional information before the deadline for submitting tenders**

The tender dossier should be clear enough to avoid tenderers having to request additional information during the procedure. If the contracting authority, either on its own initiative or in response to a request for clarification from a tenderer, provides additional information on the tender dossier, it must make available such information for all the tenderers.

Tenderers may submit questions to the following email address:

* [procurement@rycowb.org](mailto:procurement@rycowb.org) **up to 5 (five) working days before the deadline for submission of tenders expires, specifying the contract title.**

The contracting authority has no obligation to provide clarification after this date.

The contracting authority must respond to request for clarifications **at the latest 2 (two) working days before the submission deadline.**

Any tenderer seeking to arrange individual meetings with the contracting authority concerning this contract during the tender period may be excluded from the tender procedure.

No information meeting or site visit is foreseen.

1. **Submission of tenders**

Tenders must be sent to the contracting authority withinthe given deadline in point 2 “Timetable” of Instructions to tender. They must include the requested documents specified on clause 4 above and be sent to the following email address :

[procurement@rycowb.org](mailto:procurement@rycowb.org)

* Tenders submitted by any other means will not be considered.
* All tenders submitted after the above given deadline shall be rejected.

1. **Amending or withdrawing tenders**

Tenderers may amend or withdraw their tenders by e mail referring to the above given email address prior to the deadline for submitting tenders. The subject of the email must be ‘Amendment….’ or ‘Withdrawal…’ as appropriate. Tenders may not be amended after this deadline.

1. **Costs for preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

1. **Ownership of tenders**

The contracting authority retains ownership of all tenders received under this tendering procedure.

1. **Offer validity period**

The offer validity period is 90 (ninety) days from the deadline for submission of tenders.

1. **Evaluation of tenders**

11.1 **Examination of the administrative conformity of tenders**

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer’s obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

**11.2 Evaluation of technical offers**

The quality of each technical offer will be evaluated in accordance with the award criteria. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

**11.3. Evaluation of financial offers**

Upon completion of the technical evaluation the financial offers will be evaluated in accordance with the award criteria. Financial offers exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

Any arithmetical errors are corrected without penalty to the tenderer such that if there is a discrepancy between the amount in figures and in words, the amount in words will be the amount taken into account;

Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

**11.4. Choice of selected tenderer**

The most economically advantageous tender is the technically compliant tender with the best price-quality ratio, determined by the results of the technical and financial evaluation in accordance with the weighting on 80/20 basis, as per the following grid:

* 20% for the Financial Offer
* 50% for the Concept and Methodology
* 30% for the References and Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Technical offer | Max points (80) | Concept and Methodology | 30 |
| References and Experience  *References/Experience of the legal entity/firm*  *Key personnel 1: Project Manager Key personnel 2: Event Manager Key personnel 3: Public Relations Manager* | 50 |
|  | |

|  |  |  |
| --- | --- | --- |
| Financial offer | Max points (20) | 20 |

**11.5 Confidentiality**

The entire evaluation procedure from the time of receipt of the tenders is confidential, subject to the contracting authority’s regulation on access to documents. The evaluation committee’s decisions are collective and its deliberations are held in closed session. The evaluation reports and written records are for official use only and may be not communicated to the tenderers.

1. **Ethics clauses / Corruptive practices**

a) Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.

b) Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its staff must comply with human rights and applicable data protection rules. In particular, and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

c) Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract

d) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

e) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The Contractor Authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

1. **Signature of contract(s)**

**13.1. Notification of award**

The successful tenderer will be informed by electronic means that its tender has been accepted. The successful tenderer shall then re- confirm availability or unavailability within 2 days from the date of the notification of award.

The other tenderers will, at the same time as the notification of award is submitted, be informed that their tenders were not retained, by electronic means, including an indication of the reason. The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the first ranked tenderer.

**13.2. Signature of the contract(s)/ Implementation of the service**

After the expiry of the appeal period (in cases when no appeals have been submitted) or after the end of appeal process if the award decision has not been subject to changes deriving from appeal process. the Contracting Authority will invite the successful tenderer to sign the contract.

Failure of the selected tenderer to comply with this requirement and/or availability may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may decide to award the contract to the second place ranked tenderer or cancel the tender procedure.

Should the Contracting Authority learn that a tenderer has confirmed the availability and signed the contract although the tenderer has deliberately concealed the fact of unavailability for the start of the assignment, the Contracting Authority may decide to terminate the contract

1. **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

* the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
* exceptional circumstances or force majeure render normal performance of the contract impossible;
* all technically acceptable tenders exceed the financial resources available;
* there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition.

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

1. **Appeals**

Tenderers believing that they have been harmed by an error or irregularity allegedly committed as part of a selection procedure or that the procedure was vitiated by any maladministration may file a complaint, which should be sent electronically to the Contracting Authority, at the same e mail address tenders were submitted, ***up to 3 days after receiving evaluation results.*** The Contracting Authority should respond to the tenderer by electronic means too at the latest 2 (two) days after receiving the compliant. In such cases the potential claimant shall be informed of the characteristics and relative advantages of the successful tender(s) and the contract value. However, certain information may be withheld where its release, would be contrary to data protection, or would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them.

**C: DRAFT CONTRACT**

**FOR**

**“THE EVENT MANAGEMENT AND MEDIA RELATIONS SUPPORT ON REGIONAL VOLUNTEERING EXCHANGE PROGRAM ROUTE WB6”.**

This Service contract,the “Contract*”*, is entered into on d/m/ 2021 by and between:

1. **The Regional Youth Cooperation Office (RYCO),** duly established and organized under the laws of Albania, under registration number L71911452J having its registered address and Head Office at Rruga “Skenderbej”, 8/2/2 in Tirana, Albania, legally represented by the Secretary General, Mr. Albert Hani, adult, with full legal capacity to act, hereinafter referred to as “*RYCO*” or the “*Contracting authority*”

*on the one part*

and

1. --------------------------a company incorporated under the laws of ----------, having its registered office in ---( *insert address full address*)--, registered with the unique registration number -----------------, legally represented for the purposes of the signature of this Contract by M/Mrs (*name surname*), (Administrator, CEO), adult, with full legal capacity to act, referred to “*Service Provider*” or the “*Implementing Partner*”,

*on the other part,*

Hereinafter referred to individually as the “Party” and collectively the “Parties” to this Contract.

By signing this Contract, the Parties confirm that they have read, understood and accepted the Contract as well as all its terms and conditions.

**Preamble**

This Contract is linked to the project “ROUTE WB6”, Contract No. RER-18/0017 (*hereinafter* referred to as the “Project”) financed by the Norwegian Ministry of Foreign Affairs and implemented by RYCO.

**Article 1**

**Subject of the Contract**

1. The subject of this Contract is the provision of services and support by the Service Provider to RYCO for the implementation of an event management and media relations activities in relation to the “Regional Volunteering Exchange Program ROUTE WB6 Campaign.
2. The “Regional Volunteering Exchange Program ROUTE WB6 Program” shall be implemented in all 6 (six) RYCO’s Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia.
3. RYCO shall retain the Service Provider and the Service Provider shall assist RYCO upon the terms and conditions outlined herein, and in the Terms of Reference, part of and attached to this Contract.
4. The Service Provider hereby states that it is fully capable to provide the Services under this Contract and has no other commitments or engagements to other persons, which could prevent from performing the obligations under this Contract.

**Article 2**

**Term of the Contract**

1. The implementation period of this Contract shall enter in force on d/m/ 2021 and shall continue in full force and effect until d/m/ 2021.
2. The Service provider cannot, under any circumstances, start work before the date on which this Contract enters into force.

*\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence*

**Article 3**

**Scope of Work**

The Service Provider shall organize and implement 1 (one) event and accompanying media relations activities, in relation to the launch of the Regional Volunteering Exchange Program ROUTE WB6, as specified in the Terms of Reference, part of and attached to this Contract.

**Article 4**

**Deliverables and timeline**

1. The Service provider shall undertake and deliver the following deliverables:
2. An agreed event outline and agenda;
3. A detailed media relations plan for before, during, and after the event;
4. Documentation of media coverage; and
5. A post event report detailing the number and type of participants, lessons learned and recommendations for future events.
6. The Service provider shall implement the event on management and media relations according to the plan and timeline agreed upon with RYCO.

1. The Service provider must provide the methodology (concept) for each deliverable, together with a preliminary working plan and milestones for completion of tasks. The developed concept should also include a backup plan in case of abrupt changes due to external circumstances.

**Article 5**

**Obligations of RYCO**

1. RYCO shall:
2. provide the necessary support and guidance in order for the Service provider to achieve the services under this Contract,
3. monitor the performance and quality of work of the Service provider.
4. RYCO reserves the right, at its sole discretion, to intervene, review or make any changes to the services mentioned in this Contract, at any time, as may be necessary. The Service provider shall accept any such changes or revisions and comply with the new requirements presented by RYCO within the set deadlines.

**Article 6**

**Price of Contract and Payments Modality**

1. The total gross amount dedicated to the execution of this Contract is [*insert amount in numbers and letters*] EUR.
2. The total gross amount of this Contract includes and covers the costs of travel, accommodation, and logistics or any other such expenses incurred by the Service provider during the execution of this Contract.
3. Upon acceptance of the deliverables, the Contracting authority shall execute the payment for the performance of the services under this Contract in 2 (two) instalments, as follows:
4. 30% of the fee to be released after the approved event management and media relations action plan; and
5. 70% of the fee to be released after the approved media coverage and post-event report.
6. The Service provider must make a request for the payment of each instalment. The reports should be submitted in English for the deliverables or tasks.
7. RYCO will execute the payment for each instalment, in EUR, within 30 (*thirty*) days from the submission of the respective invoice by the Service provider, to the following bank account:

*Bank account holder name:*

*Address of the bank:*

*IBAN / Account number:*

*SWIFT:*

*Bank name:*

*Currency: EUR*

1. The payment shall be considered as executed by RYCO when RYCO submits to the Bank the bank order for the transfer of the amount to the bank account of the Service Provider.
2. The Contracting authority may at any point suspend the payment deadline if a request for payment cannot be processed because it does not comply with the Contract’s provisions. The Contracting authority must formally notify the Service provider of the suspension and the reasons for it.
3. The suspension takes effect on the day the notification is sent by the Contracting authority. If the condition for suspending the payment deadline as referred to is no longer met, the suspension will be lifted and the remaining period will resume.
4. Delays in meeting requirements and/or lack of quality of the product will be considered as a reason for interruption.
5. If the payment deadline has been suspended due to the non-compliance of the reports or deliverables and the revised report or deliverables is not submitted or was submitted but is also rejected, the Contracting authority may also terminate the Contract.
6. The Contracting authority may reject (parts of) or reduce the fees if they do not fulfil the conditions or if the Service provider is in breach of any of the obligations under this Contract.

**Article 7**

**Reimbursement of Expenses**

The Contracting authority may recover any amount that was paid but was not due under this Contract. In this case the Service provider must repay the amount specified in the debit note to the Contracting authority, within 15 (*fifteen*) days upon reception of the notification.

**Article 8**

**Suspension of the Contract**

1. The Contracting authority may suspend implementation of the Contract or any part of it, if the Service provider is not able to fulfil its obligations.
2. The Contracting authority must formally notify the Service provider of its intention, include the reasons why and invite it to submit any observations within 5 (five) day of receiving notification. If the Contracting authority does not accept these observations, it shall formally notify confirmation of the suspension.
3. The suspension will take effect on the date the notification is sent by the Contracting authority.
4. If the reasons for suspending implementation of the Contract are no longer valid, the suspension may be lifted and implementation may be resumed.

**Article 9**

**Termination of the Contract**

1. The Contracting authority may at any moment terminate the Contract if the Service provider:
   1. is performing the tasks poorly,
   2. is not performing the tasks; or
   3. has committed substantial errors, irregularities or fraud.
2. The Contracting authority must formally notify the Service provider of its intention, including the reasons why, and is to submit any observations within 5 (days) days of receiving notification. If the Contracting authority does not accept these observations, it will formally notify confirmation of the termination. The termination will take effect on the date the notification is sent by the Contracting authority.
3. The Service provider may at any moment terminate the Contract if it is not able to fulfil its obligations. The Service provider must formally notify the Contracting authority and include the reasons. The termination will take effect on the date the Contracting authority will formally notify confirmation of the termination.
4. Only fees for days actually worked and expenses actually carried out before termination may be paid.

**Article 10**

**Performance of the Contract**

1. The Service provider must perform the Contract in close collaboration with RYCO’s staff, within the set deadlines and to the highest professional standards, as well as in accordance to the Contracting authority’s internal rules, procedures and regulations.
2. Timely provision of the Services is of the essence of this Contract and any delays in meeting requirements shall lead to the termination of the Contract by the Contracting authority.
3. If the Service provider cannot fulfil its obligations, it must immediately inform the Contracting authority.

**Article 11**

**Independent Contractor**

1. The Service Provider shall provide the Services under this Contract as an independent contractor and not as an employee, partner, or agent of RYCO.
2. The Service provider shall have sole responsibility for the staff who executes the tasks assigned to it.

**Article 12**

**Taxes**

The Service Provider is solely and exclusively responsible for paying income taxes, health and social contributions, as well as other obligations in compliance with the tax requirements and legislation, related to this assignment, in relevance with the taxation laws and regulations applicable in its contracting party.

**Article 13**

**Notifications**

1. Any notices, notifications or other communications in relation to the Contract between the Parties shall be made in writing, be delivered by hand and/or sent via mail or e-mail to the following addresses:
2. Contracting authority: RYCO:

*Address:*

*Contact point : [Name/ Surname / Position]*

*Tel :*

*E-mail :*

1. Service Provider:

*Address:*

*Contact point : [Name/ Surname / Position]*

*Tel :*

*E-mail :*

1. The Service Provider has to notify RYCO in writing immediately for any changes of its address or electronic mail address, otherwise any notification issued by RYCO shall be deemed as received by the Service Provider to the address provided in this Contract.
2. Both Parties undertake the obligation to notify immediately one another of any changes, such as registration, residence or legal representation, which may have an impact on the execution of present Contract and on their professional relationship.

**Article 14**

**Amendments**

Amendments to this Service contract may be done only in written by consent from both parties. The Party receiving the request must formally notify its agreement or disagreement to the other Party, within 30 (thirty) days of receiving notification.

**Article 15**

**Entirety of the Contract**

1. This Contract covers all arrangement between the Parties, related to the object herein and substitutes all and any previous agreements and understandings between the Parties, whether written or verbal.
2. The Contract shall be interpreted by considering its terms and conditions as an entirety. Any clause or wording that may create uncertainty must be viewed in the context of the entire Contract and in the view of the purposes that caused both Parties to enter into this Contract.
3. If any provision of this Contract shall become invalid, illegal or unenforceable, such provision shall be become null and void; nevertheless, all other provisions of this Contract shall remain in full force and effect.

**Article 16**

**Information and confidentiality**

1. RYCO shall provide to the Service provider all information necessary in order to carry out the Services in a full and proper manner.
2. The Service provider shall keep RYCO constantly informed of all information of which the Service provider becomes aware during the term of this Contract and relating to the Services.
3. The Service provider agrees that all data, documents, discussion, or other information developed, received or provided for the performance of this Contract are deemed confidential and shall not be disclosed by the Service provider without prior written authorization by RYCO. RYCO shall grant such authorization if disclosure is required by law. Upon request, all RYCO’s data shall be returned to RYCO upon the termination of this Contract. The Service provider’s duty of confidentiality shall survive the termination of this Contract.

**Article 17**

**Records and Supporting Documentation**

1. The Service provider must keep records and other supporting documentation (original supporting documents) as evidence that the Contract is performed correctly and the expenses were actually incurred. These must be available for review upon the Contracting authority’s request.
2. The Service provider must keep all records and supporting documentation for 5 (five) years starting from the date of the last payment. If there are on-going checks, audits, investigations, appeals, litigation or pursuit of claims, the service provider must keep the records and supporting documents until these procedures end.

**Article 18**

**Ownership and Use of the Results**

1. RYCO must fully and irrevocably acquire the ownership of the results under this Contract including any rights in any of the results listed in this Contract, including copyright and other intellectual or property rights and information contained therein, produced in performance of the Contract. RYCO shall acquire all the rights from the moment the results are delivered by the Service provider and accepted by RYCO. Such delivery and acceptance are considered to constitute an effective assignment of rights from the Service provider to RYCO.
2. RYCO may use, publish, assign or transfer these results as it sees fit, without any limitations (geographical or other), unless intellectual property rights already exist.

**Article 19**

**Applicable Law and Dispute settlement**

1. This Contract shall be governed by, executed and interpreted in accordance with the laws of Albania, as the Host Country of the Contracting authority, and in compliance with RYCO’s internal rules and regulations.
2. In the event of disputes arriving out of or in connection with this Contract, parties undertake to first reach an amicable settlement.
3. If an amicable solution to a dispute arising from the application of this Contract with regard to its interpretation, or application cannot be reached, the complaining party may appeal to the competent court in Albania.

**Article 20**

**General Provisions**

1. The language of the written correspondence between the contracting Parties of this Contract shall be in English.
2. None of the parties shall be responsible to the other for any delay in the fulfilment of its obligations herein, if this delay is caused by a *Force majeure*. However, this Force majeure clause applies only if the events take place after the signature of this Contract, so that it makes impossible or unduly burdensome for one of the parties to fulfil its obligations.
3. The entire Agreement between the Parties is composed of the following documents:
4. Contract;
5. Terms of reference;
6. Methodology & Working Plan; and
7. Financial offer.

Done in English in 3 (three) originals documents, 2 (two) originals being for the Contracting authority and 1 (one) original being for the Service Provider:

**For the Contracting authority: For the Service Provider:**

Mr. Albert Hani Mr. /Ms [*Insert Name/ Surname*]

Secretary General, [*Insert Title/Position*]

Regional Youth Cooperation Office [*Insert name of the organization*]

**D: `TERMS OF REFERENCE**

**General information about the assignment:**

**Organization:** Regional Youth Cooperation Office (RYCO)​

**Type of Services Required:** Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6

**Duration of the service:** May 2021–1 July 2021​

**Expected date of launch event:** End of May 2021

**Work base:** Western Balkans

**Starting date of the contract:** 17 May 2021​

**Background**

**About RYCO:**

RYCO is an intergovernmental organization that stewards and promotes regional, cross- border and intercultural cooperation within and among its six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia. RYCO’s program focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. A key instrument enabling RYCO to fulfil its mission is grant-making; developing tailored calls for proposals that enable CSOs and schools to engage in initiatives that contribute to mutual understanding of youth from various communities across RYCO’s Contracting Parties, thus contributing to reconciliation and youth participation.

*\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of*

*Independence*

1. **Background:**

**About the Project:**

**ROUTE WB6 project** is ​a regional project led by RYCO that promotes cross-border long-term, and short-term volunteering as a tool that will contribute to the reduction of social and ethnic distance among young people in the region as well as to raise their prosocial and European values that will lead to reconciliation, stability and prosperity of the WB6 region. The project is contributing to: a) Creation of the regional policy foundation on volunteering; b) Establishment of the Regional Volunteer Service and regional volunteer program ROUTE WB6; c) Scaling up of the Regional Volunteer Program ROUTE WB6.

More information on the project can be found [her](https://www.rycowb.org/?page_id=7813)​ [e](https://www.rycowb.org/?page_id=7813).​

**About the Program**

The ROUTE WB6 youth volunteering cross border exchange program (further on: The Program) is one of the main project outputs, being designed with the aim to serve as one of main mechanisms for youth mobility, volunteering and peacebuilding in the region of Western Balkans. The Program will contribute to experiential learning and development of young people to act as drivers of reconciliation and societal reconstruction in the region. Youth would thus have best chances to acquire intercultural and teamwork competencies, be sensitized and driven by relevant causes across the region, as well as be equipped to critically deconstruct the negative narratives.

The Program results from a design-thinking process, being designed by young people for young people. Young people- the potential volunteers- are a key target group. The Program creates synergies between young people of different identities, supporting them to become multipliers and role models to their peers. Young people register for participation in the Program via the web platform [routewb6.org](https://routewb6.org/join-us). Their registrations are reviewed, evaluated, and based on their profile then matched with the appropriate local community project that needs volunteer support.

Therefore, the ROUTE WB6 Program also focuses on local communities as the project beneficiaries. In the pilot phase, the Program defines the local communities as the local CSOs nominating their volunteering projects that need the support of regional volunteers.

The main communication goal of the assignment is to inform CSOs in the WB6 about the Program and its features, as well as to motivate them to nominate their projects for the regional volunteer support.

2. **Scope of work**

We are seeking for a specialized service provider which is experienced in event management and media relations services.

For the purpose of the ROUTE WB6, **we**​ **are looking for a service provider to implement one (1) Event and accompanying media relations activities, launching the Regional Volunteering Exchange Program ROUTE WB6.**

The ROUTE WB6 Project team will provide the service provider with the general narrative of the project, key messages and stakeholders of the Program, emphasizing the following communication tasks:

* Developing and implementing detailed communication and event management action plan for launch of the Program
* Media support for the ROUTE WB6 Program launch event
* Press clipping
* Reporting

In order to fulfill the communication tasks, the service provider shall provide the following services:

* In close cooperation with the project team develop and implement the Program awareness raising and communication and event management action plan;
* Organize and coordinate 1,5 hours hybrid launch event, with up to three participants in physical venue, and 150-200 online participants, in close coordination with the project team;
* Send out invitations with the approved agenda to all confirmed participants;
* Follow up on invitations;
* Ensure that all keynote speakers, and the moderators have all the relevant information and are technically well equipped for their roles;
* Ensure that all presentations are submitted on time and available for sharing;
* Coordinate the logistics of the event in close coordination with the ROUTE WB6 team;
* Provide technical support for the physical event
* Provide professional/HD video camera for each venue
* Provide lighting at the venue suitable for HD recording
* Provide a high-quality sound system at the venue (including return audio from participating locations)
* Support all virtual conference participants in case they have difficulties joining;
* Host and provide technical support (ZOOM webinar mode) to a successful virtual event;
* Provide simultaneous translation from English to the WB6 languages
* Arrange the moderation of the event;
* Establish the list of the participants with the Project team;
* Book the physical space where the moderator is going to be placed and do all the necessary arrangements and preparations;
* Develop visibility materials and branding for the hybrid event (backdrop, roll-ups, venue branding; ZOOM backgrounds)
* Support the live stream of the event on RYCO Facebook page;
* Ensure the participants register and join the event effortlessly from any device and location;
* Display quality videos of all presenters and pre-recorded video clips;
* Ensure that the sound from the live event, of all presenters and pre-recorded videos is streamed clearly;
* Ensure that the moderator and presenters can monitor participants’ questions;
* Conduct a virtual dry run session before the event;
* Ensure the start of the event 30 minutes before streaming live;
* Manage the event flawlessly from start to completion;
* Post the event, forward the event recording link and attendees registration details of the proceedings;
* Define and implement efficient media relations activities for the promotion of the Program (including but not limited to: media announcements, press releases, article placements, interviews, guest appearances), upon the approval and in communication with the ROUTE WB6 Project team, in order to secure at least 10 media features per CP.
* Secure media presence at the event and prepare media toolkit for the media present;
* Assist with preparing the agenda, scene settings, briefings;
* Document media coverage of the event;
* Compile post-event report detailing the number and type of participants and lessons learned.

3. **Deliverables**

1. An agreed event outline and agenda
2. A detailed media relations plan for before, during, and after the event
3. Documentation of media coverage
4. A post event report detailing the number and type of participants, lessons learned and recommendations for future events

The contracting authority is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.

1. **Methodology**

The service provider must provide the methodology (concept) for each deliverable, together with a preliminary working plan and milestones for completion of tasks. The developed concept should also include a backup plan in case of abrupt changes due to external circumstances.

1. **Duration/Time Frame**

The intended start date is 17 May 2021, and the period to complete the overall task will be 30 June 2021. Delays in meeting requirements and/or lack of quality of the product will be considered as a reason for interruption.

**NOTE: The deadlines depend on the dynamics of the development of the Regional exchange volunteering program and the authorizations issued by local authorities regarding COVID-19.** ​

1. **Overall requirements:**

* The service provider must be a legal entity registered in the WB6
* Demonstrated capacities and experience in campaign management, event management and media relations
* Fluency of team members in English (written) is a requirement.
* Experience in regional media relations is an asset
* Previous experience with comparable organizations (donor agencies, grantmaking agencies, international and intergovernmental organizations) is an asset.
* Previous experience in the topics covered by the campaign (volunteering youth) is an asset.
* Quantifiable services offered pro bono will be taken into account during the selection process;

**Human Resource Capacities:**

In order to implement this assignment, the service provider should be composed of at least three members of the team, with the following profiles:

**Key personnel 1: Project Manager**

* + At least 5 years of experience in the field of communications project management. Bachelor Degree Academic Level.
  + Managing at least two projects in the last year that include event management and media relations
  + Fluency in English language, both spoken and written

**Key personnel 2: Event Manager:**

* + At least 5 years of experience in the field of event management. Bachelor Degree Academic level qualification will be considered an asset;
  + At least 1 year of experience in organizing virtual events
  + Fluency in English language, both spoken and written

**Key personnel 3: Public Relations Manager:**

* + At least 3 years of experience in the field of Public Relations, with the focus on media relations. Bachelor Degree Academic Level in field of Communications will be considered an asset
  + At least two media relations campaigns in the last year
  + Track record in regional media relations will be considered an asset
  + Fluency in English language, both spoken and written

CVs of backstopping team will be considered an asset.

1. **Budget & payment of deliverables**

Total available budget allocated for this contract is 10,000 EUR. The financial offer should split the following way:

1. Media relations (35% of the budget value)
2. Event management (65% of the budget value)

The contract will be realized in EUR, and the payment will be conducted in 2 installments:

1. 30% of the fee to be released after the approved event management and media relations action plan
2. 70% of the fee to be released after the approved media coverage and post-event report
3. **Application process**

Applications should be submitted via email containing the following information:​

- Title Subject: Provision ​of services of *Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6*​to **procurement@rycowb.org**​not later than the deadline specified in “Instructions to tender”. Interested and qualified service providers need to enclose following documents to the application:

* **Technical offer (including methodology and working plan);**
* **CV/Portfolio of the service provider (**I.e.:​ demonstration of previous work in the relevant field including the presentation and links of event management and media relations assignment)
* **Consortium agreement if applicable;**
* **Curriculum vitae (CVs) of 3 key personnel;**
* **Financial offer**
* **Copy of legal registration;**
* **Bank account details to which the payments shall be made (mandatory).**

**8. Evaluation process**

Tenderers will be evaluated on the basis of information provided in the submitted tender documents under this call.

The process will consist of several stages where the fulfillment of the basic requirements, the technical offer, the financial offer and the qualifications of the experts in human capacities will be evaluated. Tenderers shall be excluded from the evaluation process if there is an absence of key required documents.

The overall evaluation will be done based on scores composed of the following:

* 20% for the Financial Offer
* 50% for the Concept and Methodology
* 30% for the References and Experience

**E: ANNEX I**

**SERVICE TENDER SUBMISSION FORM**

***Contract title: “****Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6”*

***Financing:***  The Norwegian Ministry of Foreign Affairs.

Please supply one signed and stamped **tender including completed signed and stamped statement, declaration on honour on exclusion criteria, and financial identification form.** All data included in this application must concern only the entity making the tender.

**1. SUBMITTED by (i.e. the identity of the tenderer)**

|  |  |
| --- | --- |
| **Insert: Full name of the legal entity** |  |
| **State the legal form of entity:** |  |
| **Insert: Name of the representative of the entity and the title (CEO/Administrator)** |  |
| **In case of consortium, insert the names of the members.** |  |
| **Insert: Full official address of entity** |  |
| **In case of consortium:**  **Insert full addresses of the members.** |  |

**1.1 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

**2. TENDERER’S STATEMENT**

**As part of their tender, the Entity identified under point 1 of this form, must submit a completed and signed statement form using the following format.**

**STATEMENT**

I, the undersigned, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above.

1. I offer to provide the services requested in the tender dossier in accordance with Terms of reference and other conditions and requirements stated in the tender dossier without reserve or restriction.
2. I present this tender on the basis of the following documents, submitted attached to this form, in response to your requirements stated in “Instructions to Tenderers” and “Terms of Reference”, which comprise my technical offer, and financial offer,

List the documents submitted attached:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. a) The price of my tender is (insert total price in numbers and words) (in EUR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In my offer, all *applicable taxes as well as travel and logistic costs are included.*

1. I am making this tender in my own right. As capacity-providing entity, I confirm to be jointly and severally bound in respect of the obligations under the contract.
2. I state that I have the technical, professional and financial capacity referring to this call of tender for performing the contract according to the Terms of Reference and other conditions set for this tender by the Contractor Authority.
3. I understand that if I fail to comply with contract obligations the award may be considered null and void.
4. I agree to abide accordingly to the Terms of Reference and instructions to tenderers requirements and conditions.
5. In particular, I fully agree to abide to the stipulations settled in point 12: Ethic Clauses/Corruptive practises and I have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this tender. Furthermore, I have not been involved in the preparation of the project that is the subject of this tender procedure.
6. I will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. I also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other potential contracts.
7. I declare that I am not in a situation of unavailability and I am able and willing to work for the whole period scheduled for my input to implement the tasks set out in the Terms of Reference. if this tender is successful.
8. I declare that the key experts to be engaged in this contract are not in a situation of unavailability and able and willing to work for the whole period set out in the Terms of Reference. if this tender is successful.
9. I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor, I shall address myself to the latter and/or to the competent jurisdictions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**3. TENDERER DECLARATION ON HONOUR ON EXCLUSION CRITERIA**

**As part of their tender, the Entity identified under point 1 of this form (each Entity in case of consortium), must submit a signed declaration on honour on exclusion criteria stating that they are not in any of the exclusion situations using the following format:**

**DECLARATION ON HONOUR ON EXCLUSION CRITERIA**

I, the undersigned, hereby declare that I am not in any of the exclusion situations listed below:

**Situation of exclusion**

1. It is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
2. It has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
3. It has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence including in particular any of the following:

* Fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
* Entering into agreement with other persons with the aim of distorting competition.
* Violating intellectual property rights;
* Attempting to influence the decision-making process of the contracting authority during the award procedure
* Attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;***

1. It has been established by a final judgement thatr the persons with representative power, decision making control is guilty for fraud, corruption, involvement in a criminal organization, money laundering, terrorist activities or other criminal offences.
2. Make use of child labour or forced labour and/or practice discrimination, and/or does not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**Note:**  *In any case The Contractor Authority has the right to further investigate and request evidences to support the declarations if it has reasonable ground to doubt the content of such information.*

**4. TENDERER FINANCIAL IDENTIFICATION**

**As part of their tender, the Entity identified under point 1 of this form, must submit a signed form to indicate the bank account into which payments should be made if the tender is successful using the following format.**

**BANKING DETAILS**

|  |  |
| --- | --- |
| ACCOUNT NAME |  |
| IBAN/ACCOUNT NUMBER |  |
| CURRENCY |  |
| SWIFT CODE |  |
| BANK NAME |  |
| BRANCH CODE |  |
| FULL OFFICIAL ADREESS OF BANK BRANCH |  |

**ACCOUNT HOLDER’S DATA**

|  |  |
| --- | --- |
| ACCOUNT HOLDER’S NAME |  |
| ACCOUNT HOLDER’S ADRESS |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**F: ANNEX II**

**FINANICIAL OFFER**

**“Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6”**

* + - 1. Please insert your offer in the third column as per the following indicators

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Maximum budget (in EUR)*** | ***Offer*** |
| *Media relations* | *(35% of the budget value)* |  |
| *Event management* | *(65% of the budget value)* |  |
| **TOTAL** |  |  |

1. Please insert total price in numbers and words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in EUR)

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Stamp** |  |
| **Date** |  |

In my all-applicable taxes, as well as travel and logistic costs are included.