

REQUEST FOR OFFERS**Venue & Catering Services in Berlin, Germany**

enpact e.V. seeks to rent event location and contract catering services for a three-hour-long event in Berlin, Germany, for approximately 80-120 participants on **Thursday, 10th of October, 18:00 PM - 21:00 PM, CET.**

A Project Summary**A.1. Project Description**

The project connects entrepreneurship ecosystems across Europe with the aim of encouraging a stronger economic integration through facilitating partnerships, knowledge sharing and resource exchange between entrepreneurs and stakeholders, with a specific focus on Bosnia and Herzegovina, Albania and Berlin.

Through regular networking events, dedicated training and workshops, and exchange trips, the project will provide entrepreneurs across the Western Balkans with market access and business development support, and access to opportunities for international growth.

B Deliverables**B.1. Venue:**

- Location Requirements:
 - Seating for up to 120 people, theater style preferred, open for discussion.
 - Stage must be positioned at the front of the room and include: lectern, chairs for panelists and one for moderator (3+1). Chairs should be accompanied with a small table (refreshment & decoration).
 - Microphones: A lapel microphone 1x, a lectern microphone 1x, panelists microphones 3x.
 - A LED Wall (playing intro videos, announcements, slideshows).
- Capacity: The number of guests is up to 120.
- Layout: The Desired seating arrangements is theater.
- Accessibility: All legally binding requirements for accessibility.
- Technical Requirements: AV equipment, internet access, lighting, sound, a LED Wall.
- Ambiance: Business modern

B.2. Additional technical equipment:

- Up to 6 smaller or 3 big screens distributed around the venue to display a slideshow presentation
- Live streaming of the event: cameras, audio, lighting, technician,

B.3. Catering:

- A buffet with finger food, vegan and vegetarian, for up to 120 people
- Drinks - a mix of soda drinks, wine & beer, for up to 120 people (including service)

B.4. Guest management:

Venue representatives are responsible for managing guests to the fullest extent, including:

- Welcoming: Guests should receive a warm welcome and be directed to the registration area.
- Registration: Guests need to be registered, given necessary materials, and provided with name tags. The event will feature networking facilitation through badges, which should also be explained during the registration process.
- Guiding: After registration, guests should be guided to their designated seating.
- Departing: Guests should be greeted when departing.

B.5. Moderator (optional):

- Moderate a three-hour-long event, with opening and closing remarks, panel discussion and introduction to the networking session. The event will be aligned with project guidelines, enpact's objectives and communicated prior to the event. Proper introduction into the topic will be arranged.

C Application

Eligibility is solely dependent on the presentation of an offer. Any entity wishing to respond to this call may do so by submitting an offer in English which covers the deliverables as well as a price list, which states the unit price for all foreseen deliverables (including any VAT).

The applicant should propose a suitable contract manager for the contract implementation. A contract manager should be appointed for the entire contract duration and shall ensure the overall management of the contract including timely completion of the activities, ensuring the required level of quality is met.

Offers are accepted until September 15, 2024, 23:59 PM (CET), and must be submitted by e-mail to elmedin.bisic@enpact.org.

*Note: All services must include full arrangement, from setting up the venue, to the post-event cleaning. No employee from the orderer's side will be included in the setting up, or any later operational stage. Full technical support in the AV process during the event is also required.