

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

enpact e.V. seeks to rent an event location and contract catering services for a three-hour-long workshop, for approximately 60 participants, and a three-hour-long event, for approximately 120 participants, in Berlin on Thursday, 21 November 2024.

A Background

The Berlin Founders Program aims to empower entrepreneurship support organizations and aspiring entrepreneurs from Albania, Bosnia and Herzegovina, Ukraine, and Berlin to pursue entrepreneurship as a viable career path and grow their own businesses. The project is implemented by enpact and financed by the Berlin Senate Department for Economics, Energy and Public Enterprises.

B Work Packages & Deliverables

For a workshop and networking event hosted as a part of the aforesaid project, we request offers for the rental of an event location and the contracting of catering services. The three-hour-long workshop will take place in Berlin, for approximately 60 participants on Thursday, 21 November 2024, from 10:00 to 13:00 or 14:00 to 17:00 (CET). The three-hour-long event will take place in Berlin, for approximately 120 participants on Thursday, 21 November 2024, from 18:00 to 21:00 (CET).

The selected contractor will be responsible for the following work packages:

B.1. Event venue provision

Offers must comprise at least the following deliverables:

- **Event venue:** Provision of rooms equipped and approved for public events with up to 120 external guests.
 - **Seating:** Seating for up to 120 people in a theater-style layout.
 - **Stage:** A stage for speakers positioned at the front of the room.
 - **Accessibility:** Compliance with all legal accessibility requirements and at least the following parameters:
 - The venue must be barrier-free, i.e. accessible at ground level or via a ramp or elevator.
 - Door widths of 0.90 m are required.
 - An accessible restroom must be available.
 - Seating should be variable so that places for wheelchair users can be made available in different areas as required.
 - The podium must be made accessible using a ramp if required

- **Cloakroom:** A designated and monitored area for guests to check in their coats and personal belongings.
 - **Ambiance:** A modern, professional and aesthetical atmosphere suitable for a business networking context.
 - **Geographic location:** The venue must be located within the city limits of Berlin and within a 35-minute travel radius from Berlin's Alexanderplatz by local public transport (BVG or S-Bahn Berlin), ensuring easy accessibility.
- **Technical Requirements:** Provision of AV equipment, internet access, lighting, and sound systems, as well as the following equipment:
 - **Microphones/speakers:** A total of three microphones and a speaker system.
 - **LED wall or projector:** To display intro videos, announcements, and slideshows.
 - **Additional technical equipment:** At least three smaller screens or three large screens strategically placed throughout the venue to display a slideshow presentation.
 - **Service:** Complete venue management, including setup, ongoing technical support, and post-event cleanup.

B.2. Workshop venue provision

Offers must comprise at least the following deliverables:

- **Workshop venue:** Provision of rooms equipped and approved for public events with up to 60 external guests.
 - **Seating and Tables:** Seating and tables for up to 60 people.
 - **Accessibility:** Compliance with all legal accessibility requirements and at least the following parameters:
 - The venue must be barrier-free, i.e. accessible at ground level or via a ramp or elevator.
 - Door widths of 0.90 m are required.
 - An accessible restroom must be available.
 - Seating should be variable so that places for wheelchair users can be made available in different areas as required.
 - **Ambiance:** A modern, professional and aesthetical atmosphere suitable for a workshop context.
 - **Geographic location:** The venue must be located within the city limits of Berlin and within a 35-minute travel radius from Berlin's Alexanderplatz by local public transport (BVG or S-Bahn Berlin), ensuring easy accessibility.
- **Technical Requirements:** Provision of AV equipment, internet access, lighting, and sound systems, as well as the following equipment:
 - **LED wall or projector:** To display intro videos, announcements, and slideshows.
- **Service:** Complete venue management, including setup, ongoing technical support, and post-event cleanup.

B.3. Catering for the event

Offers must comprise at least the following deliverables:

- **Food:** A buffet offering finger food for up to 120 guests, including vegan, vegetarian, and options for common dietary restrictions (e.g., gluten-free, nut-free), with clear labeling.
- **Drinks:** A selection of water, sodas, wine, and beer for up to 120 guests (incl. serving staff).
- **Cleaning and maintenance:** Arrange for cleaning staff to manage ongoing support and post-event cleanup.
- **Coordination and Communication:** Manage communication with the catering service to ensure timely delivery, setup, and smooth operation.

The offer for this work package may include in-house offers from the applicant or third-party offers incorporated into their overall proposal.

B.4. Catering for the workshop

Offers must comprise at least the following deliverables:

- **Food:** A coffee break and lunch buffet offering a warm lunch meal for up to 60 participants, including vegan, vegetarian, and options for common dietary restrictions (e.g., gluten-free, nut-free), with clear labeling.
- **Drinks:** A selection of water and sodas for up to 60 participants.
- **Cleaning and maintenance:** Arrange for cleaning staff to manage ongoing support and post-lunch cleanup.
- **Coordination and Communication:** Manage communication with the catering service to ensure timely delivery, setup, and smooth operation.

The offer for this work package may include in-house offers from the applicant or third-party offers incorporated into their overall proposal.

B.5. Guest management for the event

Offers must comprise at least the following deliverables:

- **Welcoming:** Guests should receive a warm welcome and be directed to the cloakroom and 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.
- **Departing:** Guests should be greeted when departing.

C Payment Schedule

The payment schedule will be structured based on the successful completion and acceptance of the deliverables. An advanced payment of 20% of the contract value may be provided upon the contract's commencement. A final payment of 20% will be withheld and made upon the successful completion and acceptance of the entire project scope. Other terms and conditions will be specified in the service contract to the awarded provider. Payments will be made in EUR and executed via bank transfers.

The financial offer for this award must include net prices excluding VAT. Upon conclusion of the contract with the contracting party that is awarded the contract, it will be determined which tax rate is to be applied.

D Award criteria

Any entity wishing to respond to this call may do so by submitting a technical offer in English which describes the event location and services they can provide for the duration of the expected contract duration. All technical offers should include a general concept of how the applicant will deliver on the expected deliverables listed in section B of this document. The financial offer for this award must include all net prices excluding VAT.

All offers that adhere to the general requirements, meet the deadline and comprise all deliverables listed in all work packages listed above will undergo evaluation by two assessors. The evaluation will be based solely on the combined total price for all work packages. The tender offering the lowest combined total price for all work packages will be deemed the most financially competitive and will be awarded the contract.

Please note: Offers must address all specified work packages in their entirety. Partial offers covering only some of the work packages will not be accepted.

E Application & Contracting

This service contract is open on equal terms to any natural or legal person, regardless of their domicile or seat with the exception of the contractor having to be legally and physically able to offer an event location and perform the services in Berlin. Eligibility is solely dependent on the presentation of an offer. All offers must include the following components to be eligible:

- A **general concept** for how the tenderer will deliver on the expected deliverables including the price covering all the services foreseen in the concept. This price shall be considered the price ceiling that the tenderer is proposing.
- A **price list**, which states the unit price for all foreseen deliverables in EUR net of VAT.
- A **total price per work package** in EUR net of VAT.
- **Company Information:** The name, address, and contact details of your company/organization
- **Customer Information:** The name, address, and contact details of enpact.
- **Date:** The date the quotation was prepared should be included.

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.

It is expected that the service contract will be signed in October 2024 and run until the end of November 2024. The execution of the deliverables shall not start before the contract has been signed or before the specific date specified in the contract.

Offers are accepted until October 21, 2024, 09:00 (CET), and must be submitted by e-mail to Chiara Kadelka at ck@enpact.org.