



RFQ CMRE 24-008

La Spezia, 16 July 2024

SUBJECT: Request for Quotation (RFQ) no. CMRE 24-008, for the organization of an event in La Spezia, from 23 to 31 October 2024

Ladies and Gentlemen,

The Centre for Maritime Research & Experimentation (CMRE) intends to award a contract for the organization of an event to take place at CMRE premises in La Spezia, from Wednesday 23 October 2024 to Thursday 31 October 2024 (weekend 26 – 27 Oct excluded). The aim of this request for quotation is the selection of a company to provide organization, administration, hospitality and promotion support to CMRE, required personnel, and set-up of the expo space for 400 participants further detailed in the scope of work (Annex 2 of the RFQ).

Firm Fixed Price quotations, in EURO currency, shall be submitted by filling out the Schedule of Supplies and Prices provided at Annex 1 of this RFQ. Together with the price quotation, the firm shall provide all the pre-award submittals listed at para. 5 of SOW (Annex 2). Partial bidding is not allowed. Please note that the STO CMRE is exempt from payment of all duties and taxes (including VAT) on expenditures.

A **mandatory** site visit is scheduled for **Thursday 25 July 2024 at 10.00 hours**. The Firms interested to submit a quote must inspect the site where the event will take place to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. You must provide name and ID of the participants to Contracting@cmre.nato.int **NLT Monday 22 July 2024 COB**.

Quotes shall be sent via e-mail to Contracting@cmre.nato.int as soon as possible and no later than **Monday 26 Aug 2024, 10:00 hours local time**, referencing this RFQ and addressed to CMRE Head of Finance & Contracting. Please note that messages exceeding the size of 15MB cannot be received by our server.

The Contract shall be awarded, subject to availability of sufficient funds, to the firm offering the lowest priced technically compliant quote. The price of optional items will be considered for the purpose of identifying the lowest priced quote (total A + total B). CMRE reserves the right to procure all or part of the option items, up to the maximum quantity indicated or less.



Technical compliance will be met if the firm provides evidence of at least 3 years (minimum required) of experience in the field of organization of events through the submittals required at para. 5, Annex 2 in this RFQ.

The possible resulting contract will be governed by the applicable STO CMRE Procurement Contracts Standard Terms & Conditions, available for view and download at: www.cmre.nato.int/index.php/procurement/general-information.

Please address any inquiries related to this RFQ directly to the undersigned, preferably via e-mail Contracting@cmre.nato.int

Regards,
//Original Signed//
Kimberly Krancevich
Head Finance & Contracting
NATO STO CMRE

Annex 1

Schedule of Supplies and Prices

Base item

Item no.	Item Description	Qty	Unit of Issue	Amount
1	Expo space for 400 participants (as requested at para. 2.1 of SOW)	1	lumpsum	
2	Remote connection (as requested at para. 2.2 of SOW)	1	lumpsum	
3	Organisation support (as requested at para. 2.3 of SOW)	1	lumpsum	
4	Hospitality support (as requested at para. 2.4 of SOW)	1	lumpsum	
5	Transportation of 300 participants for 7 days (as requested at para. 2.5 of SOW)	1	lumpsum	
6	Transportation of 100 VIP participants for 1 day (as requested at para. 2.6 of SOW)	1	lumpsum	
			Total A	

Optional items

Item no.	Item Description	Qty	Unit of Issue	Amount
1	Open space for briefings for 50 people (as requested at para. 3.1 of SOW)	1	lumpsum	
2	Eight (8) mini classrooms for experimentation (as requested at para. 3.2 of SOW)	1	lumpsum	
3	Hospitality support (as requested at para. 3.3 of SOW)	1	lumpsum	
4	85 screens (as requested at para. 3.4 of SOW)	1	lumpsum	
			Total B	

End Schedule of Supplies and Prices



Annex 2

**SCOPE OF THE WORK (SOW)
FOR THE ORGANIZATION OF AN EVENT AT CMRE PREMISES IN LA SPEZIA**

1. General description:

CMRE is organizing an event in La Spezia, from Wednesday 23 October 2024 to Thursday 31 October 2024 (weekend 26 – 27 Oct excluded). This SOW describes services aiming to select the company that will provide organization, administration, hospitality and promotion support to CMRE, required personnel, and set-up of the expo space for 400 participants.

Expo set-up to include transportation, unloading, assembly, certification according to legal standards of the materials used and the works carried out, dismantling, loading, final transport, and required personnel for all the work. Expo set-up should be by health and safety standards.

2. Requirements description:

2.1 Expo space for 400 participants with:

- a. unclassified network (WiFi) for all participants and wired connection(s) for the on-site infrastructure (at least 500 MB)
- b. lightening system
- c. coffee bar and lounge area
- d. 52 booths, each with:
 - i. 1 table
 - ii. 2 chairs
 - iii. 1 display board
 - iv. 1 bin (trash) basket
 - v. 1 coat rack
 - vi. 1 printed sign with title of the project / company logo
 - vii. LED spotlights
 - viii. power strip
 - ix. 1 coat rack
 - x. LED spotlights
 - xi. power strip
- e. 8 flipcharts with markers
- f. welcome and registration desk with chairs
- g. 6 hostesses for 6 days
- h. air conditioning (summer / winter)

- i. floor carpeting
 - j. toilettes for 7 days, supporting 300 people per day
 - k. cloakroom
 - l. cleaning service
 - m. emergency and exit signs
 - n. expo set-up to include transportation, unloading, assembly, certification according to legal standards of the materials used and the works carried out, dismantling, loading, final transport, and required personnel for all the work.
- 2.2 Remote connection:
- a. provide option to join a selected workshop session via remote connection
- 2.3 Organisation support:
- a. secretarial assistance to record joint sessions
 - b. identify and address any additional on-site requirements (badges, etc.)
 - c. assist in preparation of calling notice/info packets for participants
 - d. provide necessary security
 - e. design and technical supervision
 - f. print of materials (110 posters, 10 banners)
- 2.4 Hospitality support:
- a. identify and pre-book logging, transportation for participants
 - b. organise 2 coffee breaks per day for 300 people for 7 days that include coffee, tea, water, soft drinks. Organise payment of the coffee break on the spot as it will be paid by the participants
 - c. organise 1 lunch break per day for 300 people for 7 days, offering standard and vegetarian option and accommodating dietary restrictions of identified individuals (gluten free, lactose free, vegan). Organise payment of the lunch on the spot as it will be paid by the participants.
- 2.5 Transportation of 300 participants to the event for 7 days:
- a. morning transportation from La Spezia to CMRE
 - b. afternoon transportation from CMRE to La Spezia
- 2.6 Transportation of 100 VIP participants for 1 day
- a. morning transportation from La Spezia to CMRE
 - b. afternoon transportation from CMRE to La Spezia

3 Optional requirements:

- 3.1 Open space for briefings for 50 people:
- a. 50 chairs set-up in rows
 - b. speakers and microphones
 - c. power strip
- 3.2 Eight (8) mini classrooms for experimentation, each with:
- a. 2 tables
 - b. 4 chairs
 - c. 1 bin (trash) basket



- 3.3 Hospitality support: organise catering for 150 people for 2 hours on 1 day (so called DV Day) that includes coffee, tea, water, soft drinks, wine, finger food.
- 3.4 Eighty-five (85) screens including transportation, unloading, assembly, installation, dismantling, loading, final transport, and required personnel for all the work.

4. **Timelines / Milestone:**

The contractor is expected to provide support from day of contract award (end of August) to end of event. Administrative and hospitality support on-site from 23rd to 31st October 2024.

5. **Pre-award submittals:**

To be considered for award the firm should provide:

- a. A service plan to address the technical requirements of the SOW.
- b. Evidence of past performance in organizing similar events in terms of size and location with restricted access.
- c. Evidence of at least three contracts awarded in the last ten years that are of similar scope, magnitude, and complexity to the tasks and activities required in this SOW.
- d. List and contacts of clients.
- e. Schedule of supplies and prices.

6. **Post- award submittals:**

The selected contractor is required to submit:

- a. Plan and drawings of the expo space, deadline: 5 September 2024
- b. Health and safety description, deadline: 5 September 2024
- c. Menu options for coffee breaks and lunches, deadline: 15 September 2024
- d. List of participants upon closure of registration, deadline: 2 days after registration closes, no later than 1st of October 2024.

End RFQ