

NOTICE OF PARTICIPATION

On procurement: Organization and logistics services of the "Wine Fest 2024" event

- 1. Name of contracting authority: PI "National Office for Vine and Wine
IDNO: 1013620012945**
- 2. Address : RM. mun. Chişinău, str. Sfatul Ţării, 59**
- 3. Telephone number :+373 22 105 560/ 37360012327**
- 4. E-mail address: ccebotari@wineofmoldova.com, www.wineofmoldova.com**
- 5. The e-mail address or the official web page from which access to the award documentation can be obtained: the award documentation is attached within the procedure in SIA RSAP**
- 6. Type of contracting authority and main object of activity (if applicable, mention that the contracting authority is a central purchasing authority or that the procurement involves another form of joint procurement):**
- 7. The buyer invites interested economic operators, who can satisfy his needs, to participate in the procurement procedure regarding the delivery/provision of the following goods/services:**

No. d/o	Code CPV	Name of the goods	Unit of measurement	The amount	Full technical specification requested
LOT 1 Organization and logistics services of the "Wine Fest 2024" event					
The economic operator will be in charge of promoting the event, organizing and managing an extensive promotion campaign in social media and digital and ensuring an audience of at least 1000 people at the event.					
1.1		Location rental services	Serv.	1	<p>In order to organize the event in the city of Warsaw, it is necessary to rent a location that meets the following conditions:</p> <p>Minimum area: The location must have two separate areas: A main hall with an area of at least 300 m2. Another secondary room of at least 100 m2 for masterclasses.</p> <p>Parking spaces and guest facilities: It is necessary that the location offers a minimum of 100 parking spaces,</p> <p>Accessibility: The location must be easily accessible by means of transport.</p> <p>Technical facilities: The location must offer an air conditioning system, wi-fi, ventilation, emergency exits, sanitary facilities.</p> <p>Supported types of locations: The location of the event can be either a closed room, or a covered terrace equipped with heating systems, or a historical location, in the</p>

					<p>city center, which would combine the potential of the event</p> <p>The location of the event in upper floors of buildings with offices and/or commercial premises is not accepted.</p> <p>The chosen location will be agreed and approved by the contracting authority to ensure compliance with the established requirements and standards.</p>
1.2.		<i>Decoration services and setting up the location</i>	Serv.	1	<p>The economic operator winning the contract will provide the venue decoration service in accordance with the concept of the event. Thematic decor, photowall.</p> <p>Final Installation Deadline: The deadline for the installation of decorations is 14.09.2024, 09:00, to allow the venue to be fully prepared before the start of the event.</p>
1.3		Insurance with the technical equipment of the event	serv	1	<p>The economic operator will propose the appropriate facilities for the event, taking into account the following categories:</p> <ul style="list-style-type: none"> - sound equipment with service (sound system, amplifiers, microphones and others necessary for a good event according to the concept). - 1 or more LED screens in the room where the masterclasses will be held. <p>Transport of the equipment, installation and dismantling are the responsibility of the provider.</p> <p>The final deadline for equipment installation is 14.09.2024, 09:00.</p>
1.4.		Providing the necessary furniture and accessories for the event	serv	1	<p>The event will be provided with adequate furniture and facilities to ensure the smooth organization of the event.</p> <p>Stands for winemakers: 25 tables or stands for winemakers of a minimum size of 1.5 m x 0.6 m, distributed as indicated in point 1.1 of the requirements.</p> <p>Provision of auxiliary materials and ice: Provision of 30 sets of paper towels.</p> <p>Insurance for the event of 200 kg of ice for the participants.</p> <p>Providing bottle beacons for visitors. Minimum 1200 glass glasses.</p> <p>25 pieces pouring insurance and 25 pieces tapping for the winemakers present at the event.</p> <p>Guard insurance, ambulance, etc., according to the requests of the local authorities.</p> <p>Final Delivery and Installation Deadline: Delivery and installation of all items must be completed by 9/14/2024 at 9:00 AM.</p>
1.5		Insurance Catering services from economic agents	serv	1	<p>Ensuring the presence at the event of economic agents (economic agents in the field of Horeca or small producers, etc.) who want to promote themselves and offer for a fee or for free, dishes for the general public. Event insurance for 5 economic agents from Warsaw. The conditions of participation and selection as well as their final approval will be established and coordinated with ONVV. Economic agents will offer: cheeses, cheeses, salamis, assorted snacks. The area will be set up separately from the wine area.</p> <p>Development deadline: September 14, 2024.</p>
1.6		Management of the B2B component	serv	1	<p>The B2B component of the Opening</p> <p>Purpose of the B2B Component:</p>

					<p>Facilitating contact between wine producers and the professional public in the Horeca field, sommeliers, wine shops, wine bars, etc. Stimulating the selection and improvement of the wine list in specialized locations.</p> <p>Responsibilities of the Economic Operator:</p> <p>Inviting and managing the B2B professional audience, including Horeca industry representatives, sommeliers, wine bars, wine bars, etc.</p> <p>Organization of the B2B Component: Identifying and inviting potential participants from the Horeca field, sommeliers, wine bars, wine bars, etc. Managing attendance confirmations and providing all relevant details including the event schedule and access instructions. Providing a dedicated space for meetings and interactions between wine producers and the B2B professional audience.</p> <p>Facilitating Interaction: Creating an environment conducive to the exchange of information and experiences between wine producers and the professional public. Organizing wine tasting and presentation sessions to enable B2B attendees to explore the various offerings and make informed selections.</p> <p>Follow up: Gathering feedback from B2B attendees to evaluate the event and identify strengths and areas for improvement. Providing additional information and support to producers and the professional public to strengthen relationships and further collaborations.</p> <p>Coordination with the General Component of the Festival: Ensuring synchronization and integration of the B2B component with the rest of the Festival event to create a cohesive and effective experience for all attendees.</p>
1,7		Elaboration of the event concept and scenario	serv	1	<p>The economic operator will develop the Concept of the Wine Fest 2024 event Theme: Wines and Sparkling Wines The theme will reflect the delicacy and diversity of still and sparkling wines, offering a refined and sophisticated tasting experience. Launch of New Products: Discovering the Latest Innovations: The event will give attendees the chance to explore the latest product launches in the world of still and sparkling wines, facilitating direct interaction with producers and sommeliers. Elaboration Scenario unfolded: Official Opening: A solemn moment that will mark the beginning of the event, with opening speeches and the introduction of the theme. Wine Tasting: Participants will have the opportunity to explore and taste an exceptional</p>

					<p>selection of still wines and sparkling wines under the guidance of experts in the field.</p> <p>Artistic Program: Background and ambient music to create a relaxing and enjoyable atmosphere for tasting and socializing.</p> <p>Presentation of the Concept and the Scenario: Power Point Format: The presentation of the event concept and scenario will be made in Power Point format, using graphics, descriptive text and images to effectively illustrate and communicate all relevant aspects of the event.</p>
1.8		Podcast collaboration	serv	1	<p>Presence/Mention of ONVV and recommendation of brands from the portfolio.</p> <p>The promotion will take place within a minimum of 4 episodes.</p> <p>ONVV will approve the podcast integration action.</p>
1.9		Event servicing	serv	1	<p>Security and Access: A staff of 4 people will provide private security, allowing access only based on the ticket or invitation and guaranteeing the smooth running of the event.</p> <p>Ticket sales: The economic operator will manage the ticket sales process, both pre-event and during it.</p> <p>Ticket sales during the event: At least 2 people will be designated to sell tickets at the entrance to the venue, throughout the day of September 14, ensuring an efficient and organized flow of participants.</p> <p>Cleaning: Ensuring cleanliness during and after the event as well as the evacuation of waste after the event.</p> <p>Service Delivery Term: All event services will be delivered within the event on 09/14/2024, ensuring optimal coordination and a quality experience for participants.</p>
1.10		Photo Services	serv	1	<p>a) Photo services of the event: - to be provided by 1 photojournalist with experience in photographing similar events, for the entire duration of the event, who will deliver a minimum number of 400-500 photos; - publication of photos on an electronic medium (memory stick) and their delivery by 20.09.2024 in web format and high resolution 300 dpi);</p>
1.11		Video Services	serv	1	<p>Event video services: - to be provided by 1 operator; - production of 1 video of 3-5 minutes covering the entire event (post event, Full HD format). NB! The people involved in the photo-video services will be trained by an expert from ONVV at least one day before the event.</p>
1.12		Design services	serv	1	<p>Realization of the graphic concept, layout of materials and their preparation for printing, modification/adaptation of materials, depending on the requirements of the printing house.</p> <p>Design services will include: - Elaboration and presentation of the location plan, the map with the indication of all the areas within the location and the indication of the participating wineries (jpg format, ai and others at the request of ONVV) – 1 piece; - event invitation design, format 20x9 cm, 4+4; - event ticket design, format 20x9 cm, 4+4;</p>

					<ul style="list-style-type: none"> - the design of badges (for organizers, for representatives of wine companies, for the press, for photo-video), A7 format; - sign proposals and their design for wine companies participating in the event. Signs with the company name must be visible at the event; Size 0.8*0.4 m; - banner design with the map of the event (indication of all areas in the location) measuring 3 x 2.4 m; - the provider will develop 2 design proposals for the photo wall, containing specific decoration elements for online promotion; volumetric decor elements, instagram frame; - the design of the thematic brochure, with a volume of 60-65 pages that will include details about the company and the products that will be offered for tasting, A-6 format. Generate a QR code to inform visitors about the electronic brochure. <p>Deadline for design services - 15.08.2024.</p>
1.13		Printing services	serv	1	<p>Printing services will include:</p> <ul style="list-style-type: none"> - The pattern of invitations for the event: Quantity 100 pieces, of which 30 pieces are dedicated to B2B. - The pattern of tickets for the event: Quantity 1000 pcs, format 20X9 cm, paper - 250 gr., matte, 4+4. - Badge pattern – quantity 50 pcs., A7 format, paper - 200 gr., glossy, 4+0 colors, with hole for laces and 100 laces for badges; - The pattern of indicators for the wine companies participating in the event - 25 pieces, made of foam board with the size of 0.8 * 0.4 m, with a system for attaching the indicators (double adhesive). In the case of using wooden supports owned by ONVV, their round-trip transportation and refreshment will be provided by the winning economic operator; - General map printing, metal case with printed banner, dimensions 3 x 2.5 m with assembly and disassembly included; - Printing the necessary materials for the stage according to the chosen design; - Printing the photo wall and the necessary materials for the photo wall according to the chosen design; - Printing the QR code for the thematic brochure of the event, in order to arouse the interest of the visitor to scan and provide the information about the event. <p>The deadline for printing materials is 22.08.2024.</p>
1.14		Insurance and management services for participating wineries	serv	1	<p>Managing all participants:</p> <ul style="list-style-type: none"> - Indication of the location of each winery according to the location plan; - Providing informational support regarding the scenario of the event upon their request. - Ensuring the wines at the event, their consolidated delivery from the Republic of Moldova to Poland and ensuring their marketing process.

1.15	Post event (follow-up) (within 3 working days from the date of the event):	serv	1	Elaboration of the event report in Power Point format containing: - organizational activities carried out; - allocated resources; - number of participating companies; - SKU number; - analysis of participation in the event, number of tickets sold, number of participants based on invitations; - analysis regarding the number of bottles tasted, the number of bottles sold, the number of corks collected; - the number of organizers involved in the event; - the main conclusions of the event, recommendations; - The report will be presented electronically, previously coordinated with ONVV representatives until 17.09.2024.
Total Cost : 25 000 EURO				

8. In the case of pre-selection procedures, the minimum number of candidates and, if applicable, their maximum number are indicated. _____

9. If the contract is divided into lots, an economic operator can submit the offer (to be selected):

1) For a single lot;

2) For several lots;

3) For all batches;

4) Other limitations regarding the number of lots that can be assigned to the same tenderer _____

10. Admission or prohibition of alternative offers: _____ is not allowed _____

11. Terms and conditions of delivery / delivery / execution requested: fitting out the hall by September 14, 2024 at 8:00 a.m

12. Term of validity of the contract: _____ **31.11.2024.**

13. Purchase contract reserved for protected workshops or that it can be executed only in protected employment programs (if applicable): _____ **NO** _____
(indicate yes or no)

14. The provision of the service is reserved to a certain profession under certain laws or regulations (as the case may be): _____

(the respective laws, regulations and administrative acts are mentioned)

15. Short description of the criteria regarding the eligibility of the economic operators that can determine their elimination and the selection criteria; the minimum level (s) of the requirements imposed; the requested information is mentioned (DUAE, documentation):

Description of the criterion / requirement	Method of demonstrating the fulfillment of the criterion / requirement:	Mandatory
Tehcnical Form anex.22	the bidder will complete and apply the electronic signature. (signature and stamp)	Mandatory
Price Form anex 23	the bidder will complete and apply the electronic signature. (signature and stamp)	Mandatory
Form ESPD (DUAE)	the bidder will complete and apply the electronic signature. (signature and stamp)	Mandatory
Guarantee Bid offer	The guarantee for the offer will be confirmed documentary. This can be done by: 1- transfer to the bank account of the contracting authority according to the requisites annexed to the procedure. The economic operator will be obliged to attach this guarantee scanned within the electronic platform and the electronic signature applied. 2- or it can be a bank guarantee (issued by the banking institution). In this case, the economic operator will be obliged to attach this guarantee scanned within the electronic platform, together with the other requested documents, and the	Mandatory

		electronic signature applied. NOTE! At the same time, the bank guarantee will be presented in the original (in envelope) at the headquarters of the institution of the contracting authority until the deadline for submission of tenders. The guarantee amount for the offer constitutes 1% of the value of the offer without VAT.	
	Guarantee of good execution	The guarantee of good performance is to be presented only by the tenderer declared the winner, until the contract is signed. This can be done by: 1- transfer to the bank account of the contracting authority according to the requisites annexed to the procedure. The confirmation of the payment / transfer made will be presented. 2- or it can be a bank guarantee (issued by the banking institution). In this case, the economic operator declared winner will be obliged to present the original of the document at the headquarters of the contracted authority. The guarantee amount for the offer constitutes 1% of the value of the offer without VAT.	Mandatory
	Proven Experience	<input type="checkbox"/> The economic operator is to present at least 2 event projects (wine tastings, presentations) that were organized by the operator. b) The economic operator must present at least 3 letters of gratitude from 3 different partners in the Republic. Poland with which he has had collaborations in the last 5 years.	Mandatory
	STATEMENT regarding the confirmation of the identity of the actual beneficiaries and their failure to be convicted for participating in the activities of a criminal organization or group, for corruption, fraud and/or money laundering.	The economic operator will complete and apply the electronic signature	Mandatory
	STATEMENT regarding the validity of the offer	The economic operator will complete and apply the electronic signature	Mandatory

16. The guarantee for the offer, if applicable _____ Yes __, the amount _____ 1% _____.

17. Guarantee of good performance of the contract, as the case may be _____ YES _____, amount_ 1%.

18. Reason for resorting to the accelerated procedure (in the case of open, restricted and negotiated bidding), as the case may be ____ - _____

19. Specific awarding techniques and tools (if applicable, specify whether the framework agreement, dynamic purchasing system or electronic auction will be used): -

20. Special conditions on which the performance of the contract depends (indicate where appropriate): _____ - _____

21. The offers are presented in the currency _____ EURO

22. The evaluation criterion applied for the award of the contract: the lowest price and the complete assembly of the specifications.

23. The factors of evaluation of the most economically advantageous offer, as well as their weights

Nr. d/o	Denumirea factorului de evaluare	Pondere %
	-	-

24. Deadline for submission / opening of tenders:

- until: [exact time] _ According to SIA RSAP (Mtender)

- on: [date] According to SIA RSAP (Mtender)

25. Address to which tenders or requests to participate must be submitted:

Offers or requests to participate will be submitted electronically through the SIA RSAP

26. The term of validity of the offers: 30 days.

27. Place of opening of tenders: SIA RSAP

(SIA RSAP or opening address)

Delayed offers will be rejected.

28. Persons authorized to attend the opening of tenders:

The bidders or their representatives have the right to participate in the opening of the bids, unless the bids were submitted through the "RSAP" SIA.

29. Language or languages in which tenders or requests to participate must be drawn up: Romanian and English.

30. The respective contract refers to a project and / or program financed from EU funds:

(specify the name of the project and / or program)

31. Name and address of the competent dispute resolution body:

The National Agency for Solving Appeals

Address: Chisinau municipality, bd. Stephen the Great and Holy no. 124 (et.4), MD 2001;

Tel / Fax / email: 022-820 652, 022 820-651, contestatii@ansc.md

32. Date (s) and reference (s) of previous publications in the Official Journal of the European Union regarding the contract (s) to which the notice relates (if applicable):

33. In the case of periodic purchases, the estimated timetable for publication of future announcements:

34. Date of publication of the notice of intention or, as the case may be, the indication that no such announcement was published:

35. Date of submission for publication of the participation notice: according to SIA RSAP.

36. In the public procurement procedure, the following will be used / accepted:

Name of the electronic instrument	will be used / accepted
Electronic submission of tenders or requests to participate	Yes
Electronic order system	
Electronic invoicing	Yes
Electronic payments	Yes

37. The contract is subject to the Agreement on Government Procurement of the World Trade Organization (only in the case of announcements submitted for publication in the Official Journal of the European Union): no

38. Other relevant information:

Responsible person: _____

