

# ANNEX III: ORGANISATION & METHODOLOGY

To be completed by the tenderer

Please provide the following information:

## 1. RATIONALE

Tatrabis will take care of providing accommodation and meals services at a high level for students participating in the summer school in Project 2SOFT/1.1/11 "Cross-Border Regional Hub of Competences for the Automotive Industry (CROSSCOMP)".

Accommodation (18.01.2022 - 24.07.2022) will be provided at Regency Hotel 4\*, located at 17 Sfatul Țării Street, Chișinău, Moldova. It is a good place for students, located in the Center of Chisinau that offers students the opportunity to relax in the city center and visit new places. Also, Regency Hotel 4\* has a high experience with corporate clients and it is an excellent place for private events.

Accommodation will be provided in 7 TWIN rooms, 2 students in the room and 1 students will be in single room. The rooms are comfortable with two separate beds, Led TV & Satellite channels, Bathroom and Free Wi-Fi.

In the vicinity of the hotel, from Puskin str., students can take the public transport that goes directly to the block 3 of the Technical University from Moldova.

## 2. STRATEGY

We propose a list of tasks that we consider necessary in order to achieve the contract objectives:

- Booking the rooms in the hotel for 15 students;
- Reservation of breakfast and dinner at the hotel.

## 3. BACKSTOPPING, SUBCONTRACTING AND CAPACITY PROVIDING ENTITIES

For this project will be responsible 2 experts from Tatrabis company: 1 project manager and 1 logistics manager.

Area of expertise	Position assigned	Tasks assigned
Management	Project Manager	Project progress monitoring & evaluation; contract, management and payment.
Logistics	Logistics manager	Coordinate with the hotel reservations and restaurant.

## 4. INVOLVEMENT OF ALL MEMBERS OF THE CONSORTIUM AND OF CAPACITY PROVIDING ENTITIES

For all services will be responsible only the staff from Tatrabis company.

## 5. TIMETABLE OF WORK

- ◆ Signing the contract with the beneficiary:

Date: 12.07.2022

Responsible: Project Manager

- ◆ Reservation the accommodation and meals services:

Data: 13.07.2022

Responsible: Logistics manager

- ◆ Advance payment from the beneficiary:

Data: 13.07.2022

Responsible: Beneficiary

- ◆ Supervision of the project

Data: 18-24.07.2022

Responsible: Project / Logistics manager

- ◆ Advance payment for service providers:

Data: 14.07.2022

Responsible: Project manager

- ◆ Preparation of the final report:

Data: 26.07.2022

Responsible: Project / Logistics Manager

- ◆ Invoice preparation:

Data: 25.07.2022

Responsible: Project / Logistics Manager

- ◆ Beneficiary's payment:

Deadline: 5 days from the issuance of the invoice

Responsible: Beneficiary

**Company name: IM "TATRA-BIS" SRL**

**Director: Emilian Dzugas**

**Signature: \_\_\_\_\_**