

Technical specifications

[This table shall be filled in by the tenderer in columns 2, 3, 4, 6, 7, and by the contracting authority - in columns 1, 5]

Procurement procedure number: The information can be found in SIA RSAP.
Purpose of the purchase: The organization of the event "Wine of Moldova" in London, United Kingdom

Name of goods/ services	Name of the model of goods/ services	Country of origin	Producer	Full technical specification required by the contracting authority	Full technical specification proposed by the tenderer	Reference standards
1	2	3	4	5	6	7
Goods/services						
Note: The service provider shall ensure the planning, organization, and full execution of the "Wine of Moldova" event in London, United Kingdom, including the coordination of all logistical, operational, and promotional activities required for the successful implementation of the event. The service provider will be responsible for managing the venue, equipment, suppliers, participants, branding and communication activities, as well as coordinating all related services throughout the entire preparation, execution, and closing phases of the event. All activities and deliverables shall be carried out in coordination with and subject to the prior approval of ONVV.						
Venue Rental		UK	BWP	The contractor shall secure the hire of main space fully exclusive event venue in Central London (Zone 1-2) suitable for the organization of a combined professional wine trade tasting (B2B) and evening networking event (B2C).	Provision of a suitable location with the following requirements: Hire of central London venue for 1 x day (22 nd September) 14-15 hours total including evening and set up/break time. Large space to host walk around	NA

				The venue must meet all of the following minimum requirements: -Capacity to host minimum 70 standing guests (trade tasting) and minimum 70 guests (evening event) - Flexible layout allowing separate functional zones, including: -dedicated trade tasting area for minimum 25 producers (20 wineries + 5 spirits brands) -a masterclass / presentation space Dedicated masterclass space equipped with LED screen or projection system, professional sound (microphone + speakers), and seating capacity for approximate 30 guests Full venue privatization for exclusive use during setup, event and breakdown Suitable infrastructure for wine service including tasting stations, refrigeration or ice access, and spittoon setup Adequate logistics access for loading/unloading wine and equipment, including storage capacity for event materials Permission for external wine suppliers, branding installations, catering, and entertainment setup Technical infrastructure including lighting suitable for wine tasting, power distribution, Wi-Fi access, and AV capability for presentations and announcements	tasting to allow space for up to 25 producers (combination of wines and spirits) and allow for 70+ guests over the course of the day. Walk around tasting 5-6 hours. Separate room or area to host masterclass for up to 30 attendees with tables and chairs. Screen for presentation and microphone / PA system (if required). Minimum hire duration of 2.5 hours. Evening event to be hosting in the space also, either separate room or the walk around tasting area – DJ to be allowed (and potentially live musical performances). Venue to serve food or permit food to be served during the event. Agreed venue: BRIX LDN 16 Great Guildford St, London SE1 OHS Hire of 2 rooms upstairs for day. Hire of downstairs bar space for the evening.	
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				Capability to transform from daytime trade tasting setup to evening networking format within the same venue The venue must be located in Central London (Zone 1–2), with good transport accessibility for international trade guests and logistics operations. Tentative event date: 21, 22, 23, or 24 September 2026, subject to venue availability. The final date will be confirmed by ONVV. Continuous glassware washing must be ensured throughout the event. The supplier shall submit a minimum of three (3) venue proposals meeting all requirements set out in this specification, including capacity, layout, technical infrastructure, accessibility, and operational suitability for both the daytime trade tasting and evening networking event. The final venue shall be selected and approved by ONVV.	Other venues being considered and will be shared once the contract is won.	
Event Equipment Rental (Trade & Evening Event, plus masterclass)		UK	BWP	Rental of complete event equipment for a combined wine trade tasting, masterclass, and evening networking event in London. The equipment provision shall be sufficient to support the following event formats:	All equipment needed for the walk around tasting, masterclass and evening event: - Suitable tables and chairs - Wine glasses and spirit glasses - 1 spittoon for each producer	NA

				Walk-around trade tasting for approximately 70–100 guests, including 25 producers (20 wineries and 5 spirits brands) across 2 tasting zones; Masterclass session for approximately 30 seated guests, featuring up to 9 wines per participant; Evening networking event for approximately 70–150 guests in standing reception format. The equipment shall include all necessary items to ensure full event functionality, including professional wine glassware, spittoons, ice buckets (frappes), continuous food-grade ice supply, palate cleansing biscuits, tasting tables, service counters, and other operational furniture required for the proper execution of the event. The supplier shall ensure full compatibility of equipment with both daytime and evening event formats and shall clearly confirm all final quantities and operational assumptions included in the offer.	- 1 large ice bucket for each producer - Ice - Water biscuits - Napkins - Corkscrews if required - Slow pourers	
Venue Cleaning Fee		UK	BWP	Provision of venue cleaning services before, during, and after the event, including waste collection and disposal, maintenance of guest areas, tasting areas, and masterclass spaces, as well as final	Team to complete all clearing of the venue post event Waste management Cleaning of equipment Cleaning of all surfaces, tables, floor and kitchen	NA

				cleaning and restoration of the venue in accordance with venue requirements. The service shall include all cleaning-related fees, staff, equipment, and consumables required for the event.			
Media Partnership Support		UK	BWP	Coordination of media partnerships and provision of promotional support for the event, including activities carried out before, during, and after the event. The service shall include: Support in developing the guest list and targeted recruitment of trade professionals and consumers; Support in managing an online event registration/sign-up page; Promotion through banners and other relevant online advertising formats; Marketing and communication support aimed at participant recruitment and attendance growth; Coordination of media partnerships and engagement of relevant stakeholders;	Partnership with The Drinks Business to include: - Securing the trade guest list for the event (70-100 attendees including 30 for masterclass) - Hosting the registration page for the walkaround tasting and masterclass on their main website - Promotion of the event through their media channels including online, newsletters, social media - Attendance at event to support with registration, running the masterclass - 1 pre-event promotional article in print and online - 1 x double page spread post event in print and online Securing the attendance of approximately 20 media	NA	

				Identification, database compilation, recruitment, and coordination of media representatives, content creators, and influencers relevant to the promotion of the event; Securing the attendance of approximately 20 media representatives and 10 influencers at the event; Securing a minimum of approximately 15 media coverage pieces; Monitoring and reporting on the results of promotional and communication activities. The media partnership package shall mandatorily include the publication of at least one post-event editorial feature (article, report, or similar content). The supplier shall clearly specify: Proposed media channels and media partners; Targeted publications, content creators, and influencer categories; Deliverables and promotional materials to be produced;	representatives and 10 influencers at the event.	
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				Activity timeline; Estimated audience reach and anticipated impact.		
<i>Catering services</i>		UK	BWP	Catering services for the daytime trade tasting (approx. 70 guests) and evening networking event (up to approx. 60 guests). Daytime: canapés / finger food. Evening: canapés and/or sharing platters in a standing reception format. The supplier shall ensure: Vegetarian options (mandatory) and ability to accommodate dietary requirements; Supplier to specify menu concept, portion planning.	A selection of canapes to be served over the lunch time period during the walk around tasting the day time event – approx. 3 per person for up to 70 x guests. Vegan and dietary options will be available. Food for the evening event will be supplied as bowl foods/ sharing platters or grazing boards for approx. 60 people (guests plus producers and WOM representatives) Menus TBC depending on venue selected.	NA
<i>Print & Branding Materials</i>		UK	BWP	Production, printing, and delivery of branded materials, signage elements, and decorative and venue setup elements for the “Wine of Moldova” event, in accordance with the approved campaign concept and visual identity guidelines. The service will include: A minimum of 60 tasting booklets for the walk-around tasting session, intended for 80–100 participants;	Print of the following elements: Tasting booklets with note taking space for walkaround tasting x 100 (A5) – no. of pages TBC. Client to provide all information on wines required to be included plus suitable images and imported info etc. Tasting booklets for masterclass with note taking space x 40 (A5) – no. of pages TBC.	NA

				A minimum of 25 producer identification signs, one for each participating producer; A minimum of 30–50 tasting sheets for the masterclass session; A minimum of 80–100 event information sheets. 2. Event Signage and Branding (Minimum Requirements) 1 large roll-up banner, customized with the event's visual identity, with approximate dimensions of 100 × 200 cm; A complete set of directional and wayfinding signage to guide participants throughout the venue (minimum 2 units placed in key locations), with approximate dimensions of 60 × 160 cm each; Application of logos and visual identity elements on venue surfaces and other branding supports installed in the main event areas, including the display of the logos of the 25 participating companies (approximately 20 × 20 cm each) on panels, stickers, printed materials, or other signage and branding elements. The Supplier Shall Provide: A detailed list of all proposed materials, branding, and decorative elements; Exact quantities, dimensions, and production specifications for each item; A clear placement plan indicating the locations where branding and	Wines of Moldova to provide all information on wines required to be included plus suitable images and imported info etc. Tasting mats for masterclass x 40 (A3) Producer table signs for up to 25 producers (A4) Signage for the event: Event sign outside venue Signage inside for branding and directional (mixture of A3 and A1 sizes) 1 x large pull up to create backdrop/ photo area min 150x200 Logo vinyls to be located around the venue where possible for additional branding (mixed sizes between 20cm – 60cm) Plan to be submitted to show all branding placement within the venue on once the venue is confirmed. Dressing items where relevant to the venue e.g. table covers, flowers/ vines, crates etc.	
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				decorative elements will be installed; Sustainable production practices and eco-friendly materials where possible.	(Full list to be supplied for approval once the venue is confirmed). Where possible eco friendly materials will be used and branding will be kept generic and kept by BWP to allow for future use.	
<i>Creative & Studio Services</i>		UK	BWP	Creative and Studio Services for the "Wine of Moldova" Event, in accordance with the approved campaign concept and the ONVV Brand Book. The service shall include: Development and adaptation of one (1) creative concept and one visual direction for the event, subject to prior approval by ONVV; Design and artwork development for, at a minimum: Tasting booklets; 25 producer signage elements; 1 roll-up banner; A minimum of 2 directional signs;	Creation of a brand relevant campaign creative for the event for event comms, promotion and signage. Design and artwork of the following elements (with 2 x rounds of client amends): - Tasting booklets - Tasting mats - Producer signs - Directional signage - Event branding (logos) - Pull up banner - Photo board for evening event - Logo vinyls - Napkins/ table covers / other small branded touches throughout event (Wines of Moldova to provide brand guidelines and all relevant information in advance to minimise the need for amends)	NA

				At least 1 central panel or display system featuring the logos of partners/producers; Materials intended for tastings and masterclasses (tasting notes, tasting mats, tasting sheets, etc.); Adaptation and integration of the visual identity for the display of the logos of the 25 participating companies across all relevant materials; Preparation of final print-ready and production-ready files following ONVV's final approval; A minimum of two (2) rounds of revisions for each main category of material, or until ONVV approval is obtained; All creative concepts, design proposals, layouts, final materials, and branding elements shall be submitted to ONVV for review and approval prior to production, printing, and installation. No material may be produced or installed without ONVV's prior approval. The supplier shall provide:		
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				A complete list of all creative deliverables included in the scope of work; The approval process and development timeline for all materials; The number of revisions included and the procedure for managing amendments and feedback; All final materials shall be delivered to ONVV in editable formats, ready for production and/or printing, together with the final versions in PDF format.		
Masterclass sessions		UK	BWP	Two (2) masterclass sessions, each with a duration of 1.5 hours, delivered for approximately 30 participants per session. The service shall include: Full operational coordination of both masterclass sessions; Room setup and seating arrangement for approximately 30 participants; Provision of all required tasting materials and equipment; Preparation and distribution of tasting sheets and supporting materials; Service and pouring support during the sessions;	Working with the Drinks Business to run 2 x masterclasses: 1 x wine masterclass run by Patrick Smidtt (MW) – subject to approval 1.5 hour masterclass for up to 30 x selected trade guests) Maximum of 10 wines 1 x spirits masterclass run by spirit expert host (Melita Kiely editor - TBC) subject to approval 1-1.5 hour masterclass for up to 30 x selected trade guests) Maximum of 10 spirits All tasting equipment, booklets and mats to be provided. (And mic if	NA

			Audio-visual and technical support, including LED screen or projector, microphone, sound system, presentation clicker, laptop connectivity, and on-site technical assistance throughout the sessions; Setup and dismantling of the masterclass area before and after each session; Engagement and coordination of a qualified wine expert, sommelier, wine educator, or other relevant industry professional to moderate and deliver the masterclass sessions; Provision of a minimum of two (2) operational support staff members who will assist during the masterclasses, including preparation of materials, serving, pouring, and logistical coordination throughout the sessions. The supplier shall provide: A minimum of three (3) proposed sommeliers, wine educators, or wine industry experts qualified to lead the masterclasses, accompanied by short biographies, relevant experience, and professional qualifications, for prior review and approval by ONVV; The proposed operational setup for the delivery of the masterclasses; The structure of the team involved and their responsibilities;	required), laptop and clicker will be provided) Screen to be provided and tested with presentation. Managing pouring and operation of the masterclass. All set up and de-rig of the room will be managed. Wines of Moldova to provide Powerpoint presentation for the masterclass	
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				A detailed list of the technical equipment included in the offer. All proposed experts/sommeliers shall be subject to prior approval by ONVV.		
<i>Event Planning & Management</i>		UK	BWP	Full event planning and coordination for the "Wine of Moldova" event, including the walk-around trade tasting, masterclasses, and evening networking event. The service shall include: Overall event concept coordination and operational planning; Venue coordination and scheduling for all event formats; Development and management of detailed event timeline and production schedule; Coordination of catering and food service options in line with event requirements; Support in recruitment and coordination of trade and consumer attendees; Cross-coordination of all stakeholders and operational parties involved in the event delivery.	BWP will handle the complete management of the event to include: Ideation and proposal Costings Supplier resourcing and liaison Client liaison (Wines of Moldova team) Creative execution Securing venues & venue logistics liaison Securing hosts / masterclass hosts Managing The Drinks Business Partnership Securing guest list for the trade event (evening event guest list quoted separately as part of PR) Organising catering Working with studio on creative elements and printer liaison All finance admin Reporting	NA

<i>On-site Event Management</i>				On-site event coordination and operational management, including pre-event venue inspection (recce), event setup supervision, live event execution, and post-event breakdown. A minimum of four (4) on-site staff members shall be present throughout the setup, event execution, and breakdown phases. The service shall include: Pre-event venue inspection and operational planning support; Supervision of event setup and breakdown activities; On-site coordination of suppliers, stakeholders, and event personnel; Support for the walk-around tasting sessions and evening networking event; Guest reception and assistance; Coordination of event logistics and operational requirements throughout the event; Real-time operational management during the full duration of the event.	On site event management (min 4 people on site) on the event day including - Venue recce and pre event meetings - Set up of the spaces and origination of the wines, equipment and branding - Supporting producers with set up - Guest registration and welcoming (for day time event, masterclass and evening event) - Client liaison - General support managing the venue liaison, catering, equipment supplies etc. - Break down of walkaround and masterclass spaces - Set up of press event space - Break down of press event space	
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<i>Provision of professional sommelier services</i>				Provision of professional sommelier services to support producers during the event, including both the walk-around trade tasting and masterclass sessions. The service shall include: Professional sommeliers with minimum 3 years wine industry experience; Support to producers during wine service, pouring, and guest interaction; Assistance during masterclass delivery and guest engagement; Coordination support for tasting flow and service standards. The supplier shall specify: Number of sommeliers proposed; Professional profiles and relevant experience; Allocation of sommeliers across event formats (trade tasting, masterclass, evening event where applicable).	A professional sommelier – Greg Jones (TBC) to support with the event assisting producers and preparing wines for the evening event. Duties will include supporting producers with set up of the walk-around event and the evening event and helping with pouring wines when producers are taking a break or need assistance.	
<i>Corkage & soft drinks allowance</i>		UK	BWP	Provision of corkage services and soft drinks allowance for the duration of the event, covering both the daytime trade tasting, masterclasses, and evening networking event. The service shall include:	Event venue corkage fees to allow as many bottles as producers require for walk around and evening event (no bottle limit has been enforced by current venues contacted) Still water to be provided throughout the event.	NA

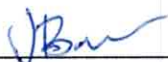
				Corkage handling and service fees for all wines and beverages served during the event; Provision of still water (0.5L bottles), minimum 70 bottles.			
<i>Event logistics & deliveries</i>		UK	BWP	Provision of full logistics support for the event, including transport, deliveries, and operational movement of materials and equipment. The service shall include: Van hire for transport of event materials, equipment, and supplies; Logistics coordination for deliveries, pickups, and on-site distribution; Staff travel costs and local transport expenses required for event operations; Coordination of loading/unloading activities at venue locations.	Storage of branding and dressing elements between delivery and the event (and afterwards if another event is confirmed, otherwise cost will include safe disposal of all items). Van hire for transportation of the items from storage to the venue and back. All fuel, parking and charges.	NA	
<i>Event Host / MC</i>		UK	BWP	Professional MC for the evening networking event, responsible for hosting, guest welcome, and smooth running of the program. Must have experience in international corporate or wine industry events. Supplier to specify profile and relevant experience. The supplier shall provide a minimum of 3 candidate proposals (3 host options) for ONVV selection.	A suggestion for a suitable hosts who has authority and influence in the wine and spirits world will be provided for Wines of Moldova to confirm. The host will be present at the evening event and will do a short welcome speech to tell guests some key information about the region and the wines available for tasting. They will be present for the event talking to guests and acting	NA	

					as a brand ambassador for the region.	
<i>DJ Performance and Equipment</i>		UK	BWP	DJ performance for the evening networking event, including provision of all required sound equipment and technical setup. The service shall include: DJ performance for approximately 3 hours during the evening event; Full sound system and technical equipment (including speakers, DJ console, and basic lighting if required for performance); Setup, operation, and breakdown of all DJ and sound equipment.	Hire of a professional DJ to bring all of their own equipment and sounds system to the evening event. (PAT tested and approved by venue) 3 hour live time. Will be briefed on set to play for the event.	NA
<i>Entertainment Services</i>		UK	BWP	Provision of additional entertainment activations for the evening networking event. The service shall include an entertainment concept, such as live musicians or other cultural/experiential performances	Live professional musician to play during the day or evening event to enhance the experience. Genre and specifications TBC but options will be sent to the client for approval. Alternatively we could consider some authentic food from a Moldovan chef or another Moldovan performer or cultural element to enhance the event experience	NA
<i>Branded Photo Moment</i>		UK	BWP	Provision of a branded photo activation for the evening networking event. The service shall include full setup, installation, and removal of all photo activation elements.	Photo board with Moldovan relevant branding or event theming to provide a backdrop for press and influencer photos (size TBC but min 1.5x2m)	NA

					Includes print, production, transportation and temporary storage.	
<i>Wine Storage & Logistics</i>		UK	BWP	Receipt, transport, storage, and delivery of consolidated wine shipments for the event. Includes handling, insurance, and short-term storage in London, delivery to venue prior to event setup, and on-site delivery support. Supplier to specify storage process, insurance, and delivery workflow.	Receipt of the wines from Moldova at the storage facility (Kent). Handing and correct storage of wines for minimum of 10 days. Transportation of wines from storage facility to the event venue – to arrive the day before the event. NB. Excess wines will not be stored.	NA
<i>Photography services</i>		UK	BWP	Professional photographer for full coverage of the event, both during daytime activities and evening sessions. Includes a minimum of 250 professionally edited photographs, as well as 15 representative photos delivered on the day of the event for immediate use in communication and on social media channels. The final edited photo gallery will be delivered within a maximum of 10 days after the end of the event.	1 x professional photographer for 6 hours (spanning day and evening events) for reportage photos of the event. To deliver a selection of lightly re-touched photos within 10 days of the event.	NA
<i>Video services</i>		UK	BWP	Professional videographer for the production of video materials intended for communication and promotion of the event, including 1 main video (hero video) adapted for	1 x Videographer to capture footage from both day and evening events (6 hours)	NA

				Instagram and LinkedIn platforms. Video duration: maximum 30 seconds. The service includes the production of a recap-style aftermovie video, video editing, and a maximum of 2 rounds of revisions/modifications. All photo and video materials will be delivered in digital format, with unlimited usage rights granted to ONVV for promotional and communication purposes.	To produce a short wrap up event video (up to 3 mins) 3 x rounds of amends.	
Post-Event Reporting		UK	BWP	Preparation and submission of a post-event report in Word and PDF format. The report shall include: Number and profile of participants; List of participating companies and products; Estimated wine and beverage consumption; Summary of event activities and results; Key conclusions and recommendations; Minimum 10 relevant event photographs. The report shall be based on attendance records, exhibitor information, event team inputs, communication activities, and	Post event report to be created for WOM Data to include: Event overview Name, job title and company name of attendees Est no. of bottles consumed Media coverage Social event coverage Learnings and recommendations	NA

				available sales or consumption data. Submission deadline: Within 10 working days after the event. Submission method: By email, with online presentation available upon request by ONVV.			
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Signed: 

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