

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 goods/ model of 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 (provisionally 22 nd September) 14-15 hours total including evening and set up/break time.			

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 announcements	Large space to host walk around 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. Potential venues to consider: BRIX LDN 16 Great Guildford St, London SE1 OHS Full venue hire. Fulfills all event requirements. (Recommended location) The Winemakers Club Shop
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<i>Event Equipment Rental (Trade & Evening Event, plus masterclass)</i>	
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:	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.
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	4AN 41a Farrington St, London EC4A Fulfills most of the requirements but some logistical issues to be resolved. Other venues being considered and will be shared once the contract is won.
NA	

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
					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 (trappes), 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
					NA

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			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; event or any fees for influencer event – these will be costed separately)
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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 x 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 x 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 x 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 the venue e.g. table covers, flowers/ vines, crates etc.	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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					<i>Creative & Studio Services</i>
				UK	
			BWP		
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.		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 (logos) - 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 ONNV's final approval;	A minimum of two (2) rounds of revisions for each main category of material, or until ONNV approval is obtained;	All creative concepts, design proposals, layouts, final materials, and branding elements shall be submitted to ONNV for review and approval prior to production, printing, and installation. No material may be produced or installed without ONNV's prior approval.	The supplier shall provide:
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					Materclasses sessions
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.	Two (2) materclasses 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 materclasses 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;	BWP
				UK	
				NA	Working with the Drinks Business to run 2 x materclasses: 1 x wine materclass run by Patrick Smidt (MW) – subject to approval 1.5 hour materclass for up to 30 x selected trade guests) Maximum of 10 wines 1 x spirits materclass run by spirit expert host (Melita Kiely editor - TBC) subject to approval 1-1.5 hour materclass for up to 30 x selected trade guests) Maximum of 10 spirits All tasting equipment, booklets and mats to be provided. (And mic if needed)

					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;
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<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>Corkage & soft drinks allowance</i>	<i>Provision of professional sommelier services</i>
UK	
BWP	
The service shall include: 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: 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).
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.	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.
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