



EU4BUSINESS: CONNECTING COMPANIES

Project funded by the European Union (EU)

EU Grant Contract, ENI/2019/411-865

Call for Tenders

Selection of a service provider to organise a
SME Tour to *Meeting Point - Vilnius* with B2B meetings



1. BACKGROUND INFORMATION

1.1 Background information

Eurochambres – The Association of European Chambers of Commerce and Industry is representing the interests of 1,700 Chambers and their 20 million member companies from all economic sectors across Europe (www.eurochambres.eu). Eurochambres is a non for profit international organisation headquartered at Avenue des Arts 19AD -1000 Brussels, Belgium. Eurochambres' vision is an integrated, globally competitive Europe, where businesses can prosper and drive socio-economic progress.

One of the policy priorities of Eurochambres is Neighbourhood and Enlargement as the countries in the EU neighbourhood offer a still largely untapped potential for the broader European economy. Eurochambres' engagement in **the Eastern Partnership (EaP) region** is reinforced through the implementation of the EU4Business: Connecting Companies (EU4BCC) project, among others.

1.2 About the EU4BCC project

[EU4Business: Connecting Companies \(EU4BCC\)](#) is a project initiated by Eurochambres and funded by the European Union (EU) under the EU4Business initiative. EU4BCC aims to foster SMEs sustainable economic development and job creation in the EaP countries – Armenia, Azerbaijan, Georgia, the Republic of Moldova, and Ukraine¹, and promote business opportunities.

EU4BCC is organised on a sectoral basis targeting five economic sectors where the EaP SMEs have a significant growth potential – bio-/organic food, creative industries, textile, tourism and wine.

The activities implemented in the framework of EU4BCC include study visits, a mobility exchange programme, and business to business (B2B) meetings in different economic sectors, among others.

1.3 Legal background

This call for tenders is launched in the framework of the grant contract (reference number ENI/2019/411-865) signed between the European Union and Eurochambres on 12 December 2019. Therefore, some of the provisions of the general conditions of the grant contract ENI/2019/411-865 apply to subcontractors (see Annex 5).

2. PURPOSE OF THIS CALL FOR TENDERS

2.1 Objective of the Call for Tenders

The objective of this call for tenders is to identify a service provider which will support Eurochambres in preparing, organising and assessing:

- An SME Tour to the international audiovisual industry event *Meeting Point - Vilnius* for 28 participants coming from the EaP countries.
- B2B meetings between these participants and the relevant industry representatives from the EU countries.

2.2 About Meeting Point Vilnius (MPV)

[Meeting Point – Vilnius](#) is an international film industry event that is incorporated in the programme of the *Vilnius International Film Festival (VIFF) - Kino Pavasaris* held annually in Lithuania since 1995. The next edition of the festival is planned to take place between 16-26 March 2024.

Meeting Point – Vilnius brings together a wide array of film industry professionals across Europe (directors, producers, authors, critics, distributors, sales and commissioning editors, etc.) to build networks, search possible cooperations and discuss trends and prospects of the audiovisual world. The event also serves as a platform to

¹ In line with the Council Conclusions of 12 October 2020 and in light of Belarus's involvement in the Russian military aggression against Ukraine, recognised in the European Council Conclusions of February 2022, the EU has stopped engaging with representatives of Belarus public bodies and state-owned enterprises. Should there be a change of the context this may be reconsidered. In the meantime, the EU continues to engage with and, where possible, has stepped up support to non-state, local and regional actors, including within the framework of this project.



discover, develop and support European young talents and upcoming debut films and offers them opportunities to participate in dedicated lectures and networking events. MPV usually includes four main events:

- **Work in Progress pitching session:** a platform dedicated to the debut films (feature, documentary and animated) from late development to post production. Ideally, some of the participants should be able to pitch their project to a large audience of investors.
- **Industry Screening Platform:** A platform entirely dedicated to festival programmers, distributors, sales and commissioning editors, who will have at their disposal reserved screenings of the finest upcoming Baltic projects.
- **Talks on Tomorrow session:** a platform dedicated to a series of panel discussions on the audiovisual industry trends and prospects.
- **Talents Nest:** a platform dedicated to exploring emerging professionals in the sector (authors, directors, producers, critics, etc.).

2.3 About Eurochambres' activity - the SME Tour to Meeting Point - Vilnius

Eurochambres has designed an activity, the *SMEs Tour to Meeting Point – Vilnius*, aiming to provide a unique and enriching experience for the participants from the audiovisual sector² in the EaP. This activity should contribute to the ultimate objective of the EU4BCC project: to support the EaP SMEs/freelancers in expanding their businesses and increasing their export volumes to the EU.

This SME tour should represent an immersive experience for participants to reap several key benefits:

- **Inspiration and Creativity:** Exposure to the diverse and cutting-edge world of independent cinema at VIFF can ignite fresh ideas and creative inspiration. draw insights from innovative storytelling and cinematography techniques, which can be applied to their own projects within the creative industry.
- **Networking and Collaboration:** The festival serves as a hub for industry professionals, filmmakers, and artists. Attending the participants will have the opportunity to network, forge valuable connections, and explore potential collaborations with fellow creatives, distributors, and film industry experts. Investors and distributors are of extreme importance for the EaP movie industry. These connections can lead to future collaborations and business opportunities.
- **Market Expansion:** The film festival offers a platform to showcase their work (through pitching) to a diverse and international audience. SMEs in the creative industry can use this exposure to expand their market reach, attract new clients, and potentially secure international partnerships or distribution deals.
- **Industry Insights:** Attendees can gain valuable insights into the current trends and emerging opportunities in the movie industry. They can attend screenings, panel discussions, and workshops that provide a deeper understanding of industry dynamics, distribution strategies, and emerging technologies, helping them stay competitive and innovative.

Beyond business benefits, the tour should also *promote cultural exchange and cross-cultural understanding*. It is expected that the participants engage with diverse audiences and filmmakers, fostering cultural enrichment and a broader perspective that can be infused into their creative work.

The selected service provider should understand the international and market potential of each participant and offer a personalised programme within the framework of the festival to maximise their opportunities.

The intended beneficiaries of this initiative include SMEs and freelancers established in the EaP and specialised in the audiovisual industry. The candidates should prove strong motivation and readiness to either expand their existing international presence or initiate international expansion efforts.

3. SERVICES TO BE PROVIDED

The services to be provided are twofold:

- Planning and organisation of the SME Tour including programming, promotion, participant preselection, facilitation of event attendance and B2B meetings, and evaluation of results.

² Audiovisual sector includes all the stages from the conception, financing, realisation, production, Intellectual Property Rights (IPR), promotion, distribution, etc.



- Handling the logistical aspects of the SME Tour, including travel arrangements, hotel reservations, local transportation, and catering.

3.1 Planning and organisation of the SME Tour

- a. **Agenda planning:** the service provider should prepare a detailed agenda for the SME Tour tailored to the *Meeting Point – Vilnius* programme as well as to the needs and expectations of the participants. At the minimum, an agenda should allow participants to attend the main events of *Meeting Point – Vilnius*³ including:

- Work in Progress pitching session (ideally, some of the participants should be able to pitch their project to a large audience of decision makers).
- Talks on Tomorrow session.
- Talents Nest.

The service provider, in agreement with the festival organiser, can also consider enrolling some of the participants for the potential award competitions.

In addition to *Meeting Point – Vilnius*, the service provider may consider incorporating **additional activities** in the agenda such as visits to other events or to relevant stakeholders in Vilnius.

- b. **Promotion:** the service provider should ensure the promotion of the SME Tour within the EaP countries through social media. On its side, Eurochambres will promote the event to the final beneficiaries of the EU4BCC project and will allow interested participants to submit applications and liaise with the service provider.
- c. **Application form:** the service provider should prepare the application form for participation for participants.
- d. **Preselection of the participants:** the service provider should compile a list of 28 participants from the EaP working in the audiovisual industry and interested in attending the *Meeting Point – Vilnius* event in March 2024. The profiles of the participants should be carefully revised to ensure they are in line with the event programme to maximise the outcome. The final list of participants will be subject to approval by Eurochambres. The service provider is responsible for the proper registration of the selected participants to the event and relevant sessions.
- e. **Participant guidelines:** the selected service provider shall prepare an informational document with relevant information about the SME Tour and distribute it electronically to all the participants at least one week prior to the event. The document shall include the following items:
1. Introduction:
 - Brief overview of the *SME Tour to Meeting Point - Vilnius*
 - Introduction of the organisational team
 - Contact details of organisers and assistance during the *activity*
 2. Event schedule with detailed itinerary, including dates, timing, venues, workshops and timing for the B2B meetings.
 3. Meeting details:
 - Profiles of the counterparts
 - Format and duration of the meetings
 - Tips on how to prepare for B2B meetings
 4. Logistics:
 - Venue details
 - Transportation information
 - Accommodation details
 5. Useful contacts: Medical facilities, embassies/consulates, support team, police, ambulance...

³ To be verified in advance with the festival's organisers.



- f. **Online preliminary meeting(s)** with the participants to:
- Familiarise them with the agenda and provide clarifications to the potential questions, including the B2B meetings.
 - Provide information about the format, opportunities and the requirement of the event.
 - Discuss the participants' expectations such as the desired type of collaborations and opportunities they are seeking.
 - Support them in crafting and delivering a compelling pitch.
- g. **Facilitation of the visit:** the service provider should ensure the active participation of all attendees and assist them in identifying potential partnership opportunities. This includes guiding each participant to follow their personalised schedules, attend dedicated sessions and actively engage in scheduled one-to-one or group meetings with industry representatives. The service provider's representatives shall be available throughout the visit, promptly addressing any participant concerns and facilitating seamless communication when needed.
- h. **B2B meetings:**
- The service provider should ensure that the participants attend total of 250 meetings, i.e. about 8-9 meetings per participant with relevant businesses from the EU.
 - Ideally, each participant should have individual personalised scheduled meetings according to their profiles and needs.
 - Every participant should receive a B2B meeting evaluation form which should include a date, a name of the EU businesses/organisations met, a rating indicating each meeting's usefulness, and space to assess potential cooperation opportunities. These forms should be signed by both - the participant and the person met. The average meeting engagement score is set at a minimum of 4 out of 5.⁴
- i. **Venue:** the service provider should secure a designated area for the B2B meetings either at the premises of the event or/and at a separate venue.
- j. **Visibility rules:** the service provider should ensure that the project's branding and visual identity are consistent and present across all produced materials, including social media platforms, brochures and stand displays during the event. For further information on the visibility rules, please refer to Annex 4 of the present call for tenders.
- k. **Post event follow-up:**
- The service provider is expected to create and distribute a survey among the participants to collect feedback on the activities and better evaluate the concrete outcomes/benefits such as potential cooperations and export opportunities.
 - The service provider should identify and showcase success stories to be shared on the different social media platforms by Eurochambres.
 - The service provider should provide a final report summarising the SME Tour, including identifying results, impact and challenges. The report should be submitted within 30 days following the end of the SME Tour.

3.2 Logistical aspects of the SME tour

The service provider should ensure meticulous organisation of travel, accommodation, meals and local transport for **a total of 29 participants** including 28 SMEs from the EaP and 1 representative from Eurochambres who will accompany the delegation⁵. The following points should be taken into consideration:

⁴ Rating: 1 (lowest rating): 'the meeting was not relevant'; 2 - 'The meeting was somehow relevant but no common interest was found'; 3 - 'the meeting was relevant as common interest was found but it is not likely to lead to a possible cooperation'; 4 - 'The meeting was relevant, and could potentially lead to cooperation'; 5 - 'The meeting was productive and created a foundation for future cooperation'.

⁵ Travel costs for the representatives of the service provider, if applicable, should also be considered while planning the budget.



- a. **Travel services** shall include transportation for 29 individuals. The transport may involve flights and/or other means of travel to/from the participants' respective countries. The service provider shall:
- Ensure the most convenient and cost-effective route for the travellers. This includes offering non-stop flights for the required route. If non-stop option is not available, the service provider shall arrange an indirect flight consisting of a maximum of two subsequent flights and without an overnight layover in a transit country. For the Ukrainian participants, the service provider should cover an overnight stay in a transit country, if required.
 - Book and purchase round-trip tickets with 1 piece of registered luggage.
 - Cover all visa fees (when applicable), cancellation insurance, airport charges, agency fee and other related cost.⁶
 - In cases where indirect flights involve different airlines, the service provider shall assist participants who miss their connecting flight without their fault and find an optimal solution to reach the place of destination.
 - Send the reservation confirmation and other travel documents free of charge to the participants within 3 working days after the booking is confirmed. The lengthy procedure for obtaining visa for Armenian and Azerbaijan participants shall be considered by the service provider when booking the tickets.
 - Provide the travellers with all necessary documentation required to support the visa application, when necessary.
 - The service provider should gather the boarding passes and include them in the final report.
- b. **Accommodation** for 29 individuals for 4 nights: the service provider shall arrange single room accommodations with breakfast for all 29 participants in a 3-star hotel or above. Ideally, the selected hotel shall be within a walking distance (less than 1.5 km) of the B2B venue and *Meeting Point - Vilnius*. If not, local transportation should be organised.
- c. **Catering** for 29 persons for 5 days (lunch and dinner):
- The service provider shall provide catering services (lunch and dinner) for the participants in line with the established agenda. Catering may be provided in a single location or at different venues based on the meeting locations. The meals shall be prepared using high-quality, fresh ingredients and in line with proper food preparation processes and hygiene standards.
 - The service provider shall ensure sufficient choices for the participants with special dietary requirements such as vegetarians, vegans, people with allergies and those with religious dietary restrictions.
 - The purchase price shall cover catering cost per person, service charges, and other related cost.
- a. **Local transport** for 29 individuals:
- The service provider shall arrange transportation for the participants during the activity.
 - Transportation to/from the airport shall be provided when 4 or more participants have the same travel schedule.
 - When the walking distance is considerable (over 1.5 km), the service provider shall provide transportation for the participants to/from Meeting Point – Vilnius, the venue where the B2B meetings shall take place as well as any other local visit scheduled during this activity. The service provider shall ensure the necessary fleet capacity based on the needs of the participants.
 - The purchase price shall be per person and include transportation service, and other related cost.

⁶Although travel insurance is strongly advised for all participants engaging in this activity, it is not mandatory for the service provider to procure it. Nevertheless, the recommendation to have a travel insurance in place during this activity shall be communicated in writing to each participant. Eurochambres may request proof of this notification.



4. EXPECTED RESULTS

The service provider should be able to demonstrate the added value of the *SME Tour to Meeting Point - Vilnius* for the participants and report and prove following indicators:

- 28 participating SMEs/freelancers from the EaP are fully engaged in the programme *Meeting Point – Vilnius 2024*.
- 250 B2B meetings are organised and successfully conducted.
- Average meeting engagement score is 4 out of 5.
- 3 business opportunities are created between the EaP participants and the EU counterparts met during the activity.

Should these above-mentioned figures not reached, the service provider should provide explanations in the final report.

5. PROFILE OF THE SERVICE PROVIDER

Eligibility criteria

The candidates shall be:

- Commercial or non-commercial legal entity.
- Registered in one of the Member States of the EU, or one of the five countries of the EaP (Armenia, Azerbaijan, Georgia, Moldova or Ukraine).
- Established for at least 3 years.
- Have extensive experience in delivering services similar to the ones object of the current Call for Tender, experience in delivering services to SMEs, as well as knowledge of the sector.
- Able to provide financial statements for the last 2 completed fiscal years.

Exclusion criteria

To avoid the conflict of interest, the candidate applying for the call for tenders should not have had any involvement whatsoever in the EU4BCC project. This implies that applicants cannot be members of:

- Sectorial Consortia
- BSOs Partnerships that implemented the sub-grant actions (2021-2022)
- Board of Sectorial Experts

Selection Criteria

Applicants should have the following professional experience and financial capacities:

Professional experience

Applicants should be able to:

- Provide evidence of similar previous experiences, in particular, in organising events (e.g. conferences, festivals, workshops, B2B meetings), and facilitating highly interactive events (e.g. by using Participatory Leadership or other similar methods, co-active participation, use of collective intelligence to make decisions, set purpose-oriented and collectively agreed agenda, priorities and outcomes, engaging all participants, collectively defining and reaching out needs, etc.).
- Rely on a solid team to implement the activities and be able to involve experts with at least 3 years of experience in the audiovisual field. CV of the members of the team in charge of the SME Tour will have to be provided.

Note! The tenderer shall not include previous experiences which led to a breach of contract and termination by a contracting authority as references for this application.

Financial capacity

To assess the financial capacity of the proposal, applicants are requested to provide financial statements for the last two completed fiscal years.



6. MAXIMUM BUDGET AVAILABLE FOR THE DELIVERY OF THE SERVICES

For the delivery of the services as describe in section 3 the maximum available budget is 76,500 euro. The budget should be proposed in EURO and should be all inclusive (without VAT and other taxes).

7. MODALITIES OF PAYMENT

Modalities of payment will be the following:

- 30% after signature of the service contract.
- 30% after the approval of the agenda and the final participants list by Eurochambres.
- 40% after the implementation of the activities (outcomes should be fully reached) and within 30 days after approval of the final report.

8. PROVISIONS OF THE GENERAL CONDITIONS OF THE GRANT CONTRACT ENI/2019/411-865 APPLICABLE TO THE SELECTED SERVICE PROVIDER(S)

The following provisions of the EU Grant Contract, ENI/2019/411-865 are applicable to the selected service provider(s) (see the full text in Annex 5):

- Article 3. Liability of the EU.
- Article 4. Conflict of interests and code of conduct.
- Article 6. Visibility of the EU.
- Article 16. Financial checks of the EU and record keeping.

9. PRIVATE DATA PROTECTION

The service provider must comply with all applicable data protection laws and shall process personal data of the applicants of the *SME Tour to Meeting Point - Vilnius* solely for the purpose of the performance of the services as outlined herein and as permitted by the provisions of the GDPR⁷ and according to the national data protection laws of their country, where appropriate.

10. NUMBER OF APPLICATIONS

If, Eurochambres receives **only one offer** in response to the present Call for Tender, and it is administratively and technically valid, the contract may be awarded provided that the award criteria are met.

11. APPLICANTS' OFFER

The same applicant can only submit one offer. In case the applicant submits more than one offer, all applications in which that applicant has participated will be excluded.

Applicant offer must be written **in English** which is the working language of the EU contract. It should include the following information:

The offer should include the following documents:

- Tender submission form (See Annex 1).
- Filled in Organisation and Methodology (See Annex 2).
- Proposed budget (See Annex 3).
- CVs of the proposed team.
- Financial statements for the last two completed fiscal years.

⁷Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) available at : [CL2016R0679EN0000020.0001.3bi_cp 1..1 \(europa.eu\)](https://eur-lex.europa.eu/eli/reg/2016/679/oj).



Applicants should propose a tentative timeline for all the activities, starting from the planning phase and extending to the reporting stage. The timeline should be based on the expectations regarding the duration of each stage and necessary steps to implement the proposed approach and methodology.

If any of the services mentioned above are not directly available from/to the candidate, it must be clearly indicated in the methodology and an alternative solution should be proposed. The subcontractor is allowed to subcontract part of the service, provided that the subcontracting does not involve any of the core activities such as the organisation of the B2B meetings or the selection of the participants. For example, services that can be subcontracted may include travel and accommodation, local transportation, catering, etc.

12. HOW TO APPLY AND DEADLINE

Applicants are invited to submit offers for the organisation of *the SME Tour to Meeting Point - Vilnius* **BY EMAIL** at the following email address eu4bcc@eurochambres.eu by **12.12.2023 (17:00 CET)**, at the latest.

Applicants should use the following subject when sending the application email: *SME Tour to Meeting Point - Vilnius ENI/2019/411-865*. By submitting an offer, applicants accept to receive notification of the outcome of the procedure by electronic means.

Applicants may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offers may be altered after this deadline.

For more information regarding this Call for Tender, please contact the project's team via email at eu4bcc@eurochambres.eu. Any clarification requested by the bidder will be communicated to all applicants to ensure equal treatment.

13. SELECTION PROCESS

The received offers will undergo a thorough evaluation process based on the following steps:

1. Eligibility and administrative compliance: the Selection Committee will first assess the eligibility and administrative compliance of the received offers. Only eligible candidates will proceed to the next step of the evaluation.
2. Comprehensive evaluation: the evaluation committee will then evaluate the following components of the application and the applicant in this strict order:
 - The technical, professional and financial capacity (Annex 1 + supporting documents)
 - Technical offer (Annex 2 and Annex 3)
 - Financial offer (Annex 3)

Award decision

Offers will be evaluated on the basis of the following award criteria and weighting:

1. Quality - 80%
2. Price - 20% (the price considered for the evaluation will be the total price of the tender).

14. TIMELINE

- Invitation to the tenders - 10.11.2023
- Deadline for requesting clarifications – 8.12.2023
- Deadline to submit applications – 12.12.2023
- Evaluation offers by the selection committee – 14.12.2023
- Notifying selected and non-selected applicants – 15.12.2023
- Signature of the service contract – 22.12.2023

15. ATTACHEMENTS

The following annexes are attached to the present call for tenders:



- ANNEX 1. Tender submission form
- ANNEX 2. Organisation and methodology template
- ANNEX 3. Budget template
- ANNEX 4. EU4BCC Visual Identity Guide
- ANNEX 5. Provisions of the General conditions of the EU grant contract applicable to subcontractors