**Annex E – Technical Compliance Form**

It is mandatory to provide an item-by-item commentary on the below listed Technical Requirements demonstrating responsiveness. **This form shall be submitted as a part of the Technical Bids.**

Only Bids that are technically acceptable and that provide all the necessary evidence required will be considered for financial evaluation. The Bid will be evaluated according to the following criteria, not necessarily listed in order of priority:

|  |  |
| --- | --- |
| **TECHNICAL REQUIREMENTS** | **BIDDER’S COMMENTS ON COMPLIANCE / DEVIATION FROM THE REQUIREMENT**  *(provide information and*  *attach any additional documents)* |
| At least 4-star hotel, centrally located in Helsinki, Finland | *Confirm* |
| Final number of participants to be confirmed  5 days prior the event | *Confirm or indicate otherwise* |
| Validity of offer for room rates - until 31 July 2025  (please confirm if longer validity is possible) | *Confirm* |
| **Payment Terms:** please specify  OSCE Preferred payment terms: 30 days upon receipt of services and final invoice | *Specify* |
| OSCE is tax exempt as per EU Directive 2006/112/EC Article 151 and Directive 2008/118/EC Article 13. Having this in mind please confirm possibility to issue tax-free invoice. If this is not possible, kindly indicate here space that the quotation is in Gross Value | *Confirm or indicate otherwise* |
| The conference room has to have an air conditioner and have windows/daylight | *Confirm* |
| Technical equipment has to be available, installed and ready prior to event | *Confirm* |
| The Bidder ensures that the conference facility/ hotel can accommodate a max. 50 participants | *Confirm* |
| The Bidder shall have at least 3 years of experience in the comprehensive logistic support to events and conferences of similar scope and attendance | *Confirm* |
| Cancelation policy to be submitted with the quotation | *Submit* |
| Provide link or photos of room/s and conference facility | *Submit* |

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