



European Network of  
Election Monitoring Organizations

## TENDER NOTICE

### REQUEST FOR PROPOSAL TO PROVIDE EIGHTY-EIGHT FLIGHT TICKETS

**Name of the organization:** European Network of Election Monitoring Organizations ENEMO

**Address, contact information:** Josip Broz Blvd 23a, 81000 Podgorica, Montenegro  
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#### **1. General Information about the Tender**

This is the call to submit a formal offer for purchase of 88 return airline tickets for Long term and Short term observers within the project International Observation of the Parliamentary Elections to Georgia 2024. The project envisages the purchase of 88 return airline tickets for Long term and Short term observers.

With this invitation we will provide you with a description of the task, along with the stated minimum technical specifications as well as additional conditions necessary for participation in the call to submit a formal offer.

European Network of Election Monitoring Organizations (ENEMO) in accordance with the project International Observation of the Parliamentary Elections to Georgia 2024, and in accordance with ENEMO's rules and procedures is purchasing 88 return airline tickets for Long term and Short term observers in economy class. The departure dates and destinations are listed below.

#### **2. Nature of the services/supplies required**

**2.1.** 2 return airline ticket for the relation Podgorica-Tbilisi-Podgorica (departure September 29<sup>th</sup> - return November 9<sup>th</sup>)

**2.2.** 1 return airline ticket for the relation Zagreb-Tbilisi-Zagreb (departure October 2<sup>nd</sup> - return November 9<sup>th</sup>)

**2.3.** 1 return airline ticket for the relation Istanbul-Tbilisi-Istanbul ((departure September 29<sup>th</sup> - return November 9<sup>th</sup>)

**2.4.** 1 return airline ticket for the relation Belgrade-Tbilisi-Belgrade (departure September 29<sup>th</sup> - return November 9<sup>th</sup>)

**2.5.** 1 return airline ticket for the relation Alicante (Elche Migul Herna )Spain -Tbilisi - Alicante (Elche Migul Herna )Spain - (departure September 29<sup>th</sup> - return November 9<sup>th</sup>)

**2.6.** 1 return airline ticket for the relation Warsaw-Tbilisi-Warsaw (departure October 2<sup>nd</sup> - return November 9<sup>th</sup>)

**2.7.** 1 return airline ticket for the relation Yerevan-Tbilisi-Yerevan \*(alternative ways of transportation will also be considered for this destination) (departure September 29<sup>th</sup> - return November 9<sup>th</sup>)

**2.8.** 8 return flight tickets for the relation Bishkek-Tbilisi-Bishkek (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)

**2.9.** 11 return flight tickets for the relation Podgorica-Tbilisi-Podgorica (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)

- 2.10. 5 return flight tickets for the relation Belgrade-Tbilisi-Belgrade (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.11. 6 return flight tickets for the relation Zagreb-Tbilisi-Zagreb (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.12. 2 return flight tickets for the relation Dubrovnik-Tbilisi-Dubrovnik (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.13. 4 return flight tickets for the relation Skopje-Tbilisi-Skopje (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.14. 3 return flight tickets for the relation Prague-Tbilisi-Prague (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.15. 2 return flight tickets for the relation Bratislava-Tbilisi-Bratislava (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.16. 2 return flight tickets for the relation Vienna-Tbilisi-Vienna (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.17. 13 return flight tickets for the relation Chisinau-Tbilisi-Chisinau (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.18. 14 return flight tickets for the relation Tirana-Tbilisi-Tirana (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.19. 2 return flight tickets for the relation Warsaw-Tbilisi-Warsaw (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)
- 2.20. 8 return flight tickets for the relation Yerevan-Tbilisi-Yerevan \*(alternative ways of transportation will also be considered for this destination) (departure date October 23<sup>rd</sup> – return date October 28<sup>th</sup>)

*\*Due to the possibility of any international travel restrictions, or negotiations with the donors, information and listed destinations contained in this call are subject to change at any time.*

### **3. Proposal and bidder requirements**

- **Submit the proposal by 25/09/2024 at 12AM, by email to [info@enemo.eu](mailto:info@enemo.eu).**
- All bidders must ensure that any proposed flight itineraries, including connections and layovers, do not exceed a total duration of 7 hours between flights. Exceptions to this rule will only be considered under special circumstances.
- **The offer must be valid for a minimum of 3 weeks.**
- The offer must include all of the listed destinations, those with incomplete destinations list will not be considered.
- Immediately upon information receipt about cancellation of the purchased ticket, the bidder should offer the most economical way for its compensation. In case it is not possible to find an adequate flight ticket for the listed destinations, the bidder should offer the ticket that meet the needs of the originally request.
- In addition to the offer, the bidder should send the following documents (templates attached):
  - General information about the bidder
  - Financial data
  - Registration document
  - Technical specification and technical offer
  - Budget proposal

### **4. Calendar**

The following is a list of projected key dates for this Request for Proposal:

18/09/2024	Request for proposal issued
25/09/2024	Due date for proposals
26/09/2024	Selection process
27/09/2024	Signature of contract
27/09/2024	Expected start of contract

## **5. Selection and Award Criteria**

### a. Review of Proposals:

The Evaluation Committee will evaluate submitted proposals.

### b. Selection method:

Selection will be driven by **Price Competitiveness** (criteria weight is 70%), by **Service Quality and Reliability** (criteria weight is 20%) and **Compliance with Preferences** (criteria weight is 10%).

### c. Notification

All the participating firms will be notified, in writing, whether the firm was awarded the contract by 26/09/2024.

Dubravka Tomic  
Head of Operations Department

