

**PART A**  
**TECHNICAL INFORMATION AND DATA ON THE SUPPLIER**

19-20-2019

**ORGANIZATION SERVICES OF *CONVENE* EXHIBITION**

Participant name and code <i>(if the offer is submitted by a group of business entities, please indicate the names of all partners in the group)</i>	UAB "Baltic Travel Group" 300064205 SIA "Baltic Travel Group" 40003482252
Participant address <i>(if the offer is submitted by a group of business entities, please provide the addresses of all partners in the group)</i>	A.Mickeviciaus str. 2, Vilnius, Lithuania Elizabetes g. 31, Riga, Latvia
Name of authorized person	Renata Juskaitiene
Telephone number	+370 5 2609375
Fax number	+370 5 2610631
E-mail address	info@btgroup.lt

Please note that we agree with all terms and conditions of procurement documents. The services offered are fully in line with the requirements of the procurement documents and have the following features:

No.	<b><i>The criteria of the services' quality established in Purchasing documents (functional characteristics / quality of the services)</i></b>	<b><i>The numbers of the indicators, proposed by a Supplier</i></b>
1.	Quality (T1):	
1.1.	Description of renewed Event concept, target audiences, visualizations	Proposal Service quality document page 1
1.2.	<i>Brand book</i> design of the Event	Proposal Service quality document page 3 and attached file <i>Convene Brand Book Konfidencialu.pdf</i>
1.3.	Communication plan, measures, substantiation of the Event	Proposal Service quality document page 7
1.4.	Pricing concept of Event stands, measures, sales plan	Proposal Service quality document page 9
1.5.	Design of Event stands, implementation plan	Proposal Service quality document page 11
1.6.	Plan of potential partners and sponsors list, main attraction plan	Proposal Service quality document page 13
1.7.	Concept of educational program (conferences), suggested foreign expert and potential topic list of the Event	Proposal Service quality document page 14
1.8.	Description and substantiation of logistics plan	Proposal Service quality document page 15
1.9.	Scenarios and concepts of evening programs	Proposal Service quality document page 17

1.10.	Offered added value for the Event	Proposal Service quality document page 20
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Information about the share of the Services to be provided by each supplier partner on its own (to be filled in when the proposal is submitted by a group of suppliers):

Ser. No.	Partner name	Expected Services to be provided
1.	SIA Baltic Travel Group	Event communication B2B organisation service
2.	UAB Baltic Travel group	Hosted buyer program organisation Educational program organisation Logistic services Venue of the event organisation Catering and evening program organisation

Information on sub-suppliers /subcontractors:

Ser. No.	Sub-supplier name and address	Company code	Intended tasks to be assigned to the sub-supplier

We add hereby ESDP of sub-suppliers.

The following documents are provided together with Proposal A:

Ser. No.	Title of submitted documents
1.	Proposal Service quality
2.	Convence Brand Book
3.	UAB Baltic Travel Group European single procurement document
4.	SIA Baltic Travel Group European single procurement document
5.	List of professionals responsible for the implementation of the contract
6.	List of events
7.	List of agreements
8.	Tender validity guarantee
9.	Power of attorney
10.	Joint Venture agreement

This Proposal A contains confidential information:

Ser. No.	Name of the submitted document	Confidential information contained in the document (specify the part / page of the document containing the confidential information) *	Justification for confidentiality of information (to explain why the document or part of it is confidential) *
1.	Proposal Service quality	Whole document	Company confidential copyrighted work
2.	Convence Brand Book	Whole document	Company confidential copyrighted work
3.	List of professionals responsible for the implementation of the contract	Whole document	Personal information, GDPR

4.	List of events	Customer and its contact details and customers review	Company confidential information
5.	List of agreements	Whole document	Company confidential information

\* If the participant does not fill in the table provided in the Proposal Form (Annex 2), that must indicate the contained confidential information and / or does not specify "Confidential" in the file name, the Contracting Authority shall consider that the proposal submitted by the participant does not contain confidential information and the participant's tender will be published in accordance with the Article 86 part 9 of the Law on Public Procurement.

The proposal shall be valid until the deadline specified in the procurement documents.

Country Manager  
*Position of the participant  
or his authorized person*




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*signature*

Renata Juskaitiene  
*first name and surname*