

Dear participants of the tender

“Provision of services for the organization and logistical support (comprehensive services) of events”.

The following documents have been amended to the tender documentation:

Tender dossier for event services.pdf

The changes relate to part “C2 Tender Subject” and provide for the addition of the fourth key component **“K4: Organization of a pitching event in Kyiv for the presentation of projects by pilot school leaders”** and the detailing of work on this component.

K4: Organization of a pitching event in Kyiv to present the projects of the pilot school leaders

- Rental of a room for a pitching event for 50 participants: a comfortable conference room in Kyiv with proper technical equipment.
- Catering for participants: coffee breaks and lunches for all participants during the event.
- Technical support: projectors, screens, sound systems, microphones, high-speed internet, photography.
- Logistics and accommodation: organization of transfers (train/bus tickets) and hotel accommodation for participants from the regions.
- Communication with participants: coordinating registration, providing information about the location, conditions and pitching program.
- Preparation of reports: financial report, lists of participants with signatures, photo report, feedback from participants, final report on the event.

Pitching event in Kyiv

Date of the event: February 2025

Number of participants: up to 50 people
(25 pilot school directors, mentors,
experts and organizational team)

Venue: Kyiv, premises with appropriate
capacity and technical equipment

Organizational support of the event, including:

- Booking and renting a room that can accommodate up to 50 participants and is equipped with the necessary technical equipment
- Provision of technical equipment: projectors, screens, sound systems, microphones, high-speed Internet
- Decorating the room in accordance with savED and FCA branding
- Catering for participants (coffee break and lunch)
- Provision of photography of the event

Logistics and accommodation for participants:

	<ul style="list-style-type: none"> • Organization of transfers for participants (train/bus tickets) • Coordination of local transfers (if necessary) • Booking and payment for hotel accommodation (1-2 nights, if necessary) <p>Communication with participants:</p> <ul style="list-style-type: none"> • Coordinate registration and confirmation of participation • Providing information about the venue, logistics and program of the event • Gathering information about special needs of participants (dietary restrictions, special conditions, etc.) <p>Preparation of reports:</p> <ul style="list-style-type: none"> • Providing a financial report with supporting documents • Preparation of the list of participants with signatures • Photo report of the event • Collecting and summarizing feedback from participants (using the savED template) • Preparation of the final report on the event
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