

THE MINISTRY OF FINANCE

**THE COMPTROLLER GENERAL – THE GOVERNMENT
PROPERTY ADMINISTRATION**

**PUBLIC FRAMEWORK TENDER NO. 21-2014 FOR THE ORGANIZATION
AND CONDUCTING OF SEMINARS, CONVENTIONS AND EVENTS FOR
GOVERNMENT MINISTRIES AND AUTONOMOUS UNITS**

1. The Government Procurement Administration is hereby publishing a public framework tender for the organization and conducting of seminars, conventions and events for government ministries and autonomous units.
2. The groups of services required by the tender:

GROUP	GROUP OF SERVICES	DESCRIPTION OF SERVICES REQUIRED
A	Organization and conducting of seminars	Transport, hotels and accommodation facilities, convention halls, meals, guides, tours, sites, active vacation, medical attendants, security, lecturers, performers, fun activities.
B	Production and conducting of conventions and events	Production and organization of professional and ceremonial conventions and events including: hotels, accommodation facilities, convention halls, hostess services, computerization, transport, meals, lecturers, performers, video films, registration.

3. The term of the contract shall be for 12 months from the date the authorized signatories at the Ministry of Finance sign the contract. The Tenders Committee may extend this period for fixed terms, not exceeding in the accumulative a total of 60 months. Notice of the extension of the contract shall be sent to the winning bidder at least one calendar month in advance.
4. The prerequisites for participation in the tender and all the remaining conditions of the tender are set out in detail in the complete tender documents that may be found and downloaded, free of charge, with effect from 28 April 2014 at 14:00, at the Government Procurement Administration's website at the address: WWW.MR.GOV.IL under the heading Tenders < Tender MMM – 21 – 2014.
The tender documents may be obtained from the Government Procurement Administration's offices 1 Nethanel Lorch Street Jerusalem. Fax: 02-5695368, Tel: 02-6663426. The offices are open Sunday to Thursday from 09:00 to 15:00.

5. **The dates in the tender:**

THE ACTIVITY	THE DATES
Date the tender maker publishes the notice in the press and Internet	28.4.2014
Supplier's convention (participation is not compulsory)	08.5.2014 from 10:30 to 12:30 At the offices of the Government Procurement Administration, 1 Nethanel Lorch Street, Jerusalem. Attendance at the convention should be registered in advance at the Government Procurement Administration in order to receive an entry permit.
Last date for the suppliers to submit questions for clarification	15.5.2014
Last date for the bidders to post bids in the tenders box	28.5.2014 at 13:00

6. Questions and clarifications concerning the tender processes may be sent by electronic mail to the address: Avimi@mof.gov.il.
7. In any event of a contradiction between this notice and the tender documents, the tender documents shall prevail.