

Public tender

in accordance with the "Lower Threshold Public Award Regulation" (UVgO)

Travel partner for the 2027 ICU Cheerleading World Championships in Orlando, Florida (USA)

Tender number: CCVD WM Orlando 2027

Award criteria and information on the evaluation of tenders

The successful tender will be selected on the basis of the following criteria:

1. Criteria

a. Suitability

- Economic and financial capacity to organise the trip
- Experience with comparable projects based on suitable references, ideally within the last three years, although suitable references dating back more than three years will also be taken into account
- Availability of the personnel capacity necessary for execution (at least two full-time employees regularly involved in organising long-distance travel)

b. Award

- Price
- Quality of the services offered
- Experience of the contact person
- Personal support on site

2. Weighting

- Price: 40%
- Quality of the service offered: 40%
- Experience of the contact person: 5%
- Personal support on site: 15%

3. Evaluation in the award criteria

a. Price

A maximum of 10 points will be awarded. The **total price (gross) in EUR** offered for the provision of services 2. a. ('accommodation') and 2. b. ('vehicles for local transport') will be evaluated. The tenderer with the lowest total price will receive the full number of points. Tenders whose total price is twice as high or higher than the lowest price receive 0 points. Tenders that fall between these two extremes are linearly interpolated and receive scores between 0 and 10, rounded to one decimal place.

b. Quality of the services offered

The quality of the services offered by each tenderer is rated on a scale of 0 to 10. The rating reflects the extent to which the service offered meets the requirements for 'accommodation' and 'vehicles for local transport' specified in the service description (specifically sections 2.a. and 2.b.). Points are awarded according to the following scheme, with the points from the following tables being added together:

Points	Description
3 points	The tender fully meets the requirements for the ideal breakdown of accommodations.
2 points	The tender largely meets the requirements for the ideal breakdown of accommodations.
1 point	The tender partially meets the requirements for the ideal breakdown of accommodations.
0 points	The tender does not meet the requirements for the ideal breakdown of accommodations at all.

Points	Description
3 points	The accommodation is no more than a twenty-minute drive by car or 20 km away from the competition venue.
2 points	The accommodation is more than a twenty-minute drive by car or 20 km, but no more than a thirty-minute drive by car or 30 km away from the competition venue.

1 point	The accommodation is more than a thirty-minute drive by car or 30 km, but no more than a sixty-minute drive by car or 60 km away from the competition venue.
0 points	The accommodation is more than a sixty-minute drive by car or 60 km away from the competition venue.

Points	Description
1 point	The accommodation has rooms with facilities that would correspond to a classification of 4 stars or more according to the "DEHOGA German Hotel Classification".
0 points	The accommodation does not have rooms with facilities that would correspond to a classification of 4 stars or more according to the "DEHOGA German Hotel Classification".

Points	Description
3 points	The tender fully meets the requirements for the necessary number of vehicles as well as the desired breakdown by vehicle type and the vehicles are safe to operate, roadworthy and approved for road traffic in the local area.
2 points	The tender largely meets the requirements for the necessary number of vehicles as well as the desired breakdown by vehicle type and the vehicles are safe to operate, roadworthy and approved for road traffic in the local area.
1 point	The tender partially meets the requirements for the necessary number of vehicles as well as the desired breakdown by vehicle type and the vehicles are safe to operate, roadworthy and approved for road traffic in the local area.
0	The tender does not meet the requirements for the required number of vehicles as well as the desired breakdown by vehicle type and/or the vehicles are not safe to operate, roadworthy and/or approved for road traffic on site.

c. Experience of the contact person

In order to organise the trip, which involves a large number of participants and has specific requirements, and to ensure the quality of the services provided, it is essential that the contact person has relevant and demonstrable experience in planning and organising large-scale (sports) trips, ideally in the field of 'cheersport'. CCVD therefore takes into account the experience of the tenderer's contact person. This evaluation criterion assesses whether and to what extent the person responsible for support has already been involved in the provision of services in relevant reference projects in the past. The comparability of the relevant reference projects with the services to be tendered is assessed on the basis of whether and to what extent the service content described in section 2 of the service description is covered by the provided reference projects.

Proof of relevant professional experience shall be provided by listing corresponding reference projects of the contact person responsible for supporting CCVD.

The reference must contain details of the services provided by the contact person, details of the type and scope of the reference project, the client and the period during which the services were provided. CCVD reserves the right to verify the references by contacting the reference provider. References may also be substantiated by publicly available information or information released by the respective tenderer that provides meaningful information about the contact person designated to support CCVD. The reference does not necessarily have to relate to services provided whilst working for the company acting as the tenderer. References provided by the contact person for a company for which they previously worked may also be cited.

The information provided by each tenderer is evaluated with a score between 0 and 10. Points are awarded according to the following scheme:

Points	Description
10 points	Contact person with proven relevant professional experience in connection with at least eight comparable sports trips, at least two of which were in the field of 'cheersport'
9 points	Contact person with proven relevant professional experience in connection with at least eight comparable trips, at least two of which were in the field of 'cheersport'
8 points	Contact person with proven relevant professional experience in connection with at least six comparable sports trips, one of which was in the field of 'cheersport'
7 points	Contact person with proven relevant professional experience in connection with at least six comparable trips, one of which was in the field of 'cheersport'

6 points	Contact person with proven relevant professional experience in connection with at least four comparable sports trips
5 points	Contact person with proven relevant professional experience in connection with at least four comparable trips
4 points	Contact person with proven relevant professional experience in connection with at least two comparable sports trips
3 points	Contact person with proven relevant professional experience in connection with at least two comparable trips
2 points	Contact person with proven relevant professional experience in connection with at least one comparable sports trip
1 point	Contact person with proven relevant professional experience in connection with at least one comparable trip
0 points	Contact person without proven relevant professional experience in connection with (sports) trips

d. Personal support on site

In our experience, having a contact person from the travel partner on site to provide personal support can contribute to the success of a long-distance trip. In addition to the offer of on-site support, its duration and price are also evaluated. In our experience, problems often arise in the first few days of a long-distance trip. Tenderers therefore also receive points for personal support during the main travel period, from arrival until the fourth day of the trip (14–17 April 2027). If a tenderer can provide a contact person who will personally support CCVD on site throughout the entire trip for a maximum price of EUR 5,000 gross, this will be awarded 10 points. If the tenderer can offer personal support from 14 to 17 April 2027 for a maximum price of EUR 3,000 gross, this will be awarded 5 points. If the tenderer is unable to provide personal support on site or can only provide support at a later date or for a shorter period than from 14 to 17 April 2027, this will be awarded 0 points. In detail, points will be awarded according to the following scheme:

10 points	Personal support on site throughout the entire trip for a maximum price of EUR 5,000 gross
9 points	Personal support on site throughout the entire trip for a maximum price of EUR 6,000 gross
8 points	Personal support on site throughout the entire trip for a maximum price of EUR 7,000 gross.

7 points	Personal support on site throughout the entire trip for a maximum price of EUR 8,000 gross.
6 points	Personal support on site throughout the entire trip for a maximum price of EUR 9,000 gross.
5 points	Personal support on site from 14 to 17 April 2027 for a maximum price of EUR 3,000 gross.
4 points	Personal support on site from 14 to 17 April 2027 for a maximum price of EUR 4,000 gross.
3 points	Personal support on site from 14 to 17 April 2027 for a maximum price of EUR 5,000 gross.
2 points	Personal support on site from 14 to 17 April 2027 for a maximum price of EUR 6,000 gross.
1 point	Personal support on site from 14 to 17 April 2027 for a maximum price of EUR 7,000 gross.
0 points	No personal support on site or personal support on site, but shorter or later than from 14 to 17 April 2027

4. Evaluation procedure

- The scores achieved in each of the award criteria are multiplied by the respective weighting factor (40 or 40 or 5 or 15). The scores thus determined result in the weighted evaluation points. The weighted evaluation points in the award criteria of each tender are added together to give the total evaluation score.
- The tender with the highest total score is awarded the contract. In the event of a tie, the tender with the higher weighted score in the “price” evaluation criterion is awarded the contract. If there is still a tie, a transparent and non-discriminatory random selection (lottery) will decide the outcome.