



SERVICE CONTRACT NOTICE
2020 ALF Mediterranean Forum Event Organizer
Šibenik, Croatia

1. Publication reference

ALF-CFT-FORUM/2019/04

2. Procedure

Restricted

3. Program title

Anna Lindh Euro-Mediterranean Foundation for Dialogue between Cultures (ALF)

4. Financing

Action Grant Contract no. ENI/2018/399-619 signed between the European Commission and the Anna Lindh Foundation for the period from 1 November 2018 – 31 October 2021

5. Contracting Authority

The Anna Lindh Foundation for the Dialogue between Cultures

CONTRACT SPECIFICATION

6. Nature of contract

Fee based

7. Contract description

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue Between Cultures (ALF) is a network of civil society organizations dedicated to promoting intercultural dialogue in the Mediterranean region. The Anna Lindh Forum is a major civil society gathering for the promotion of intercultural action across the Mediterranean region to bring together civil society and NGO representatives from the Union for the Mediterranean countries to debate and create action in favor of dialogue, mutual understanding and peace. The fourth edition of the Forum will take place in Šibenik, Croatia 2 - 5 April, 2020 and will gather around 800 representatives (a part fully covered whereas the other self-paying) from the societies of the Region to exchange ideas, experiences and good practices on intercultural dialogue and the participation

of civil society in building plural, open and democratic societies. For this purpose, the ALF seeks to contract a service provider capable of handling all logistical arrangements and local assistance required by the Foundation for a certain/specified number of participants during the preparation and the implementation of the event. These may include booking travel tickets, travel insurance, assistance in visa issuance, management and reimbursement of travel expenses, hotel accommodation, local transfers, catering, venue rental, local assistance, hotline services, interpretation, printing, technical equipment, technicians, furniture, health care services and hostesses.

8. Number and titles of lots

One lot only

9. Maximum budget

600,000 EUR

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding, up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all to all-natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in one of the Euro-Mediterranean Partnership countries. Participation is also open to international organizations.

12. Candidature

All eligible natural or legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

13. Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as a leader or member of a consortium submitting an application). In the event that a person (submits more than one application, all applications in which that person (and legal persons within the same legal group) has participated will be excluded.

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted procedure unless prior approval from the contracting authority has been obtained (see practical guide – PRAG – 2.6.3.).

Short listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

July 2019

19. Provisional commencement date of the contract

September 2019

20. Initial period of implementation of tasks

10 months

SELECTION AND AWARD CRITERIA

21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole, unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of applicant being a public body, equivalent information should be provided. The reference period, which will be taken into account, will be the last three years of which accounts have been closed.
 - the average annual turnover of the candidate must exceed the annualized maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in months and multiplied by 12); and
 - current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1.

- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The preference period, which will be taken into account, will be the last three years from submission deadline.
 - at least 10 permanent staff currently work for the candidate out of which at least 5 are working in fields related to this contract

- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period, which will be taken into account, will be the last three years from submission deadline.
 - The candidate has provided similar services (such as event organization, travel arrangements, hotel accommodations, handling reservations, event delivery etc.) under at least one contract with a budget of at least 300.000 €
 - The candidate has successfully implemented at least 5 projects in fields related to this contract (such as event organization, travel arrangements, hotel accommodations, handling reservations, event delivery etc.) of which at least 3 having as Contracting Authority a governmental and/or non-governmental organization, national and international donors etc.

This means that the project the candidate refers to could have been started or completed at any time during the indicated period, but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed)

also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used. Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference. Documentary evidence is not required at the application stage but will be requested with the invitation to tender. Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links, which it has with them. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- the highest number of projects of a value above 500.000 € having as Contracting Authority a governmental and/ or non-governmental organizations, national and international donors etc.
- the highest number of projects of a value above 250.000 € implemented within the Member States supporting the ALF (please refer to the full list: Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxemburg, Malta, Mauritania, Monaco, Montenegro, Morocco, Palestine, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, Tunisia, Turkey, and the United Kingdom.)

22. Award criteria

Best price-quality ratio.

APPLICATION

23. Deadline for receipt of applications

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service; the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

Deadline is June 16, 2019 16.00 hrs. Egyptian Time. Any application sent to the Contracting Authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified

24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

EITHER by **recorded delivery** (official postal service), in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Anna Lindh Mediterranean Foundation for the Dialogue between Cultures - Administration and

¹ It is recommended to use registered mail in case the postmark would not be readable.

Finance Department - ALF-CFT-FORUM/2019/04

- Bibliotheca Alexandrina, Conference Center El Shatby, - Alexandria, Egypt.

OR **hand delivered** by the candidate in person or by an agent directly to the premises of the Contracting Authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt to:

Anna Lindh Mediterranean Foundation for the Dialogue between Cultures - Administration and Finance Department - ALF-CFT-FORUM/2019/04

- Bibliotheca Alexandrina, Conference Center El Shatby, - Alexandria, Egypt - 21111, Egypt.

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

By submitting an application, candidate accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

26. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. Operational language

All written communications for this tender procedure and contract must be in English.

28. Date of publication of prior information notice

15 March 2019

29. Legal basis²

Annex IV to the Action Grant Contract no. ENI/2018/399-619 signed between the European Commission and the Anna Lindh Foundation for the period from 1 November 2018 – 31 October 2021

30. Additional information

NA.

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term)