

# SERVICE CONTRACT NOTICE

## Opinion Poll Services

### Location: 42 Countries of the Union for the Mediterranean: Barcelona Process

*(Albania; Algeria; Austria; Belgium; Bosnia and Herzegovina; Bulgaria; Croatia; Cyprus; 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; United Kingdom)*

#### 1. Publication reference

ALF-CFT-OP/2019/02

#### 2. Procedure

Restricted

#### 3. Programme title

Anna Lindh Foundation Phase V

#### 4. Financing

Action Grant Contract ref ENI/2018/399-619 signed with the EU

#### 5. Contracting Authority

The Anna Lindh Foundation for the Dialogue between Cultures.

Clarifications may be sought from the contracting authority at the following email address [alf.tenders@bibalex.org](mailto:alf.tenders@bibalex.org) at the latest 21 days before the deadline for submission of applications stated at the point 23 below.

Clarifications will be published on the website of Anna Lindh Foundation at the latest 5 days before the deadline.

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## CONTRACT SPECIFICATION

#### 6. Nature of contract

Global Price

#### 7. Contract description

In line with the objective of the Anna Lindh Foundation programme to publish the fourth edition of the Anna Lindh Report on Intercultural Trends and Social Change in the Euro-Mediterranean region, the service provider should carry out an opinion poll survey addressed to citizens of the countries of the Union for the Mediterranean, related data analysis and presentation.

The opinion poll will be developed around an indicator consisting of variables related to intercultural perceptions, knowledge, values and behaviour among the people on the two shores of the Mediterranean and social change within the societies of the region.

The opinion poll will be carried out in 2019 on a representative sample of 13 Euro-Mediterranean countries and constitutes a development to the first, second and third regional opinion polls commissioned by the Anna Lindh Foundation in 2009, 2012, 2016.

#### **8. Number and titles of lots**

One lot only

#### **9. Maximum budget**

EUR 420,000

#### **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 the value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the contractor.

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## **CONDITIONS OF PARTICIPATION**

#### **11. Eligibility**

Participation is open to all legal persons participating either individually or in a grouping (consortium) of candidates which are established in one of the Euro-Mediterranean Partnership countries. Participation is also open to international organisations.

#### **12. Candidature**

All eligible natural and 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 natural or 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 leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person 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 tender 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 and 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 candidate(s) who satisfy the criteria to submit a tender.

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### **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**

12 Months

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### **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 candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
  - the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
  - the averages of cash and cash equivalents at the beginning and end of year are positive.
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

- has a professional certificate appropriate to this contract;
- at least 3 staff currently work for the applicant in fields related to this contract; and
- at least 20% of them working for the candidate this year in fields related to this contract are permanent.

**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 worked successfully on at least one project with a budget of at least 250,000 EUR in fields related to this contract in the past three years
- experience in carrying out similar projects in countries of the Euro-Med region

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 rely 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 additional comparative criteria that will be taken into consideration during this re-examination, in the order that they appear below, are:

- 1) experience with previous EC contracts
- 2) number of similar projects already carried out

N.B.: additional comparative criterion 2) will be applied only if the number of eligible candidates remain higher than 8 after applying additional comparative criterion 1).

## **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 slip<sup>1</sup>, 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 at 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 (B3) 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 (A14) 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** (post or by courier 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 Finance Department – ALF-CFT-OP/2019/02 - Bibliotheca Alexandrina, Conference Center El Shatby, - Alexandria, Egypt - P.O. Box 732, Mansheya, Alexandria 21111, 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-OP/2019/02 - Bibliotheca Alexandrina, Conference Center El*

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

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 candidates 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 basis<sup>2</sup>**

Action Grant Contract ref ENI/2018/399-619 signed with the EU, and

The statutes of the Anna Lindh Foundation available on the following link:

[https://www.annalindhfoundation.org/sites/annalindh.org/files/documents/page/alf-statutes\\_1.pdf](https://www.annalindhfoundation.org/sites/annalindh.org/files/documents/page/alf-statutes_1.pdf)

## **30. Additional information**

N/A

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