



**SERVICE CONTRACT NOTICE**  
**Travel Agency - 09 - PRO165LAD-2018**

**1. Publication reference**

09 - PRO165LAD-2018

**2. Procedure**

Restricted

**3. Programme title**

ENPI - European Neighbourhood and Partnership Instrument<sup>1</sup>

**4. Financing**

Financed through UfMS annual budget.

**5. Contracting Authority**

Secretariat of the Union for the Mediterranean

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-Based

**7. Contract description**

The subject of the contract is the provision of travel agency and other related services. The services shall comprise (non-exhaustive definition): the provision of transport tickets, accommodation, payment of expenses (per diem), assistance for issuing visas, transportation, travel insurance coverage, supporting and auxiliary help-desk services or any other related services chargeable to the Contracting Authority including technical assistance in implementation of its travel policy.

The services should be available on-line (through web based booking portal), and off-line (through e-mail and by phone-call centre).

The services shall be provided in accordance with the internal rules and regulations of the Contracting Authority.

According to the needs of the Contracting Authority, the agency can be called to deliver services in the premises of the institution ('implant'), in Barcelona, or from a distance ('explant').

**8. Number and titles of lots**

N/A

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<sup>1</sup> Budget co-financed by EU funds



**9. Maximum budget**

The estimated total value for the entire duration of the framework contract is of EUR 1,000,000.00 (VAT not included).

**10. Scope for additional services**

No extension foreseen.

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**CONDITIONS OF PARTICIPATION**

**11. Eligibility**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers) which are established in one of the Member States of the Union for the Mediterranean or in a country or territory authorised by the European Neighbourhood and Partnership instrument under which the contract is financed. 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- 2.4.3.). 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 2.3.3 of the PRAG.



**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 candidates who satisfy the criteria to submit a tender.

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**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

May 2018

**19. Provisional commencement date of the contract**

December 2018

**20. Initial period of the tasks**

48 months from the commencement date

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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:

- 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.
  - a) Average Annual turnover for the candidate<sup>2</sup> at least EUR 500,000.00 in the past three closed years (2014, 2015 and 2016).
- 2) **Professional capacity** of candidate (based on item 4 of the application form)
  - a) at least 5 staff currently work for the applicant in fields related to the proposed contract
  - b) at least 20% of all staff working for the candidate this year in fields related to the proposed contract are permanent.

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<sup>2</sup> In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.



- 3) **Technical capacity** of candidate (based on items 5 of the application form)
- a) a minimum of 5 related successfully completed references in similar projects, in the past three years
  - b) an IATA (International Air Transport Association: a trade association representing and serving the airline industry worldwide) licence number, specific for the execution of the contract, as well as a certificate from the relevant local authority for the field of travel management services (Spain). These documents should give the necessary guarantee that the provider complies with the rules and that no litigation is ongoing. These authorisations have to remain valid for the complete duration of the contract

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. It must in that case 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 fulfil the same relevant selection criteria as the economic operator. 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.

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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 **average of the 3 highest economic value of references** in criteria 3a)

## 22. Award criteria

Best price-quality ratio.

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## APPLICATION

## 23. Deadline for receipt of applications

The deadline for receipt of applications is on 23/04/2018, at 13:00 hours (Barcelona time).

Any application received by the UfMS after this deadline will not be considered.

## 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://ufmsecretariat.org/procurement/>



The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template included with the standard application form.

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 UfMS in a sealed envelope:

- **EITHER** by recorded delivery (official postal service) to:

The Secretariat of the Union for the Mediterranean  
Procurement Service – 09 - PRO165LAD-2018  
Palacio de Pedralbes - C/ Pere Duran Farell, 11  
08034 Barcelona (Spain)

- **OR** hand delivered (including courier services) directly to the UfMS in return for a signed and dated receipt to:

The Secretariat of the Union for the Mediterranean  
Procurement Service – 09 - PRO165LAD-2018  
Palacio de Pedralbes - C/ Pere Duran Farell, 11  
08034 Barcelona (Spain)

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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 UfMS.

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.



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الإتحاد من أجل المتوسط

**28. Date of publication of prior information notice**

20/02/2018 – UfMS' website (<http://ufmsecretariat.org/procurement/>)

**29. Legal basis**

European Neighbourhood and Partnership Instrument (Regulation (EC) N° 1638/2006 of the EP and of the Council - OJ L 310/1 of 9.11.2006).

**30. Additional information**

Monday to Friday from 9:00 to 17:00 (Barcelona local time).

**31. Date of dispatch of this notice**

22/03/2018