



Secretariat of the Union for the Mediterranean  
Secrétariat de l'Union pour la Méditerranée

## SERVICE PROCUREMENT NOTICE

**Contract title: EVENT SUPPORT AND TRAVEL AGENCY SERVICES**

**Location: Barcelona /Spain – UfM Members**

*Common procurement vocabulary (CPV)*

*Main object:*

79952000 - Event services

*Additional object(s):*

63510000 - Travel agency and similar services

### **1) PUBLICATION REFERENCE**

UfMS/iRP/0002/2013

### **2) PROCEDURE**

Restricted

### **3) PROGRAMME**

ENPI

### **4) FINANCING**

Budget line. This tender procedure will be launched under suspensive clause, i.e. provision of the services concerned is subject to availability of the budget funds.

### **5) CONTRACTING AUTHORITY**

Secretariat of the Union for the Mediterranean

### **6) NATURE OF CONTRACT**

Fee-based

### **7) CONTRACT DESCRIPTION**

The subject of the contract is the provision of event support and travel agency services. The activities include, among other things, logistics support, catering services, interpretation services, travel agency services for the Secretariat staff, organization of conferences, forums, seminars, workshops and travel for attendance and speakers, purchase and payment of tickets, payment of expenses (per diem), hotels, suppliers in general (for example, stationary and equipment, photocopies, book binding).

### **8) NUMBERS AND TITLES OF LOTS**

The contract is divided into 3 lots.

- LOT 1.- EVENT SUPPORT SERVICES WITHIN THE BARCELONA AREA
- LOT 2.- EVENT SUPPORT SERVICES OUTSIDE THE BARCELONA AREA
- LOT 3.- TRAVEL AGENCY SERVICES FOR THE SECRETARIAT STAFF



## 9) BUDGET

Maximum budget per initial period: EUR 3.000.000,00 (VAT not included) as follows:

- LOT 1.- EVENT SUPPORT SERVICES WITHIN THE BARCELONA AREA - € 1.200.000,00 (VAT not included)
- LOT 2.- EVENT SUPPORT SERVICES OUTSIDE THE BARCELONA AREA - € 1.200.000,00 (VAT not included)
- LOT 3.- TRAVEL AGENCY SERVICES FOR THE SECRETARIAT STAFF - € 600.000,00 (VAT not included).

## 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 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 EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations. The participation of an ineligible natural or legal person 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.

### 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 (ie, 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

The tenderers may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Therefore, no more than one application per lot(s) 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 having a different composition than the ones on the application forms will be excluded from this restricted tender procedure, unless prior approval from the Contracting Authority has been obtained - see 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 Practical Guide to contract procedures for EU external actions.

#### **16) SUB-CONTRACTING**

Sub-contracting will be allowed.

#### **17) NUMBER OF CANDIDATES TO BE SHORT-LISTED**

On the basis of the applications received, at least 4 and at most 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**

Date: 01/11/2012

#### **19) PROVISIONAL COMMENCEMENT DATE OF THE CONTRACT**

Date: 01/01/2013

#### **20) INITIAL PERIOD OF IMPLEMENTATION OF TASKS AND POSSIBLE EXTENSION**

The period of implementation of the services for the lot(s) identified is twelve (12) months from the commencement date. Contracts will be awarded lot by lot and each lot will form a separate contract.

The Contracting Authority may, at its own discretion, extend the contract 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 and to the availability of corresponding budgetary funds.

In addition to the grounds for termination defined in the General Conditions, the Contracting Authority may terminate the contract, in whole or in part, at any time after giving thirty (30) days' notice to the Contractor, in case the Secretariat's mandate was not to be prolonged and/or in case of budgetary issues affecting the financing of the organization or for any other reasons the Contracting Authority deems as necessary.



In case of termination of the contract for the lot(s) identified on such grounds, the Contractor shall not be entitled to claim any indemnity for loss suffered. The Contractor shall only be entitled to claim for sums owing to it for services already provided and/or services to be provided until the actual date of termination of the contract.

## SELECTION AND AWARD CRITERIA

### 21) SELECTION CRITERIA

Same criteria for legal and natural person.

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.A of the application form)

In case of applicant being a public body equivalent information should be provided.

- a) the average annual turnover of the candidate for the last two (2) years must exceed the annualised maximum budget for the lot(s) tendered (i.e. exceed the aggregate value of the annualised maximum budget in case several lots are tendered)

#### 2) Professional capacity of candidate (based on item 3.B of the application form)

- a) at least 5 staff currently work for the applicant in fields related to the lot(s) tendered (i.e. exceed the aggregate value in case several lots are tendered); and,
- b) at least 20% of all staff working for the candidate this year in fields related to the lot(s) tendered are permanent. (i.e. exceed the aggregate value in case several lots are tendered)

#### 3) Technical capacity of candidate (based on item 3.C of the application form)

- a) the candidate has worked successfully on at least three (3) projects per lot(s) tendered (i.e identifying 3 projects per each lot tendered), in fields related to the relevant lot(s) tendered, which were implemented at any moment during the following period: 3 years from the submission deadline.

(This means that the project the candidate refers to could have been started/implemented/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. The candidate may refer to a part of a project where the contract is not yet completed, but then only the part which is successfully completed may be used as reference and the candidate needs to be able to submit documentary evidence of this part's successful completion, e.g. a statement from the entity which ordered or purchased the service).



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 candidate relies on other entities 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 an undertaking 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 and notably that of nationality, as the economic operator. 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.

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 applications for the tender procedure. The only factor which will be taken into consideration during this re-examination is:

- 1) 3a

## **22) AWARD CRITERIA**

Best value for money.

## **APPLICATION**

### **23) DEADLINE FOR RECEIPT OF APPLICATIONS**

Date: 26/09/2012

Local Time: 14:00 (Barcelona time zone)

Any application received after this deadline will not be considered.

### **24) APPLICATIONS FORMAT AND DETAILS TO BE PROVIDED**

Applications must be submitted using the standard application form available from the following Internet address: <http://ec.europa.eu/europeaid/prag>, the format and instructions of which must be strictly observed.

The application form is also available at the following Internet address: <http://www.ufmsecretariat.org/en/procurement/>

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



Secretariat of the Union for the Mediterranean  
Secrétariat de l'Union pour la Méditerranée

## **25) HOW APPLICATIONS MAY BE SUBMITTED**

Applications must be submitted exclusively to the Contracting Authority in the following language: English

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

**Secretariat of the Union for the Mediterranean**  
**Procurement Service**  
**Postal address: Pedralbes Palace. Pere Duran Farell, 11**  
**Town: Barcelona**  
**Postal code: 08034**  
**Country: Spain**

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

**Secretariat of the Union for the Mediterranean**  
**Procurement Service**  
**Postal address: Pedralbes Palace. Pere Duran Farell, 11**  
**Town: Barcelona**  
**Postal code: 08034**  
**Country: Spain**  
Opening hours: 09:00 – 17:00

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.

## **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 applications 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 CONTRACT FORECAST NOTICE**

Date: 20.06.2012



Secretariat of the Union for the Mediterranean  
Secrétariat de l'Union pour la Méditerranée

Internet address(es):

<http://www.ufmsecretariat.org/wp-content/uploads/2012/06/Internet-Fixed-Telephony-Services-and-Mobile-Communications-Forecast2.pdf>

## **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**

This tender will result in the conclusion of 3 separate framework service contracts per lot as above-mentioned. The relevant contract per lot will be only implemented by means of "orders" i.e. performance of services shall only take place following the issuance by the Contracting Authority of such orders.

This tender procedure is launched under a 'suspensive clause': This procurement notice is issued before the approval of the budget. The award of the contract is subject to the approval of the budget and, therefore, to the allocation of the corresponding funds.

The applicants interested in participating in this call for tender must be fully aware that in no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of the call for tender on the grounds of the 'suspensive clause', even if the Contracting Authority has been advised of the possibility of damages.

As such, by submitting the application, the economic operator accepts in full the use of the 'suspensive clause' in this call for tender, as well as its possible consequences.

Please note that the awarding of the contract is subject to the condition of the prior adoption of the budget, which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered).

If the precedent condition is not met, the Contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.



Secretariat of the Union for the Mediterranean  
Secr tariat de l'Union pour la M diterran e

**31) DATE OF DISPATCH OF THIS NOTICE**

Date: 07/08/2012