



SERVICE CONTRACT NOTICE

TRAVEL AGENCY SERVICES

Location: Barcelona /Spain – UfM Member States

Common procurement vocabulary (CPV)

63510000 - *Travel agency and similar services*

1) Publication reference

UfMS/iRP/0003/2014

2) Procedure

Restricted

3) Programme

ENPI

4) Financing

The Secretariat of the Union for the Mediterranean Budget

5) Contracting Authority

Secretariat of the Union for the Mediterranean (UfMS)

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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) Numbers and titles of lots

No, one lot only



9) Maximum budget

Maximum budget per initial period: EUR 500.000,00 (VAT not included)

The estimated total value for the entire duration of the agreement: EUR 1.000.000,00 (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 period of the 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.

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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

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 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 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 2014

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19) Provisional commencement date of the contract

November 2014

20) Initial period of implementation of tasks and possible extension

The initial period of implementation of the services identified is twenty-four (24) months from the commencement date.

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 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 of the application form)

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

- a) the average annual turnover of the candidate must have exceeded 500.000,00 EUR , in the past three years (for the sake of clarity, it is not necessary to have made an operating profit in each of the last 3 years as long as the total amount over the 3 years is positive).

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; and,
- b) at least 20% of all staff working for the candidate this year in fields related to the proposed contract are permanent.

3) Technical capacity of candidate (based on item 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; and,
- c) a detailed chart of the organisation involved in the execution of the services under this 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. 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 candidates. The only factor which will be taken into consideration during this re-examination is:

- 1) 3a - average value of the 3 highest references in criteria 3.a

N.B In the case of framework contracts, only the total of specific contracts corresponding to assignments implemented under such framework contracts will be considered.

22) Award criteria

Best value for money.

APPLICATION

23) Deadline for receipt of applications

13/06/2014

Local Time: 14:00 (Barcelona time zone)

Any application received after this deadline will not be considered.

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24) Application format and details to be provided

Applications must be submitted using the standard application form available from the following Internet address: <http://www.ufmsecretariat.org/procurement/>

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) 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



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Union for the Mediterranean
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- 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 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.

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27) Operational language

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

28) Date of publication of contract forecast notice

12/08/2013

Internet address(es):

<http://ufmsecretariat.org/wp-content/uploads/2013/08/Travel-Agency-Services-Forecast.pdf>

http://www.enpi-info.eu/mainmed.php?id=34870&id_type=1&lang_id=450

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) Date of dispatch of this notice

12/05/2014