



**SERVICE CONTRACT NOTICE**  
**Communications and Visibility - UfMS/iRP/0001/2016**

***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.***

Common procurement vocabulary (CPV)

Main object:

39294100 Information and promotion products; RC05 In information technology

Additional object(s):

79822500 Graphic design services

79824000 Printing and distribution services

72500000 Computer-related services

92400000 News-agency services

**1. Reference**

UfMS/iRP/0001/2016

**2. Procedure**

Restricted

**3. Programme title**

ENPI - European Neighbourhood and Partnership Instrument

**4. Financing**

Financed through UfMS annual budget. 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

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-Based

**7. Contract description**

Service framework contract to support communication activities and other related services for the UfMS activities. The general aim of the framework contract is to increase the UfMS' visibility. For this purpose, technical services will be commissioned to implement the communication, visibility and information strategy of the UfMS, thereby guaranteeing its enhanced recognition among governmental bodies, other donors (in particular, the Member States), academic centres, the media



(print, radio and television) and the general public. It will promote a better understanding of the UfMS as institution. Special emphasis will be placed on the use of social networks and digital media.

**8. Number and titles of lots**

N/A

**9. Maximum budget**

EUR 1,650,000.00 (VAT not included).

The estimated total value for the entire duration of the framework contract is of EUR 1,650,000.00 (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 (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 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**

Sub-contracting will be 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**

3

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

October 2015

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

1<sup>st</sup> Quarter 2016

**20. Initial period of the tasks**

36 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.

- Average Annual turnover for the candidate<sup>1</sup> at least EUR 200,000.00 in the past two closed years (2013 and 2014).

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<sup>1</sup> In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.



2) **Professional capacity of candidate** (based on item 4 of the application form)

- At least 5 staff members of the candidates are permanent staff; and,
- At least 3 of the permanent staff of the candidate have experience directly related to the services comprised in the contract.

3) **Technical capacity of candidate** (based on items 5 of the application form)

- A minimum of 3 related successfully completed references in the fields related to this proposed contract in the past three years (15/09/2012 to 15/09/2015).

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 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.

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:

4

- the highest value of the project in criteria 3

**22. Award criteria**

Best value for money.

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**APPLICATION**

**23. Deadline for receipt of applications**

The deadline for receipt of applications is the 15<sup>th</sup> of September, 2015.

Any applications received after the referred 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 UfMS.

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 – UfMS/iRP/0001/2016  
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 – UfMS/iRP/0001/2016  
Palacio de Pedralbes - C/ Pere Duran Farell, 11  
08034 Barcelona (Spain)

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.

#### **27. Operational language**

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

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

01/07/2015 – UfMS' website (<http://ufmsecretariat.org/procurement/>)

07/07/2015 – EU Neighbourhood Info Centre (<http://www.enpi-info.eu/>)

#### **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).

***N.B. Suspensive clause***

*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 candidates 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).*

6

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

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

06/08/2015