



SERVICE CONTRACT NOTICE
Event support services - UfMS/iRP/0002/2016

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:

79952000 - Event services

Additional object(s):

63510000 - Travel agency and similar services

79951000 - Seminar organisation services

1. Reference

UfMS/iRP/0002/2016

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

CONTRACT SPECIFICATION

6. Nature of contract

Fee-Based

7. Contract description

Framework contract for the provision of services of event organisers capable of providing a large range of services on the organisation of meetings and conferences (referred to as 'events') at the UfMS premises or elsewhere. The arrangements to be organised will include overall preparation, coordination and follow-up of the events, flight booking, assistance for issuing visas, hotel booking, airport and hotel transfers, booking of conference facilities and technical equipment, hiring of interpreters, catering, secretarial support, conference kits, production of brochures, etc. This list is not exhaustive.



8. Number and titles of lots

N/A

9. Maximum budget

EUR 2,250,000.00 (VAT not included).

The estimated total value for the entire duration of the framework contract is of EUR 2,250,000.00 (VAT not included).

10. Scope for additional services

No extension foreseen.

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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

October 2015

19. Provisional commencement date of the contract

1st Quarter 2016

20. Initial period of the tasks

36 months from the commencement date

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 candidate¹ at least EUR 400,000.00 in the past two closed years (2013 and 2014).

¹ 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 2 of the permanent staff of the candidate have experience in organizing events.
- 3) **Technical capacity of candidate** (based on items 5 of the application form)
- a) the candidate organised the logistics of at least 15 conferences/seminars/meetings/training over the past 3 years (i.e. in calendar years 2012, 2013, 2014);
 - b) 5 out of the 15 conferences/seminars/meetings/training requested under criterion 3(a) have a budget of at least 50.000,00 EUR.
- Important remarks:
- the candidate must give a description of the logistics tasks carried out for each of the event,
 - each reference must include at least 5 of the tasks listed in the Section 7 above,

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.

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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:

- highest value of conferences/seminars/meetings/training in criteria 3

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

The deadline for receipt of applications is the 15th 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/0002/2016
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/0002/2016
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.

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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).

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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