



SERVICE CONTRACT NOTICE

Organization of workshops, meetings & conferences – 04U - PRO259LAD-2020

1. Publication reference

04U - PRO259LAD-2020

2. Procedure

Restricted

3. Programme title

ENPI - European Neighbourhood and Partnership Instrument¹

4. Financing

Financed through UfMS annual budget.

5. Contracting Authority

Secretariat of the Union for the Mediterranean (UfM Secretariat)

CONTRACT SPECIFICATION

6. Nature of contract

Fee-Based

7. Contract description

Multiple Framework contract with on-going competition 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'). 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

The estimated total value for the entire duration of the framework contract is of EUR 7,000,000.00 (VAT not included).

¹ Budget co-financed by EU funds



10. Scope for additional services

No extension foreseen.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation in tender procedures is open on equal terms to all natural and legal persons effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulation/basic act governing the eligibility rules for the grant as per [Annex a2a](#) to the Practical Guide. Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation. 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 - 2.6.3.). 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 2.6.10.1 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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

December 2021

19. Provisional commencement date of the contract

May 2022

20. Initial period of implementation of tasks

48 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. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- Average Annual turnover for the candidate² at least EUR 400,000.00 in the past three closed years (2017, 2018 and 2019).

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.

² 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). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- a) the candidate organised the logistics of **at least 10** conferences/seminars/meetings/trainings **organized by public institutions** over the past 3 years (22/10/2018 – 22/10/2021);
- b) **3 out of the 10** conferences/seminars/meetings/trainings requested under criterion 3(a) have a budget of at least **50,000.00** EUR.
- c) **1 out of the 10** conferences/seminars/meetings/trainings requested under criterion 3(a) has been carried in **Europe**.
- d) **1 out of the 10** conferences/seminars/meetings/trainings requested under criterion 3(a) has been carried in **Southern Mediterranean**.

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 4 of the tasks listed in the Section 7 above
- reference projects must be minimum for 30% of the overall contract value carried out by the tenderer itself

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

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. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by 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 comply with the selection criteria for which the economic operator relies on them. 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 provided when requested by the contracting authority.

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 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.

If more than 8 eligible candidates meet the above selection criteria, their relative strengths and weaknesses must be re-examined in order to rank their applications and identify the 8 best candidates in accordance with point 17 of this contract notice. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

- the **average of the 3 highest economic value of conferences/seminars/meetings/trainings**



in criteria 3 (at least one from Europe and at least one from Southern Mediterranean)

22. Award criteria

Best price-quality ratio.

APPLICATION

23. Deadline for submission of applications

The candidate attention is drawn to the fact that there are three different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip³, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

The deadline for receipt of applications is on **22/10/2021**, at **13:00** hours (Barcelona time).

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

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: <https://ufmsecretariat.org/work-with-us/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.

³ It is recommended to use registered mail in case the postmark would not be readable.



25. How applications may be submitted

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

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

- * OR hand delivered by the candidate in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

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

- **OR** submitted by electronically via: procurement@ufmsecretariat.org

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 contracting authority.

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.



28. Date of publication of prior information notice

21/01/2020 – UfMS' website (<https://ufmsecretariat.org/work-with-us/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).

The aim of this international restricted invitation to tender is to identify 3 or more companies that, in response to specific requests for services, may draw up and carry out the organization of the UfM's events.

31. Date of dispatch of this notice

22/09/2021