



## CONTRACT NOTICE

### Support in-house for the research and innovation dossier - 12 - PRO504HER-2024

#### 1. Name and address Contracting Authority

Official name: Secretariat of the Union for the Mediterranean (UfM Secretariat)

Postal address: Palau Reial de Pedralbes, Pere Duran Farell 11

Town: Barcelona

Postal Code: 08034

E-mail: [procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org)

Internet address: <https://www.ufmsecretariat.org>

#### 2. General information

##### a. Title

Support in-house for the research and innovation dossier

##### b. Type of contract

Services

##### c. Short description of the contract

Technical assistance to the UfM Research and Innovation team with the in-house, day to day preparatory and follow up work related to the Research and Innovation dossier, in particular organisation of meetings, presentations, speaking points in EN and FR, collection of info material, participation to online events, minutes of meetings, concept notes, projects monitoring and reporting, update of the Research and Innovation Focal Points and Stakeholders lists, etc.)..

##### d. Total value

The maximum budget is EUR 60,000.00 (VAT not included).

##### e. Type of Procedure

Open tender procedure

##### f. Nature of contract

Global price

##### g. Information about lots

This contract is divided into lots: NO

##### h. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 months (from the date stated for receipt of tender)

#### 3. Programme title

ENPI - European Neighbourhood and Partnership Instrument



#### **4. Financing**

Financed through UfM Secretariat annual budget (Budget co-financed by EU funds).

#### **5. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)<sup>1</sup>. See [Annex a2a](#) of the practical guide.

For this contract award procedure, financed by UfM Secretariat annual budget.

Participation is open to all natural persons who are nationals of and legal persons which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 24(1) of Regulation (EU) N° 2021/947. 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.

The entities of these countries can only participate in procedures where the country itself is a beneficiary of the action, i.e., countries of the European Union and 16 countries of the Southern and Eastern Mediterranean<sup>2</sup>.

#### **6. Candidature**

All eligible natural and legal persons (as per item 5 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation or tender 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.

#### **7. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

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<sup>1</sup> Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe, amending and repealing Decision No 466/2014/EU and repealing Regulation (EU) 2017/1601 and Council Regulation (EC, Euratom) No 480/2009; OJ L 209, 14.6.2021, p. 1–78.

<sup>2</sup> <https://ufmsecretariat.org/who-we-are/member-states/>



## **8. Grounds for exclusion**

Tenderers must submit a signed declaration, included in tender dossier, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the practical guide (PRAG). Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

## **9. Subcontracting**

Subcontracting is allowed. The total value of the sub-contracted part of the services must not exceed 40% of the contract value.

## **10. Invited tenderers alliances prohibited**

Not applicable

## **11. Provisional commencement date of the contract**

June 2024

## **12. Period of implementation of tasks**

The implementation period shall run from June 2024 and shall be valid until December 31, 2025

## **13. Language of the procedure**

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

## **14. Additional information**

Financial data to be provided by the tenderer in the tender submission and in the financial offer form must be expressed in EUR.

A Global price contract is a contract under which the services provided are paid on the basis of the delivery of the specified outputs.

## **SELECTION AND AWARD CRITERIA**

## **15. Selection criteria**

Capacity-providing entities

An economic operator (i.e., tenderer) 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 economic operator 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 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to tenderers. In the case of tender submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

1) **Economic and financial capacity** (based on item 3.A of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last 3 years for which accounts have been closed<sup>3</sup>.

- the average annual turnover of the tenderer must exceed 15,000.00€

2) **Professional capacity** (based on item 3.B of the tender form). The reference period which will be taken into account will be the last 5 years preceding the submission deadline.

- At least 1 staff currently work for the applicant in fields related to the proposed contract (For legal entities)
- has worked as expert in fields related to the proposed contract (for natural person)

3) **Technical capacity** (based on items 3.C of the tender form). The reference period which will be taken into account will be the last 5 years from submission deadline.

- the tenderer has provided services under at least one contract in fields related to education, research and innovation, research management, science diplomacy and/or cooperation with Mediterranean countries in fields where research and innovation is prominent implemented at any moment during the reference period: 5 years prior to the submission deadline. This means that the contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderer are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully

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<sup>3</sup> In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.



completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

**16. Award criteria**

Best price-quality ratio.

**PARTICIPATION**

**17. Tender format and details to be provided**

Tenders must be submitted using the tender forms, the format and instructions of which must be strictly observed. The tender dossier is available from the following Internet address <https://ufmsecretariat.org/work-with-us/procurement/>.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available in the tender dossier.

**18. How tenders may be submitted**

Tenders must be submitted exclusively via electronic submission to the following address: [procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org)

Technical offers and financial offers must be sent into two separate e-mails: one bearing the words “E-mail A — Technical offer - 12 - PRO504HER-2024”; and other bearing the words “E-mail B — Financial offer - 12 - PRO504HER-2024”.

In addition, a 3rd e-mail bearing the words “E-mail C – passwords – 12 - PRO504HER-2024” with the passwords of the folders sent in e-mails called “E-mail A — Technical offer” and “E-mail B — Financial offer” is required.

Files shall be included in protected folders or at least in compressed folder(s) or through protected IT hyperlinks to file hosting service. Where passwords, encryptions or any other IT means used to protect the confidentiality of the submitted offers, decryption key or equivalent shall be sent by the tenderer.

Tenders submitted by any other means will not be considered.

**19. Deadline for submission of tenders**

The time-limit for receipt of tenders is at **13:00 hours, Barcelona local time, on the 17<sup>th</sup> of May 2024.**

A tender received after the time-limit for receipt of tenders will be rejected.

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement



documents.

## **20. Clarifications on the contract notice**

Any request for clarifications must be made in writing at the following email address [procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org). This concerns request for clarifications about the contract notice and also request for clarifications about the content of the tender dossier. Clarifications can be requested at the latest 21 days before the deadline for submission of tenders.

Clarifications will be published on UfM website at the latest 8 days before the deadline for the submission of tenders. The website will be updated regularly and it is the tenderers responsibility to check for updates and modifications during the submission period.

## **21. Outcome of the evaluation**

By submitting a tender, tenderers 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 tender submission form.

## **22. Alteration or withdrawal of tenders**

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender, or withdraw it and replace it with a new one. A withdrawal receipt will be provided by Procurement Service as proof of withdrawal.

## **23. Date of dispatch of this notice**

17/04/2024