

## **FRAMEWORK CONTRACT NOTICE**

**CEFTA 2017-02**

### **Travel and Event Organisation**

#### **1. Procedure**

Competitive negotiated procedure with publication on the CEFTA Secretariat website and notification sent by the CEFTA Secretariat.

#### **2. Financing**

The Framework Contract (FWC) has a 0 (zero) value. Specific Contracts can be financed by all budgets of the CEFTA Secretariat (Open Fund, Operating Budget, CEFTA Project Facility, ...)

#### **3. Contracting Authority**

CEFTA Secretariat

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## **CONTRACT SPECIFICATION**

#### **4. Nature of contract**

Framework Contract (FWC) with reopened competition at the level of each assignment. The Specific Contract for an assignment will be global price.

#### **5. Contract description**

The Framework Contract will serve to provide services for the implementation of the CEFTA Work programme in particular the organisation of events and travel missions. The FWC will be concluded with several successful tenderers for a total duration of 1 year. During the implementation period of the Framework Contract, for each request for services, several framework contractors will be invited to submit an offer. The CEFTA Secretariat will choose the offer with best value for money for the assignment on the basis of the technical quality of the offer and the price of the services, and will conclude a specific contract with that framework contractor.

#### **6. Maximum budget**

The Framework Contract itself has 0 EUR value. The indicative annual budget is 200,000 EUR.

#### **7. Scope of additional services**

The Framework Contract will be concluded for an initial period of 1 year, with possibility of extension on a yearly basis for up to 3 years, in total 4 years.

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## CONDITIONS OF PARTICIPATION

### 8. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined in Annex a2a of the PRAG Practical Guide, for IPA II instrument available on the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

### 9. Candidature

All eligible natural and legal person (as per item 8 above) or groupings of such persons (consortia) may apply.

A consortium may be 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. A member, including the leader, must be in itself a natural or legal person.

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.

### 10. 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 member 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.

### 11. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Annex VIII to the draft contract.

### 12. Sub-contracting

Subcontracting is not allowed.

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## PROVISIONAL TIMETABLE

### 13. Provisional commencement date of the contract

January 2018

### 14. Initial period of implementation of tasks, and possible extension

January 2018 to December 2018, with possible extension up to December 2021.

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## SELECTION AND AWARD CRITERIA

### 15. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders 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.

**1) Economic and financial capacity of the tenderer** (based on item 3 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 three years for which accounts have been closed.

- The candidate's average annual turnover for the last three years must exceed the indicative annual budget indicated in point 6.

**2) Professional capacity of the tenderer** (based on items 4 of the tender form).

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

- At the date of the application the candidate must employ minimum 5 permanent staff.

**3) Technical capacity of candidate** (based on items 5 and 6 of the tender form).

The reference period which will be taken into account will be the last five years from submission deadline.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

- The tenderer is requested to submit maximum 15 references related to event organisation (point 6 of the Tender Submission form, part D of the tender dossier). The references should include event organisation in minimum 3 CEFTA Parties.

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 a commitment 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 - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. 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 works or 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.

**16. Award criteria**

Best price-quality ratio.

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## TENDERING

**17. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

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

Tenders must be submitted using the Tender submission form, Part D of the tender dossier, the format and instructions of which must be strictly observed.

The tender must be accompanied by a Declaration on honour on exclusion and selection criteria using the format in Annex VIII to the draft contract.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

### **19. How tenders may be submitted**

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

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

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

### **21. Operational language**

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

### **22. Legal basis**

CEFTA Secretariat Decision

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