

# **SERVICE CONTRACT NOTICE**

## **Travel and Event Organisation**

### **CPF III 2017-01**

#### **1. Procedure**

Competitive negotiated

#### **2. Financing**

CEFTA Project Facility III

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

CEFTA Secretariat

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## **CONTRACT SPECIFICATION**

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

Global price

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

The overall objective of the project is to support the CEFTA Parties in the implementation of the trade related components of the South-East Europe 2020 Strategy. The specific objective is to: (i) provide effective support in the organisation of travel arrangements for CEFTA delegates to official CEFTA meetings; (ii) ensure the logistics for a number of CEFTA technical regional meetings; and (iii) provide effective support in the organisation of the travel missions of CEFTA Project Facility III (CPF III) staff. A leading objective of this project will be to facilitate discussions on trade-related issues among the CEFTA Parties, as well as with other international organisations such as UNCTAD, WTO, ITC, EU Member States and other relevant stakeholders.

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

EUR 100,000

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## **CONDITIONS OF PARTICIPATION**

#### **7. Eligibility**

Participation is open to legal persons 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>

#### **8. Number of tenders**

No more than one tender can be submitted by a legal person whatever the form of participation. In the event that a legal person submits more than one tender, all tenders in which that legal person has participated will be excluded.

## 9. 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.

## 10. Sub-contracting

Subcontracting is not allowed.

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## PROVISIONAL TIMETABLE

### 11. Provisional commencement date of the contract

30 January 2017

### 12. Implementation period of the tasks

12 months

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## SELECTION AND AWARD CRITERIA

### 13. Selection criteria

The following selection criteria will be applied to the tenderers.

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form).

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

**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 five years from submission deadline.

**2) 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 eight 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.

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.

#### **14. Award criteria**

Best price-quality ratio.

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## **TENDERING**

#### **15. Deadline for receipt of tenders**

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

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. Operational language**

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

#### **20. Legal basis**

Grant Contract External Actions of the European Union CN 2015/356-738 under IPA II

#### **21. Additional information**

N/A

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