

MULTIPLE FRAMEWORK CONTRACT NOTICE

CEFTA 2022-11

Travel and Event Organisation

1. Reference

CEFTA 2022-11

2. Procedure

Simplified procedure

3. Programme title

CEFTA budgets

4. Financing

The Multiple Framework Contract (MFWC) has a 0 (zero) value. Specific Contracts can be financed by all budgets of the CEFTA Secretariat (CEFTA Action Grant, SEED+ project, Open Fund etc...)

5. Contracting Authority

CEFTA Secretariat

CONTRACT SPECIFICATION

6. Nature of contract

Multiple Framework Contract (FWC) with reopened competition at the level of each assignment.

7. Contract description

The Multiple Framework Contract will serve to provide services for the implementation of the CEFTA Work programme in particular the organisation of CEFTA and CEFTA related meetings and travel missions of the CEFTA delegates (including departure/arrival airport transfers and hotel accommodation on half board basis) and/or experts and CEFTA staff. The MFWC will be concluded with 3 successful tenderers for a total duration of 1 year. During the implementation period of the Multiple Framework Contract, for each request for services, the 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.

8. Number and titles of lots

N/A

9. Maximum budget

The Framework Contract itself has 0 EUR value. The indicative annual budget is 250,000 EUR.

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in grouping-consortium - of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (Annex A2a to the practical guide)¹. Participation is also open to international organisations.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

11. 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.

12. 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 the Annex VIII.

Tenderer included in the lists of EU restrictive measures² (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is not allowed.

¹ <https://ec.europa.eu/europeaid/prag/annexes.do?group=A>

² <https://www.sanctionsmap.eu/#/main>

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

Q1/2023

15. Implementation period of the tasks

The Framework Contract will be concluded for an initial period of 1 year, with possibility of extension on a yearly basis for up to 2 years, in total 3 years.

SELECTION AND AWARD CRITERIA

16. 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 five financial years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed 250,000 EUR in the period 2017- 2021.

2) Professional capacity of candidate (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- at least 5 permanent staff currently work for the tenderer in fields related to this contract in different sector: ticketing, organisation of event, coordination of event.

3) Technical capacity of candidate (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- 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 in the period 2017-2021.

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 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.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

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

19. Tender format and details to be provided

Tenders must be submitted using the Tender submission form, the format and instructions of which must be strictly observed. The complete tender dossier with the forms to use will be published on the CEFTA website.

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.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the CEFTA Secretariat, 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.

21. 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 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

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

23. Legal basis

CEFTA Secretariat Mandate³

CEFT Agreement⁴

³ [Decision 1/2018 Functioning of Secretariat](#)

⁴ <http://cefta.int/legal-documents/#1463498231136-8f9d234f-15f9>