

SERVICE CONTRACT NOTICE

Logistics for Project Events Blagoevgrad District, Bulgaria, and South-East Planning Region, FYROM

1. Reference

BG006.1.22.117 – MK01

2. Procedure

Competitive Negotiated Procedure

3. Programme title

Interreg-IPA CBC Bulgaria–the former Yugoslav Republic of Macedonia Programme

4. Financing

Priority axis – Tourism; Specific Objective 2.2 – Raising the Competitiveness of the CBC Region’s Tourism Offer; Project: Cross-Border Fun Center; Budget Line 4 – External Expertise and Services Costs

5. Contracting Authority

EA Planetum - Strumica

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Provision of services for the logistic of events under the project: Cross-Border Fun Center, Ref. No. CB006.1.22.117 implemented by the Pirin Tourism Forum in partnership with Environmental Association Planetum – Strumica. The services include: Rent of halls and equipment, catering, materials and consumables, rent of vehicles and accommodation for the participants.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 24940.00, including:

- Rent of halls – EUR 200.00;
- Rent of equipment – EUR 200.00;
- Coffee breaks... - EUR 10200.00;

- Preparation of materials – EUR 360.00;
- Consumables – EUR 1080.00;
- Rent of vehicle for event – EUR 5400.00;
- Accommodations for participants in the events – EUR 7500.00.

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons participating either individually or in a 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. All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

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 Section 2.3.3. of the Practical Guide.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

20.09.2017

15. Implementation period of the tasks

9 months but not later than 29.05.2018

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 three years for which accounts have been closed.

Criteria for legal and natural persons:

- The average annual turnover of the tenderer must exceed the annualized maximum budget of the contract i.e., the maximum budget stated in the contract notice divided by the initial contract duration in years.

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.

Criteria for legal persons:

- At least 1 staff currently work for the tenderer in fields related to this contract.

Criteria for natural persons:

- Is currently working/has worked during the past 5 years as a team-leader/manager with at least 1 collaborator in fields related to this contract.

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.

Criteria for legal and natural persons:

- the tenderer has provided services under at least 1 contract with a budget of at least that of the contract in the field of organization/logistics of events incl. at least one of the following: conferences, seminars, workshops, trainings and/or study trips, round tables, discussions, festivals, concerts, competitions or equivalent, which was implemented at any moment during the following period: 07.09.2012 – 07.09.2017.

Previous experience which would have led to 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. 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.

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 standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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 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.

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 8 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

Regulation or other instrument under which this contract is to be financed - See Annex A2 of the Practical Guide.

24. Additional information

N/A