SERVICE CONTRACT NOTICE

“External expertise for the organization of workshops on the use of Open Tourism products**, to support the Center for Economic Development & International Relations , “in implementing Open Tourism Project**

**Location –**Tirana, Albania

**1. Publication reference**

Ref: “**Interreg IPA CBC Italy-Albania-Montenegro 2014-2020, “Open Tourism”, 1st call for standard project / code .189/ Prot, nr. 278, date, 19.09.2020**

**2. Procedure**

Simplified Tender Procedure/ Open Local call

**3. Programme title**

Ref: “**Interreg IPA CBC Italy-Albania-Montenegro 2014-2020, “Open Tourism”, 1st call for standard project / code .189/ Prot, nr. 278, date, 19.09.2020**

Budget line / financing agreement WPT3,

**5. Contracting Authority**

**Center for Economic Development & International Relations**

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global Price

**7. Contract description**

The overall objective of the assignment is that the Open Tourism Workshops will increase the capacity to use new technologies to find information, especially for the new Open Tourism products (Platform, APPs, itineraries) that will be implemented.

**8. Number and titles of lots**

External expertise for the organization of workshops on the use of Open Tourism products**, to support the Center for Economic Development & International Relations , “in implementing Open Tourism Project**

**9. Maximum budget**

EUR 4.800.00

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all interested parties

natural persons who are nationals or 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 under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 29 below). 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 at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.]

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 (see item 29 below). 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].

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping – consortium–- of tenderers) which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 29 below).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 at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure]

**11. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a 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.

The participation of an ineligible natural or legal person (as per item 11) 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.

**12. Number of applications**

There are no restrictions on the number of applications for this tender.

**13. Shortlist alliances prohibited**

N/A

**14. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1.of the PRAG.

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

**15. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**16. Provisional date of invitation to tender**

**September 2020**

**17. Provisional commencement date of the contract**

**November 2020**

**18. Initial period of implementation of tasks**

November 2020

**SELECTION AND AWARD CRITERIA**

**19. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a wholeunless 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 tenderer** (based on item 3 of the tender form).

* the average annual turnover of the last two years must exceed the amount of Euro 4.000.00
* This criterion does not apply to natural persons.

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

The expert who will implement this contract is referred to as Consultant. The profile of the Consultant for this contract is as follows:

**Qualifications and skills**

* Fluent in English language both written and oral
* A university degree in economics, tourism or related field.
* Excellent communication, presentation and interpersonal skills

**General professional experience**

* Ability to produce or deliver a quality product or service within deadline.
* Experience in realization of workshops.
* General knowledge in the tourism field.

**Specific professional experience**

* Knowledge and experience for different hospitality and tourism positions
* Working experience with activities focused in promotion of the tourism
* Knowledge for preparing promotional tools and materials.
* Previous experience working with similar contracts will be an advantage;

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

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 an undertaking 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 and notably that of nationality, as the economic operator.

Previous experience which caused 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. If the tenderer relies on other entitiesit must prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitmentby 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.

If more than 8 eligible candidates meet the above selection criteria, their relative strengths and weaknesses must be re-examined in order to rank their applications and identify the 8 best candidates in accordance with point 17 of this contract notice. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

**20. Award criteria**

Best price-quality ratio.

**APPLICATION**

**21. Deadline for submission of applications**

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

Deadline for submission of applicant is 26 October 2020, at 16.00 hour at local time. Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

**22. Application format and details to be provided**

**Applications must be submitted using the standard application form**, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

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

The application must be accompanied by a declaration on 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 an application will not be taken into consideration.

**23. How applications may be submitted**

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope:

1. EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip,to :

**Center for Economic Development & International Relations**

**Rr.Him Kolli, nr.6, Tirane**

**Mr.Florian Bilali**

**Project Manager**

**E-mail:** **florianbilali@gmail.com**

1. OR **hand delivere**d by the candidate in person or by an agent**directly** to the premises of the contracting authorityin return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**Center for Economic Development & International Relations**

**Rr.Him Kolli, nr.6, Tirane**

**Mr.Florian Bilali**

**Project Manager**

**E-mail:** **florianbilali@gmail.com**

The **contract title** and the **Publication reference** (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

**Applications submitted by any other means will not be considered.**

By submitting an application candidates 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 application.

**24. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item25. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**25. Operational language**

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

**26. Date of publication of prior information notice**

26 September 2020

**27. Legal basis[[2]](#footnote-2)**

Regulation(EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action andRegulation or other instrument under which this contract is to be financed - See Annex A2 of the Practical Guide.

**28. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in [EUR]

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1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)
2. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-2)