**SERVICE CONTRACT NOTICE**

**Organisation of Events  
Keshan, Edirne, TURKEY**

1. **Publication reference**

**063 - 070 SERV– KTSO – 01**

1. **Procedure**

Single tender

**3. Programme title**

Second Call for proposals under the Interreg-IPA CBC Bulgaria-Turkey Programme 2014-2020, CCI No 2014TC16I5CB005

**4. Financing**

The projects are co-funded by the European Union, through financing agreement under the Interreg-IPA CBC Bulgaria-Turkey Programme 2014-2020, CCI No 2014TC16I5CB005.

Project No: CB005.2.21.063 and Project No: CB005.2.23.070

**5. Contracting Authority**

**Keshan Chamber of Commerce and Industry**

Yukari Zaferiye Mah., Pasayigit Cad. No 58, 22900

Keşan, Edirne, TURKEY

kesantso@tobb.org.tr

Contact person: Mr. Tahir DEMİREL

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The project “Cross-Thrace Connection” with Ref No: CB005.2.21.063 and the project “Regional Tourist Brand for Sustainable Tourism” with Ref No: CB005.2.23.070, funded in under Interreg-IPA CBC Bulgaria-Turkey 2014-2020, CCI No 2014TC16I5CB005, within the scope of the project, services will be provided within the scope of the works detailed below.

In connection with these projects the subject of this contract is to provide professional and timely services for organization and coordination of the following events:

**LOT 1:**

* “Joint Expert Network (JEN)” – for joint expert network events 2 meetings in Keshan/Edirne, Turkey, ensuring hall, coffee breaks +refreshments +lunch +dinner, interpreters for 10 participants for 2 meetings 2-day events, and ensuring the vehicle for 2 meetings in Mineralni Bani for 5 participants from Keshan, ensuring accommodation for 5 participants from Haskovo,
* “Traditions and Continuity” in Keshan -a festive show ‘Tradition and Continuity’ in Keshan, ensuring the equipment for video production and audio and lighting equipment, coffee breaks refreshments, intrepreter for 1 day, accommodation for 8 participants from Haskovo for 1 day,
* “Ancient and eternal in Edirne region” - organizing information and promotional events in Edirne region, ensuring for video production and audio and lighting equipment, coffee breaks and refreshments for 50 participants in 4 events,
* “Joint Project Steering (JPS)” in Edirne - for joint project steering in Edirne, ensuring coffee + refreshment for 12 participants for 4 meetings, and ensuring interpreters for 4 meetings.
* “Moma Vs. Kokona in Hasovo – organizing Moma Vs. Kokona event in Haskovo, ensuring business dinner for 8 participants from Haskovo, vehicle for 8 participants from Keshan.

**LOT 2:**

* “Round Table in Keshan” – Round table event in Keshan, ensuring hall, equipment (multimedia, sound system etc.), vehicle, catering for 40 participants for 2 days (2 lunches, 1 dinner and 4 coffee breaks), accommodation for 20 participants for 1 night, and 1 interpreter for 2 day,
* “10 Information Seminars in Turkey” - 10 information seminars in Turkey, ensuring hall, equpments (multimedia), catering for 15 participants for 1 day (10 lunch and 20 coffee breaks
* “Official Ceremony in Keshan” – officialy ceremony, ensuring hall, equipment (multimedia, sound system, lighting etc.), catering for 60 participants for 2 day (2 lunches, 1 dinner and refreshments), ensuring accommodation in Keshan for 40 participants for 1 night, and 1 interpreter for 2 day event, and vehicle for visiting tour in Turkey for 40 participants,
* “Closing Event in Haskovo” – eensuring vehicle for 30 participants (Keshan-Haskovo-Keshan),
* “Work Meeting in Keshan” – ensuring 1 interpreter for 3 days in Keshan,

**8. Number and titles of lots**

This procedure is divided in 2 lots.

LOT 1: CB005.2.21.063 “Cross- Thrace Connection"

LOT 2: CB005.2.23.070 “Regional Tourist Brand for Sustainable Tourism”

**9. Maximum budget**

**26 561,50 EUR – VAT Excluded**

**LOT 1: 9 691,50 EUR**

**LOT 2: 16 870,00 EUR**

**CONDITIONS OF PARTICIPATION**

**10. 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 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 23 below). Participation is also open to international organisations.]

**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.

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

**12. 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.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

Provisional commencement date of the contract for both contact: 24.07.2020

**15. Initial period of implementation of tasks**

The implementation period of the tasks for LOT 1 is 21 month And for LOT 2 is 8 months

**SELECTION AND AWARD CRITERIA**

**16. 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 whole unless 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 candidate (**based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

* The average annual turnover of the tenderer must exceed the **maximum budget of the contract;**
* Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member or financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

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

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

**Criteria for legal persons:**

* at least 1 expert currently work for the tenderer in fields related to this contract; and

**Criteria for natural persons:**

* The tenderer is currently working/has worked during the past 3 years as manager/team-leader or equivalent position 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 three years preceding the submission deadline.

**Criteria for legal and natural persons:**

* the tenderer has provided services under at least one contract in the field of organization of events, conferences, seminars, workshops, trainings, round tables or equivalent which was implemented at any moment during the following period: 18.06.2017-18.06.2020 (if a tenderer is applying for more than one lot, the same projects can be used to cover technical criteria for each lot). The tenderer has to provide list with contracts/services included of the following information as a table: Date of Contract/Service, Contracting Authority, Duration of the Contract/Service, Amount of the contract/Service, Scope of the Contract/Service.

This means that the service contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. In the first case the service contract will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of service contract still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to service contracts completed) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

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 submission of applications**

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 simplified 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 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 a tender will not be taken into consideration.

**20. How applications 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 tenderer accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of applications**

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[[1]](#footnote-1)**

* [Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);
* Commission Implementing Regulation (EU) No. 447/2014 of 2 May 2014 for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession Assistance (IPA II);
* Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal;
* Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;
* Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006;
* 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;
* Council Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
* Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union;
* Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union;
* Commission Delegated Regulation (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union;
* The Interreg-IPA CBC Bulgaria-Turkey Programme, approved by the European Commission by Decision C(2015) 5280 from 22.07.2015, amended with Decision C(2016) 2852 from 4.5.2016 and Decision C(2016) 8642 from 13.12.2016;
* Financing Agreement between the Republic of Turkey and European Commission for the Programme;
* Memorandum on Implementation of Interreg – IPA Cross-Border Cooperation Programme Bulgaria-Turkey CCI Number: 2014TC16I5CB005 between the Government of the Republic of Bulgaria and the Government of the Republic of Turkey;

**30. 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. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-1)