**SERVICE CONTRACT NOTICE**

**MANAGEMENT THE LOGISTICS OF EVENTS  
Location –** Yambol, Bulgaria – Edirne & Lalapasa, Turkey

**1. Reference**

**CB005.2.12.079& CB005.2.23.022/2**

*LOT 1: CB005.2.12.079*

*LOT 2: CB005.2.23.022*

**2. Procedure**

Simplified

**3. Programme title**

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

**4. Financing**

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

LOT 1: CB005.2.12.079: Subsidy Contract РД 02-29-174/23.07.2019

LOT 2: CB005.2.23.022: Subsidy Contract: РД 02-29-187/23.07.2019

**5. Contracting authority**

**EUROCLUB WOMAN**

1 Rakovski str., Yambol 8600, Bulgaria

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Contact person: Mrs. Tatyana Balakchieva

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

EUROCLUB WOMAN is currently implementing two projects under Interreg-IPA CBC Bulgaria-Turkey 2014-2020,CCI No 2014TC16I5CB005: Project ECO WOMAN - INITIATIVES TO MANAGE NATURAL RESOURCES FOR BETTER LIFE (ECO WOMAN) (Lead Partner), with Ref. number CB005.2.12.079 and Project CRAFTS - NETWORK for joint initiatives for their protection, promotion and turning them into tourist attractions ( CRAFTS) (Partner Organisation), № CB005.2.23.022

The subject of this contract is to provide professional and timely services for organization and coordination of the following events:

**For LOT 1:**

• **Press-conference** for the start of the project in Yambol, BG in October-November 2019, ensuring hall, technical equipment and catering for 4 hours for 30 participants

• **Training and capacity building activity No1:** "Ecology of air, water and soil - significance and impact on the living nature" in Yambol, BG in January-February 2020, ensuring hall, technical equipment and catering for 20 participants, for 5 days

• **Training and capacity building activity No2:** "Organization and implementation of ecological and organic production of agricultural products and foods” in Yambol, BG in March-April 2020, ensuring hall, technical equipment and catering for 20 participants, for 5 days

• **Awareness capacity activity related to nature protection-forum** “Ecology and bio product" in Yambol, BG in April 2020,2 day event, ensuring 1 night accommodation for 40 Turkish participants, hall and technical means for 8 hours (4 hours per day for 2 days) for 80 people, catering for 40 Bulgarian and 40 Turkish participants.

• **Awareness capacity activity related to nature protection** - International Conference "The importance of growing organic products" in Yambol, BG in June-July 2020, 3-day event, ensuring 2 nights accommodation for 40 Turkish participants, hall and technical means for 8 hours (4 hours per day for 2 days) for 80 people, catering for 40 Bulgarian and 40 Turkish participants.

• **Press-conference for the end of the project in Yambol**, BG in July 2020, ensuring hall, technical equipment and catering for 4 hours for 30 participants

**For LOT 2:**

• **Press-conference** for the start of the project in Yambol, BG in October-November 2019, ensuring hall, technical equipment and catering for 4 hours for 30 participants

• **Networking training** in three traditional crafts in Yambol, BG in December 2019-April 2020, ensuring hall, technical equipment and catering for 3 courses, 5 days each, 5 participants each.

• **Initiative to promote the sustainable** use of historical, cultural heritage and resources in the field of crafts in Yambol, BG in May 2020,2 day event, ensuring 1 night accommodation for 40 Turkish participants, hall and technical means for 6 hours (3 hours per day for 2 days) for 80 people, catering for 40 Bulgarian and 40 Turkish participants.

• **International Conference** “Tourist attractions associated with the products, traditions and customs of the traditional crafts from the region" in Yambol, BG in September-October 2020, 2-day event, ensuring 1 night accommodation for 40 Turkish participants, hall and technical means for 6 hours (3 hours per day for 2 days) for 80 people, catering for 40 Bulgarian and 40 Turkish participants.

• **Press-conference for the end** of the project in Yambol, BG in October 2020, ensuring hall, technical equipment and catering for 4 hours for 30 participants

**8. Number and titles of lots**

This procedure is divided in 2 lots

LOT 1: CB005.2.12.079

LOT 2: CB005.2.23.022

**9. Maximum budget**

**35 490** EURO including VAT

LOT1: **20 380** VAT incl.

LOT2: **15 110** VAT incl

**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. 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.

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 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 2.6.10.1. of the practical guide.

Tenderer 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(s) for the two LOTs is 31.10.2019

**15. Implementation period of the tasks**

The period of implementation of the tasks for LOT 1 is until 22.07. 2020 ( 9 months) and for LOT2 in until 22.10.2020 (12 months)

**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 financial years for which accounts have been closed.

**Criteria for legal and natural persons:**

* The average annual turnover of the tenderer over the past three years (2016, 2017 and 2018) must exceed the **maximum budget of the contract**.

**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 three years preceding the submission deadline.

**Criteria for legal persons:**

• has sufficient ongoing staff resources and expertise to be able to handle the proposed contract “Sufficient” means at least 2 (two) experts available to work for the tenderer in fields related to this contract.

**Criteria for natural persons:**

• The tenderer is currently working/has worked during the past 3 years as manager/team-leader or equivalent position with at least 1 collaborator in fields related to this contract.

1. **Technical capacity of tenderer** (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 from submission deadline

**Criteria for legal and natural persons:**

• The tenderer has provided services under at least one contract in the field of organisation of events, conferences, seminars, workshops, trainings, round tables or equivalent which was implemented at any moment during the following period: 24.09.2016 – 24.09.2019 (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 project 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 projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project 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 projects 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 projects completed) also detailing its value. If a tenderer has implemented the project 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 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 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 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.**

**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**

* 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;
* Decision No 156 of 21 March 2014 of the Council of Ministers of the Republic of Bulgaria for designation of the Managing Authority, the Audit Authority and the Certifying Authority and Decision No 679 of 11 August 2016 of the Council of Ministers of the Republic of Bulgaria for designation of the Managing Authority and the Certifying Authority;

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EURO, VAT included.