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**TENDER REF AQ FWC\1\2024**

**GLOBAL PRICE BASED FRAMEWORK CONTRACT FOR  
EVENTS ORGANISATION SERVICES**

**ANNEX I  
SPECIFICATIONS AND DRAFT CONTRACT**

Interreg NEXT MED PROGRAMME 2021-2027

Eastern Mediterranean Branch Office. Aqaba/Jordan.

January 2024.



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**ORGANISATION SERVICES**  
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## **Introduction**

Interreg NEXT MED is a Programme funded by the European Union (EU) that supports transnational cooperation through the financing of joint projects which aim at making the Mediterranean area more resilient to the shared challenges it faces. The Programme aims at contributing to smart, sustainable, fair development for all across the Mediterranean basin by supporting balanced, long-lasting, far-reaching cooperation and multilevel governance. The programme mission is to finance cooperation projects that address joint socio-economic, environmental and governance challenges at Mediterranean level such as the uptake of advanced technologies, competitiveness of SMEs and job creation, energy efficiency, water management, climate change adaptation, transition to a circular and resource efficient economy, education and training, health care.

The cooperation area, home to over 200 million people, covers over 100 eligible territories of 15 countries. Due to the nature of the Programme, as well as, its wide geographic range of action, two branch offices (Antennas); i) Antenna for the Eastern Mediterranean located in Aqaba/Jordan and operated by the Aqaba Special Economic Zone Authority (ASEZA) and cover the following countries: Cyprus, Egypt, Greece, Israel, Lebanon, Jordan, Palestine, and Türkiye and ii) Antenna for the Western Mediterranean located in Valencia/Spain and operated by the Regional Vice-Ministry of External and European Affairs to cover the following countries: Italy, Spain, France, Portugal, Malta, Tunis and Algeria. The main tasks of the Antennas; i) Providing support in the implementation of information, communication and promotion activities, ii) Contributing to the organization of the initiatives planned by the Programme, development of partnership among actors from the eligible territories, and the training of potential beneficiaries on procedures, iii) Assisting in the evaluation and capitalization of the Programme's results, as well as in their restitution to local and national level.

Through this tender, the Eastern Mediterranean Branch Office-Aqaba (BOAQ) of Interreg NEXT MED Programme envisages awarding a "Global Price Based Framework Service Contract" for the provision of events organisation services.

This document has two mainly two sections;

Annex I: Tender Procedure and Specification; where all technical information related to the tender is detailed.

Annex II: Draft Contract; detail draft contractual information to be signed with the Contractor after conclusion of the tender.

## **ANNEX I: TENDER SPECIFICATIONS AND PROCEDURE**

### **1. THE SERVICE; TECHNICAL SPECIFICATIONS**

#### **1.1. Overview**

Eastern Mediterranean Branch Office-Aqaba (BOAQ) of the Interreg NEXT MED Programme envisages awarding a framework service contract for the provision of events organisation services.

The Framework Contract involves no direct commitment and, in particular, does not constitute orders per se. Instead, it lays down the legal, financial, technical and administrative provisions governing the relationship between BOAQ and the Contractor during the period of contract validity.

A draft Framework Contract (Annex II (Section B) in this document) specifies the basic conditions applicable to any assignment placed under its terms. Signature of the Framework Contract does not place BOAQ under any obligation to place an assignment. The Framework Contract does not preclude BOAQ from assigning tasks in the areas set out above to other Contractors or from having these tasks carried out by BOAQ staff.

#### **1.2. Description of the Service**

Over the available period of the current Programme 2021-2027, (defined the maximum duration of the Framework Contract), the objective of the Tender to be awarded is to provide Conference\meeting Facilities and related requested services in the countries participating in the Programme to be organized by Eastern Mediterranean Branch Office of the Interreg NEXT MED Programme-Aqaba (BOAQ). These services include namely the following two parts, but not limited:

- **Services included in and covered by the contract:**
  - Provide high quality venue(s) to be used for defined number of delegates, set up in an appropriate layout. The venue(s) should be equipped with all requested and necessary technical assistance and equipment for smooth operation (see points 1.2.1 and 1.2.2 for further information).
  - Provide the catering requirements requested for delegates (water, coffee breaks, lunches, etc.) according to the Agenda of the Event (see point 1.2.3 for further information).
- **Services requested; not included in and covered by the contract, but by separate invoices from the Contractor;**

These services will be requested from the Contractor, when needed.

- Design and printing any requested promotional materials, based on the specifications identified by the BOAQ.
- Provide translation and interpreting and photograph services, upon request.
- Printing and photocopying of dissemination material to be distributed during the event, upon request.
- Organize Cargo and shipment of conference material and equipment from\to the source, upon request.
- Organize Delegates' accommodation and transportation, upon request.
- Other any further services requested.

BOAQ envisages organizing, for the first call for proposal under the Interreg NEXT MED (2021-2027) according to its Information and Communication Plan, 1 and/or 2 days events in; Jordan, Palestine, Israel, Egypt, Lebanon, Greece, Cyprus and Turkey during Jan – Feb/ 2024. The places of the events, number of participants as well as the exact dates for the events will be communicated to the contractor 2-3 weeks before the event (once confirmed by the relevant structure).

For unforeseen\unexpected requests, demanded by the Programme MA, a request\order form will be communicated to the “Contractor” at least 2 weeks before the event and a “Specific Contract” will be signed with the Contractor. The procedure mentioned in point 1.3 will be followed.

### 1.2.1. Conference Venue Requirements

The following requirements for the venue(s) shall be made available for the events organised by BOAQ, in any combination as dictated by the Event Agenda:

- Hotel Classification; Minimum 4 Stars.
- Appropriate to host the specified number of delegates\participants and have state-of-the-art convention technologies and air-conditioning and be situated within a quiet area of the building so as to avoid any disturbances. This shall also allow the space for the possibility of an additional top table, screen for projections, podium and background if these are warranted. The number of meeting rooms, the layout and other special requests will be specified to the contractor in advance.
- Registration Desk with dedicated person, Podium with Mic. and 2 Wireless Mic.
- Appropriate to accommodate Interpretation Booths for 3 languages, if requested.
- Water and Mint on Table
- Bellboy on standby.

### 1.2.2. Equipment and Technical Assistance Requirements

The Contractor shall be in a position to make available the following equipment:

- Printer and Photocopying Machine to print or copy in colour and B&W shall also be possible.
- Data Video Projectors and ensure continuity of service through the duration of the event.
- Flip Charts with Flip Chart Paper and Markers, upon request.
- Flags for indoor use (Country(ies) and EU with poles and stands, indicative size)
- Internet Connection available to the instructors.
- Lapel Microphones either plugged into the console or be of the wireless variety with the transmitter placed close by as agreed before the event
- Notice Boards with Stands and signs to direct to the venue.
- Podium with Microphone and possibly the Conference Venue Logo.
- Writing Pads and Pens for participants.

The Contractor shall also be able to offer the services of a Technician throughout the duration of the Meeting to assist with the smooth functioning of all the equipment.

Any changes in quantities of the ordered technical equipment will be confirmed by BOAQ’s contract manager not later than 5 working days before the start of the event.

BOAQ reserves the right to bring any of its own equipment for use during the Meeting without this constituting a breach of contract.

### **1.2.3. Catering Requirements**

On the days of each Event, the Contractor shall provide all of the catering requirements according to the Agenda of the Event and the request for services.

The exact number of participants expected will be confirmed by end of business three days before the event (maximum 72 hours before the start of event).

The services will be invoiced accordingly, in case the number of participants exceeded the confirmed number.

All Menus have to be approved in writing by the BOAQ Coordinator or Administrator one week before the event.

### **1.2.4. Design and/or Printing Promotional Materials**

The Programme foresees producing promotional materials i.e. roll-up posters, flags, stickers, block notes, etc. in order to disseminate the Programme. The ToR for these materials will be shared ahead of time and the printing will be after confirming the design.

The services will be invoiced accordingly.

## **1.3. Procedure retained for tasks execution**

After the Framework Contract is signed and in force, for each promotion event and communication activity (the services) within a given period of time will be ordered by BOAQ through “**Order Form**” governed by the terms and conditions of the Contract.

The request (order form) for the needed services will be submitted via email/fax by BOAQ to the contractor, with an advance notice of approximately 2-3 weeks before the starting date of the meeting/event. The request for services will specify:

- The Date and timing of the Event
- The details of the Meeting Halls required
- The maximum quantities and types of necessary equipment
- The Catering Services required according to the Agenda for the event
- The maximum number of delegates.
- Further requirements.

Within 3 working days of a request for services being sent by BOAQ to the contractor, BOAQ shall receive back the completed order form, duly signed and dated.

The Contractor must send 3 proposals before the deadline specified in the “**Order Form**” including hotel/venue name, classification and the price according to the requested services (the price is already offered in the financial offer point 2.1.3). Selection of any proposal by the BOAQ will depend on the available budget and the communication with the NCP of the country where the event will be executed. A “**Specific Contract**” will be signed between the BOAQ and the Contractor control all issues related to that event (services required and method of payment, etc.)

The period allowed for the execution of the tasks shall start to run on the date the last party signs the specific contract or order form, unless a different date is indicated on the specific contract or order form.

The actual number of delegates attending the meeting, breaks, lunches and others will be confirmed by BOAQ not later than 72 hours before the start of the event.

The actual quantities and types of the required technical equipment will be confirmed by BOAQ not later than 5 working days before the start of the event.

#### **1.4. Place and Timetable for Service Performance**

This service contract will enter into force by January/2024 after signing all related documents. The duration of the contract will be 3 years. The contract period could be extended to another two years upon both parties' agreement. This extension in contract period should be communicated and approved three months before the end of the first period. Further extensions in the contract period, will depend on the Programme closing and fund availability.

For events planning, the BOAQ Coordinator, at the beginning of each annual communication plan, will provide the contractor with an indicative programme of the events, meetings and communication campaigns to be organized. This will not commit the BOAQ and the Programme towards the Contractor and the actual list of tasks will only be considered to be finalised on conclusion of a "specific order form".

The place of performance of the tasks shall be in all the participating countries in the current Programmes (Egypt, Israel, Palestine, Jordan, Lebanon, Cyprus, Greece, Turkey, Italy, Spain, France, Portugal, Malta, Tunis and Algeria), as well as in other countries decided by the Programme MA.

#### **1.5. Contractor Responsibilities**

- The services shall be performed under the responsibility and supervision of the contractor or his representative.
- The contractor will be responsible for the overall smooth operations of each event in coordination with BOAQ's designated representative.
- The contractor shall have the necessary authority to effectively resolve any problems which may arise in the performance of the contract.
- The Contractor will be responsible for all the services provided as well as for all the contractual communication and matters such as order forms. Likewise, a person within BOAQ will be responsible for such communication and act as Contract Manager.
- If the contractor is absent, he/she shall be replaced by a person having the same level of qualifications and authority.



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## **2. TENDER PROCEDURE; PREPARATION, SUBMISSION AND EVALUATION**

### **2.1. Offer Preparation**

#### **2.1.1. General**

- The competition is open to any legal entity coming from countries within the EU and the beneficiary countries of the Programme.
- The Offer must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc.).
- The Offer must cover all events in all countries.
- The Offer and all correspondence and documents related to the tender exchanged by the tenderer and the BOAQ\Contracting Authority must be written in English.
- Offers must include the following information:
  - All the information and documents requested by BOAQ in order to assess the Offer;
  - Name and contact detail of a contact person in relation to the submission of the bid.

If this is not included, the Offer may be excluded from the procedure.

Since tenderers will be judged on the content of their written bids, these must make it clear that they are able to meet the requirements of the specifications.

#### **2.1.2. Technical Offer**

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of the offer conformity. Please note also, that proposals deviating from the technical specifications may be rejected for non-conformity.

The technical specifications and the tender of the successful tenderer shall become integral parts of the contract and will constitute annexes to the contract.

Tenders shall elaborate on all points addressed by these specifications using Annex 3.4 “**Technical Proposal Form**”.

The technical offer must cover all aspects and tasks required in the technical specification (mentioned in section 1.2) and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications.

For the evaluation of the quality of the technical proposal of the offer, in relation to the award criteria, the Tenderer should present the offer with the following 3 points described hereafter and ensure that a detailed description is provided for each of them.

##### **- Proposed methodology and tools**

Tenderers should briefly describe the proposed approach(es)\tools to be followed for the organisation of the events\communication activities.

Explain how the continuity of the service will be assured when the services to be implemented in different countries (outside the BOAQ hosting country).

In addition, tenderers should describe the methods and systems they intend to introduce to control the quality of the services provided.





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### **- Management and organisation of the work**

Tenderers should describe the approach they propose and how the work will be organised in relation to:

- Internal coordination and attribution of tasks within the team
- Geographical complexity (activities taking place in different participating countries)
- Coordination with the client and other partners and stakeholders

Describe how the continuity of the service will be assured.

### **- Impact and efficiency of actions**

Tenderers should describe the methods and systems they intend to introduce to control the quality of the services provided.

#### **2.1.3. Financial Offer**

While formulate the financial proposal, the Financial Offer must be submitted in proper formats (Tenderers must use the financial proposal form, annex 3.5) to reflect smooth evaluation and guarantee implementation of the above-mentioned technical offer event. When needed, explanatory notes, defines the scope of “standard services” to be supplied by the tenderer, should be submitted. The financial offer must be;

- Cover all services described in the technical offer, together with its explanatory notes, to be supplied by the contractor.
- Prices must be quoted in euro for each country. Offers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.
- Prices must be quoted free of all duties, taxes (including VAT) and other charges, as the European Union is exempt from such charges.
- Tenderers must leave the presentation of the price unchanged.

#### **2.1.4. Participation**

Participation in this tender procedure is open on equal terms to all firms coming within the scope of the tender. The participants should be;

- Relevant and Registered Body at least more than 5 years in the scope of the tender.
- Have at least 3 years’ experience in high profile implementation of communication campaigns, such as event organisation services,
- Good working knowledge of English.
- Has experience with EU requirements
- Worked before in ENPI and/or ENI Programme or similar Programmes is a benefit

#### **2.1.5. Tender Content**

The tenders must be presented as follows:

- Part A: Identification of the tenderer
- Part B: Evidence for exclusion criteria
- Part C: Evidence for selection criteria
- Part D: Technical offer (see section 2.1.2)
- Part E: Financial offer (see section 2.1.3)



### **Part A: Identification of the Tenderer: Legal Capacity and Status**

- The tender must include a **Cover Letter** presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. In case of joint tender, the cover letter must be signed by a duly authorised representative for each tenderer, or by a single tenderer duly authorised by other tenderers (with power of attorney).
- Subcontractors must provide a **Letter of Intent** stating their willingness to provide the service foreseen in the offer and in line with the present tender specification.
- In order to prove their legal capacity and their status, all tenderers must provide a signed **Legal Entity Form** with its supporting evidence. The form is available on:  
[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_privComp\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf)
- The tenderer (or the single point of contact in case of joint tender) must provide a **Financial Identification Form** and supporting documents. The **Financial Identification Form** shall be duly filled in and signed by an authorised representative of the tenderer and his\her bank. Only one form per offer should be submitted (no form is needed for subcontractors and other joint tenderers). The form is available on:  
[https://commission.europa.eu/publications/financial-identification\\_en](https://commission.europa.eu/publications/financial-identification_en)
- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.
- Both joint offers and subcontracting are allowed in response to this call for tenders. Offers may even combine both approaches. In any case, the tender documents must specify very clearly by means of the appropriate forms, detailed hereafter, whether each company involved in the tender is acting as a partner in a joint offer or as a subcontractor (this also applies where the various companies involved belong to the same group, or even where one is the parent company of the others).
  - *Subcontractors* are only obliged to provide the legal entity form without the evidence, and are not required to present the financial identification form.
  - In case of a *joint offer*, only the co-ordinator must return the financial identification form.
  - In case of a tenderer submitting a joint offer who has already set up a consortium or similar entity for conducting the project in case a contract will be awarded, the tenderer shall mention this fact in the tender, together with any other relevant information in this connection.
- In case of tenderers submitting a joint offer who have not yet set up a consortium or similar entity, the tenderers shall be aware that, in case the tenderers are awarded the contract, BOAQ will require the tenderer to give a formal status to this collaboration before the contract is signed.



- If the tenderer envisages subcontracting, the tender must include:
  - A **document** clearly stating the roles, activities and responsibilities of the proposed subcontractor(s), and the reasons why subcontracting is envisaged;
  - A **Letter of Intent** by each proposed subcontractor stating its intention to collaborate with the tenderer if the tenderer wins the contract and their willingness to accept the tasks and the terms and conditions set out above.

### **Part B: Evidence for Exclusion Criteria**

- Tenderers or their representatives shall provide a declaration on their honour, duly signed and dated (available on <https://culture.ec.europa.eu/sites/default/files/2021-05/eac-a03-2021-declaration-honour.pdf>)
- The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20 %.
- The successful tenderer shall provide the documents mentioned as supporting evidence before signature of the contract and within a deadline given by BOAQ. This requirement applies to all members of the consortium in case of joint tender and to the identified subcontractors whose intended share of the contract is above 20 %.

### **Part C: Selection criteria**

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The evidence requested should be provided by each member of the group in case of joint tender and identified subcontractor whose intended share of the contract is above 20 %. A consolidated assessment will be made to verify compliance with the minimum capacity levels.

The tenderer may 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 Commission 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.

#### **C.1. Economic and financial capacity criteria and evidence**

In order to prove its economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors), a copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed should be provided.

If, for some exceptional reason which the BOAQ considers justified, a tenderer is unable to provide one or other of the above documents, he\she may prove his\her economic and financial capacity by any other document which the BOAQ considers appropriate. In any case, the BOAQ must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

## **C.2. Technical and professional capacity criteria and evidence**

### **Criteria relating to tenderers**

Tenderers must prove experience of direct relevance to the activities concerned or to the provision of the services described in the Tender Specification.

Tenderers shall demonstrate that during the last 3 years they have organised promotion events and/or communication activities in at least 4 of the countries participating in the Programme.

Tenderers shall also demonstrate their capacity to organise events in different cultural and geographical environments and to organise more than one event/communication activity at the same time.

The following evidence should be provided:

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of execution;

### **Criteria relating to the team delivering the service**

Tenderers have to demonstrate that if selected they will make available a team of personnel with the appropriate technical skills to provide the necessary services.

Tenderers also have to demonstrate that, during the period of the Framework Contract, they will ensure that the team is at least composed of the same number of people complying with profiles listed below. The BOAQ may require one or more members of the team to be replaced if an adequate technical service is not provided in accordance with the contractual obligations.

Tenderers should designate a member of their staff to act as "**Leader**". That person will deal directly with the BOAQ and take responsibility for managing and co-ordinating all requested tasks. He/she will be responsible, inter alia, for supplying the tasks described in this tender specification within the deadlines laid down by BOAQ, and will be responsible for quality control and for administrative and financial aspects related to the performance of the Framework Contract.

In addition, for each specific contract, a "Coordinator" will be designated to ensure permanent contact with BOAQ and coordinate the implementation of tasks defined in the specific contract. This coordinator could be the same person, nominated as the Leader, in the previous paragraph.

In case of replacement of the Leader by the Contractor during the period of the contract, the BOAQ should be informed and give written acceptance of the replacement.

## **2.2. Offer Submission**

### **2.2.1. General terms and conditions for submission**

- Submission of offer implies that the tenderers accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.
- Submission of offer binds the Contractor to whom the contract is awarded during performance of the contract.



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- The tenderer's bid, in conjunction with the technical specifications, shall be an integral part of the contract and will constitute annexes to the contract.
- Once BOAQ has accepted the tender, it shall become the property of BOAQ and BOAQ shall treat it confidentially.
- BOAQ will not reimburse expenses incurred in preparing and submitting tenders.
- Variants are not allowed.
- The offer must remain valid for a period of 1 month following the final date for submitting tenders. During this period, tenderers must maintain all the conditions of their bids.
- The tendering procedure shall not involve BOAQ in any obligation to award the contract.
- Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure. This decision must be substantiated and the tenderers notified.
- No compensation may be claimed by tenderers whose tender has not been accepted, including when BOAQ decides not to award the contract.

## **2.2.2. Requirements for submission**

The tender must be submitted under double sealed cover.

The outer envelope should bear the address as mentioned below.

The inner envelope should be addressed to the BOAQ "Invitation to tender No **AQ FWC\1\2024**" and "**Not to be opened by the internal mail service**". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

The inner envelope must also contain two sealed envelopes, one containing the administrative proposal and the second the technical proposal and the third the financial bid. Each of these envelopes must clearly indicate the content. The administrative proposal and the technical proposal and the financial proposal must be submitted, in duplicate (one set of originals and one set of copies).

Tenderers must guarantee that its tenders received no later than **15:00 pm Jordan time on 14/01/2024** either by **Registered mail, courier services or** delivered **by hand** to the address:

**Att. Coordinator of Eastern Mediterranean Branch Office, Interreg NEXT MED.**

**Aqaba Special Economic Zone Authority. P.O. Box 2565 Aqaba 77110-Jordan.**

**Tel. +962 3 2091000 ext. 3429, 3439, 4074.**

**Mobile: +962 7777 13935 or +962 79999 5939.**

**Emails: [ekaradsheh@aseza.jo](mailto:ekaradsheh@aseza.jo); [next-med\\_aqaba@aseza.jo](mailto:next-med_aqaba@aseza.jo); [Mhamoury@aseza.jo](mailto:Mhamoury@aseza.jo)**

Tenderers shall observe precisely the above indications in order that tenders reach their specified destination in due time.

Late submission will lead to the exclusion of the tender from the award procedure for this contract. Offers sent by e-mail or by fax will also be non-admissible. Envelopes found open at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their bids are packed in such a way as to prevent any accidental opening during its mailing.

### 2.2.3. Clarifications

Any of the Framework Contractors consulted can ask by e-mail for clarifications during the submission period. The SC Project manager will answer as rapidly as possible by sending the question/request for clarification and the answer to all Framework Contractors consulted simultaneously. He fixes a new deadline for submission of offers if a substantial change is introduced by the clarification or has an impact on the preparation of the offers, notably on the identification of experts.

## 2.3. Tender Evaluation and Award

The evaluation will be based on each tenderer's bid. In addition, BOAQ reserves the right to use any other information from public or specialist sources.

Only offers which fulfil the following criteria of admissibility will be evaluated:

- The deadline for the submission of offers has been respected;
- The offer complies with the rules;
- The fee rates do not exceed the contractual maxima;
- When the maximum budget is fixed, it is not exceeded.

The evaluation and selection of the right proposal will be done by a selection committee (SC) at the BOAQ.

All the information will be assessed in the light of the criteria set out in this specification document. The procedure for the award of the contract, which will concern only admissible bids, will be carried out in three successive stages. Only bids meeting the requirements of one stage will be examined in the next stage. The selection will be connected to the available budget allocated to the event.

### 2.3.1. Opening of the Tenders

Tenders will be opened at 10:00 a.m. Jordan time on day 15/01/2024 (to give enough time to the packages sent per post) at the following location:

**Eastern Mediterranean Branch Office.**

**Aqaba Special Economic Zone Authority.**

**Main Building (Zone A). 1<sup>st</sup> Floor.**

**King Hussein Airport Street.**

**Tel. +962 3 2091000 ext. 3429, 3439, 4074.**

**Mobile: +962 7777 13935 or +962 79999 5939.**

**Emails: [ekaradsheh@aseza.jo](mailto:ekaradsheh@aseza.jo) or [next-med\\_aqaba@aseza.jo](mailto:next-med_aqaba@aseza.jo) or [Mhamoury@aseza.jo](mailto:Mhamoury@aseza.jo)**

A representative of each tenderer may attend the opening of the bids. Tenderers wishing to attend are requested to notify their intention by sending an e-mail at least 2 working days in advance to the above-mentioned e-mail address(es). This notification must be signed by an authorised representative of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.



### 2.3.2. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps. The aim of each of these stages is:

- Check, in the first stage (exclusion criteria), whether tenderers can take part in the tendering procedure and, where applicable, be awarded the contract (point 2.1.5);
- Check, in the second stage (selection criteria), the technical and professional capacity and economic and financial capacity of each tenderer who has passed the exclusion stage (point 2.1.5);
- Evaluate on the basis of the award criteria the technical and financial tenders and establish a ranking list, by order of merit, of all tenders having passed the exclusion and selection stages (point 2.3.3).

Only tenders meeting the requirements of one step will pass on to the next step.

### 2.3.3. Award Criteria

The tender will be awarded according to the best-value-for-money procedure.

The quality of the tender will be evaluated based on the technical and financial criteria. The maximum total quality score is 50 points.

The SC Contracting Authority chooses the offer with the best value for money using an 80/20 weighing between technical quality and price.

#### **For the evaluation of the technical quality,**

The detailed criteria and their respective weights in the Evaluation Grid defined as the below table.

Unless otherwise indicated in the Evaluation Grid, any offer falling short of the technical threshold of 40 out of 50 points, is automatically rejected.

Out of the offers reaching the 40-point threshold, the best technical offer is awarded 100 points.

The other offers receive points calculated using the following formula:

**Technical Score = (final score of the technical offer in question/final score of the best technical offer) x 100.**



Assessment criteria	Information to be provided
Proposed methodology and tools (10 points - 5 points each)	<ul style="list-style-type: none"> <li>- Describe the methodology to follow for each type of service.</li> <li>- Detail the type of tools to be used.</li> </ul>
Management and organisation of the work (20 points - 5 points each)	<ul style="list-style-type: none"> <li>- Tenderers should describe the approach they propose and how the work will be organised in relation to:               <ul style="list-style-type: none"> <li>• Internal coordination and attribution of tasks within the team</li> <li>• Geographical complexity of projects (activities taking place in different participating countries)</li> <li>• Coordination with the client and other partners and stakeholders</li> </ul> </li> <li>- Describe how the continuity of the service will be assured.</li> </ul>
Impact and efficiency of actions (5 points -)	<ul style="list-style-type: none"> <li>- Describe the methods and systems they intend to introduce to control the quality of the services provided.</li> </ul>
Technical and Professional Capacity (15 points - 5 points each)	<ul style="list-style-type: none"> <li>- Experience in organising high profile national or international conferences/events over the past 3 years.</li> <li>- Experience in ENPI, ENI and Similar Programmes and</li> <li>- Experience in EU conditions.</li> </ul>

#### **For the evaluation of the price,**

The total prices will be taken into account in the comparison of the financial offers.

The offer with the lowest amount receives 100 points.

The other offers receive points calculated using the following formula:

**Financial Score = (lowest amount/ amount of the financial offer in question) x 100.**

#### **For the overall evaluation of the tender,**

**Overall, the offer which obtains the highest weighted score (80% for the technical score and 20% for the financial score) will be awarded the contract.**

Interviews can be conducted if announced in the Evaluation Grid which will fix the indicative dates of interview and the position for which the interview is foreseen. They should be





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conducted for the experts envisaged of all the admissible offers by phone. The evaluators may decide to adjust the technical scores on the basis of the outcome of the interviews.

The SC Contracting Authority will have up to 14 calendar days to evaluate (including interviews) and notify the results to Framework Contractors which submitted an offer. In the absence of any notification within that period, the Framework Contractor is no longer bound by his offer and may disband the team proposed.

Following notification, the validity of the selected Framework Contractor's offer is automatically extended by 14 calendar days in order to allow the signature of the Contract.

The notification does not commit the SC Contracting authority to award the Specific Contract to the Framework Contractor selected by the evaluation committee. No costs can hence be made prior to the conclusion of the Specific Contract.

## **ANNEX II. TENDER DRAFT FRAMEWORK CONTRACT**

### **1. OVERVIEW NATURE OF THE CONTRACT**

Eastern Mediterranean Branch Office-Aqaba (BOAQ) of Interreg NEXT MED Programme envisages awarding a framework service contract for the provision of reliable and high-quality Event Organisation Services including other related services (upon request) for participants in any of NEXT MED and/or Aqaba Branch Office Events.

The Framework Contract involves no direct commitment and, in particular, does not constitute orders per se. Instead, it lays down the legal, financial, technical and administrative provisions governing the relationship between BOAQ and the Contractor during the period of contract validity.

The Framework Contract specifies the basic conditions applicable to any assignment placed under its terms. Signature of the Framework Contract does not place BOAQ under any obligation to place an assignment. The Framework Contract does not preclude BOAQ from assigning tasks in the areas set out above to other Contractors or from having these tasks carried out by BOAQ staff.

### **2. CONTRACTING AUTHORITY**

The contractual arrangements on behalf of the Programme for this tender will be handled by Aqaba Special Economic Zone Authority (ASEZA), hosting the Eastern Mediterranean Branch Office/Aqaba.

### **3. STARTING DATE AND DURATION OF THE CONTRACT OF THE TASKS.**

The contract shall enter into force on the date on which it is signed by the last contracting party.

The duration of the tasks shall not exceed one year from the date on which it is signed by the last contracting party.

The period of execution of the tasks specified in the contract may be automatically renewed up to three years unless written notification to the contrary is sent by one of the parties and received by the other two months before expiry of the contractual period.

### **4. ESTIMATION OF THE MAXIMUM BUDGET**

The contract amount is fixed at the level of each individual assignment in the "Order Form". However, the contract value will not exceed 300,000 €. The contract's figure is only indicative and is not in any way binding on BOAQ.

## **5. PLACE OF PERFORMANCE**

The place of performance of the tasks shall be in all the participating countries in the current Programme (Egypt, Israel, Palestinian Authority, Jordan, Lebanon, Cyprus, Greece, Italy, Spain, France, Portugal, Malta, Tunis, Turkey, and Algeria), as well as in other countries decided by the Programme MA.

Annex II (attached) includes all contract articles controlling the implementation of this FWC.