**SERVICE CONTRACT NOTICE**

**<** Provision of Technical Support Services to the Regional Council of Berat for the implementation of the project “Women for Science, Technology, Engineering, and Mathematics in Europe’’, with the Acronym ‘’ WeSTEMEU’’**>**

**PROJECT** < “Women for Science, Technology, Engineering, and Mathematics in Europe’’, with the Acronym ‘’ WeSTEMEU’’, Project ID: 01C0262, Under the Interreg Europe Programme 2021 – 2027>

**CONTRACT TITLE** < Provision of Technical Support Services to the Regional Council of Berat for the implementation of the project “Women for Science, Technology, Engineering, and Mathematics in Europe’’, with the Acronym ‘’ WeSTEMEU’’>

**<Location –** Regional Council of Berat / Albania **>**

**1. Reference**

< Reference >

**2. Procedure**

[Simplified procedure PRAG 2021.1

**3. Programme title**

< Interreg Europe 2021 – 2027 >

**4. Financing**

<External Expertise & Services /Interreg Europe 2021-2027 programme / 01C0262 project>

**5. Contracting authority**

Regional Council of Berat / Albania

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The current contract is related to the provision of services for the following activities and deliverables as per the Approved Application Form for the PP 10 Regional Council of Berat. These services concern the following:

* Support for the organization of a local/regional meeting for experience exchange with stakeholders by the provision of indicative services such as: catering, secretarial support and photographic coverage during the event, information material for the participants e.t.c.
* Support of the RCB for the participation of the selected local Stakeholder in two project’s events where the 1st will be held on the 5th semester and the second on the 8th semester. The contractor will cover, for 1-2 stakeholders for each event, the following indicative expenses: travel cost and accommodation costs e.t.c.
* Elaboration of a Local Assessment report on the state of the art of women employment in STEM sector in the region of Berat.
* Support for the organization of a regional info day event by the provision of indicative services such as: catering, secretarial support and photographic coverage during the event, information material for the participants e.t.c.
* Support to the production of the project’s communication material that will be composed by the following items and quantities: (One (1) roll up banner, one hundred (100) leaf lets, One hundred (100) notepads, One hundred (100) pens)
* Project management and Coordination
* Support for the organization of a local stakeholders meeting by the provision of indicative services such as: catering, secretarial support, preparation of the meeting’s context, moderation during the meeting and photographic coverage during the meeting e.t.c

**8. Number and titles of lots**

**Lot 1: Project Management: 10,000€**

* Del.6- Management – external support (10,000€)

**Lot 2: Communication material & events organisation: 9,500€**

* Del.1 - Interregional partner meetings, regional stakeholder group meetings (1,000€)
* Del.2 - Associated policy responsible authority, stakeholders (4,000€)
* Del.4 - Regional and interregional dissemination events (1,500€)
* Del.5 - Project banner, leaflets, roll-up, notepads (1,000€)
* Del.7 - Local Stakeholder meeting preparation: content, stakeholders' identification, meeting moderation (2,000€)

**Lot 3: Technical report: 5,000€**

* Del. 3 - Local Assessment report on the state of the art of women employment in STEM in the region (5,000€)

**9. Maximum budget**

[EUR] without VAT (a maximum budget per deliverable is defined in the terms of reference based on the contract):

**Lot 1: Project Management: 10,000€**

**Lot 2: Communication material & events organisation: 9,500€**

**Lot 3: Technical report: 5,000€**

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

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.

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. 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, several lots 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**

< 17/3/2025>

**15. Implementation period of the tasks**

From the signature date from both parties until 31st May 2027 or until the official end of the project in case of extension.

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

LOT1:

**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**.

* the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
* 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.

**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**.

* has at least one Permanent Expert with experience in EU Project Management.

**3) 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 five years preceding the submission deadline**.

* The tenderer is specialized in the EU Project Management.
* the tendered has provided at least two similar contracts with EU Project Management.

LOT2:

**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**.

* the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
* 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.

**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**.

* has at least one Permanent Expert with experience in Event Organization and production of communication material for EU projects.

**3) 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 five years preceding the submission deadline**.

* The tenderer is specialized in the Event Organization and production of communication material for EU projects.
* the tendered has provided at least two similar contracts with Event Organization and production of communication material for EU projects.

LOT3:

**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**.

* the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
* 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.

**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**.

* has at least one Permanent Expert with experience in fields relevant to the topics (one or more) of this procurement, such as studies in the field of entrepreneurship, social economy sector, or similar for EU projects.

**3) 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 five years preceding the submission deadline**.

* The tenderer is specialized in relevant fields of the one or more) like such as studies in the field of entrepreneurship, social economy sector, or similar for EU projects.
* the tendered has provided at least two similar contracts including one or more in the field of entrepreneurship, social economy sector, or similar for EU projects.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period, but it does not necessarily have to be 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. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) 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.

**17. Award criteria**

Best price-quality ratio. Technical Evaluation/Financial Evaluation: 80/20

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**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission 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:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts>, 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:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

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 9 of the instructions to tenderers.

**22. Operational language**

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

**23. Additional information**

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

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [EUR] shall be made in accordance with the InforEuro exchange rate of **March and 2025** of the applicable InforEuro exchange rate, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.