UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Seminar Organisation Services in Puglia Region, in the framework of the Transboundary CAMP Otranto Project

Simple procurement 6/2023

Split, April 2023

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name:** UNEP/MAP **-** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

**Registered office** - **address:** 21000 Split, Kraj Sv. Ivana 11

**Telephone number:** +385 (21) 340470

**Website:** [www.paprac.org](http://www.paprac.org)

1. **Contact person:** Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Marina Marković, e-mail: marina.markovic@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at EUR 20,000.00 without VAT.
4. **CPV:** 79951000-5

**2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information**

The proposal of a transboundary CAMP Project for the Otranto Strait area (hereinafter referred to as: CAMP Otranto or Project) was launched as a part of the Coastal Areas Management Programme (CAMP) of the Barcelona Convention. The project is being coordinated by Ministry of Tourism and Environment (Albania), Ministry of Environment and Energy Security (Italy) and PAP/RAC (of the UNEP/MAP).

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the Protocol on ICZM (Integrated Coastal Zone Management) and the Marine Spatial Planning (MSP), the CAMP Otranto actions aim to:

* reduce pollution, with particular attention to marine litter, on which the project should concentrate the efforts on developing best practices shared among Italy and Albania;
* improve sustainability of the tourism sector, in particular through the evaluation of selected tourism activities;
* preserve, protect and restore the health and integrity of coastal and marine ecosystems, in particular in the existing and potential sites of the Natura 2000 Network, through examining different Area Based Management Tools (ABMTs) and Other Effective Area-Based Conservation Measures (OECMs), within and beyond national jurisdiction (AWNJ and ABNJ).

The Project will contribute to the implementation of various decisions of the Contracting Parties to the Barcelona Convention and its Protocols related to ICZM, MSP, biodiversity, pollution, as well as to other international obligations such as the UN Sustainable Development Goals (SDGs), EU Strategy for the Adriatic-Ionian Region (EUSAIR) and alike.

**2.2. Description of the procurement subject matter**

The objective of the procurement is to organize CAMP Otranto project seminars during May and June 2023, in the towns of Brindisi and Otranto, Italy.

In order to organize the seminars, the Tenderer is required to ensure the following services:

**1. Two-day seminar in Brindisi**

|  |  |
| --- | --- |
| 9 May 2023 | Shuttle transport from Bari airport to the hotel in Brindisi for 3 people |
| 10 May 2023 | Shuttle transport to the hotel in Brindisi from:Bari airport – approximately 11 peopleBrindisi airport – approximately 11 people |
| Fully furnished venue for 10 participants in a minimum 4-star rating hotel venue (afternoon meeting) |
| Technical venue requirements:* Audio-visual equipment for the venue and seminar participants such as presenter’s laptop, projector, screen, speakers, microphones, audio mixer etc.
* Support from technical staff during the meeting
 |
| Catering service - buffet style light lunch and variety of beverages for approximately 20 people (local food, including gluten free and vegan options), for a maximum of 35 euro per person (meeting venue) |
| Dinner and beverages for approximately 24 people in local restaurant (local food, including gluten free and vegan options), for a maximum of 45 euro per person  |
| Transport and other logistical arrangements for a site visit to the port of Brindisi for approximately 17people |
| 11 May 2023 | Shuttle transport from the Brindisi airport to the conference venue for approximately 13 people |
| High level, fully furnished conference venue for one full day in Palazzo Granafei-Nervegna of Brindisi, for up to 60 participants |
| Technical venue requirements:* audio-visual equipment for the venue and seminar participants such as presenter’s laptop, projector, screen, speakers, microphones, audio mixer etc.
* simultaneous translation equipment, including translation booth
* support from technical staff during the conference
 |
| 2 Coffee breaks (morning and evening hours) for a maximum of 10 euro per personRequirements coffee, tea, water and snacks (local food, including gluten free and vegan options) for approximately:* 60 people in the morning
* 45 in the evening
 |
| Catering service - buffet style light lunch and beverages for approximately 60 people (local food, including gluten free and vegan options), for a maximum of 35 euro per person (meeting venue) |
| Provide logistics services for the registration of participants, including welcome/info desk, attendee badges, seminar hostess/steward and other management services |
| Travel arrangements for participants coming from municipalities outside the seminar location |
| Shuttle transport from the venue in Brindisi to:Bari airport – approximately 11 people* Brindisi airport – approximately 24 people
 |
| 12 May 2023 | Shuttle transport from the hotel in Brindisi to Bari airport for 3 people |

2. **One-day seminar in Otranto**

|  |  |
| --- | --- |
| Tentatively, 30 May 2023 | Shuttle transport to/from:Bari airport – Otranto - approximately 1 personBrindisi airport – Otranto - approximately 13 people |
| Dinner, including drinks for approximately 13 people (local food, including gluten free and vegan options), for a maximum of 45 euro per person |
| Tentatively, 31 May 2023 | Fully furnished venue for approximately 40 participantsExpected duration of the seminar – up to 6 hours |
|  | Technical venue requirements:* audio-visual equipment for the venue and participants such as presenter’s laptop, projector, screen, speakers, microphones, audio mixer etc.
* support from technical staff during the meeting
 |
|  | Provide logistics for the registration of participants, including welcome desk, attendee badges, seminar hostess/steward and other management services |
|  | Coffee break for approximately 40 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Catering service - buffet style light lunch and beverages for approximately 40 people (local food, including gluten free and vegan options), for a maximum of 35 euro per person  |
|  | Printing promotional material in full colour for approximately 50 people (cards to describe waste characterization and institutional actions, to be prepared by the project partner) |
|  | Travel arrangements for participants coming from municipalities outside the seminar location |

1. Producing high quality **video and photo material** during all seminars:
* At least 50 photos of each seminar;
* 1-2 minute video of each seminar for website & social media dissemination.

**The envisaged quantities of the procured services are approximate - the actual quantities may be higher or lower than anticipated in this ToR, based on the actual number of people attending the seminars.
The final number of attendees will be confirmed 5 days in advance.**

**2.3. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| Video footage and photographs of all seminars  | Within 10 working days after each seminar  |
| Detailed specifications of activities undertaken for each seminar, along with the invoices for all costs incurred  | Within 10 working days after each seminar |

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has the following qualifications:**

* At least two years of experience in organisation of seminars
* Good knowledge of English and Italian language.

**For the purposes of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. The company profile of the Tenderer demonstrating the required technical and professional capacity. **The profile needs to be prepared in English**.

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

1. **Tender sheet** signed andfilled in according to this Invitation to Tender (Annex 1);
2. **The company profile**, in English;
3. **Detailed specification of costs,** addressing all the interventions from 2.2 (Annex 2).

**4.2. Tender format and submission**

Tender offers need to be drafted according to the requirements laid out in the Invitation to Tender.

Offers shall be sent electronically to the following e-mail addresses: paprac@paprac.org and marina.markovic@paprac.org indicating “**Seminars in Puglia**”.

**4.3. Date, time and place of tender submission**

Tender offers must be received **by ~~11 April 2023, 4 pm CET~~ 14 April 2023, 10am.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

* 1. **The Tenderer may amend or withdraw his Tender before the Tender submission deadline.** The amended Tender shall be submitted in the same manner as the original and clearly marked as amended. The Tenderer may withdraw his Tender by submitting a written statement before the Tender submission deadline. The written statement shall be submitted in the same manner as the original Tender and clearly marked as a statement of Tender withdrawal. Alternative Tenders are not permitted.
	2. **Tender currency:** Euro.

Tender currency shall be expressed in EUR.

* 1. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
	2. **Period of validity:** 15 days from the tender submission deadline.
	3. **Price setting method**

If the Tenderer is registered in Croatia and is not in the VAT system, the same amount in “Tender price with VAT” and “Tender price without VAT” fields shall be given (in Annexes 1 and 2).

The “VAT” field (in Annexes 1 and 2) shall be left blank.

For Tenderers who are not registered in the Republic of Croatia, the “VAT” field (in Annexes 1 and 2) shall be left blank. The same amounts in “Tender price with VAT” and “Tender price without VAT” fields shall be given (in Annexes 1 and 2).

However, when evaluating the Tenders, the Client will take into account the total price (with value added tax, as indicated in Annexes 1 and 2). In this case, the VAT will be paid by the Client.

The tender price net of VAT shall include all costs and discounts, included travel and accommodation expenses of the Tenderer (if any).

**5. AWARD CRITERIA**

The Tender will be awarded according to the **best price criteria**

**For the purposes of establishing the grounds set out in item 5. of the Invitation to Tender the Tenderer shall submit the following in his/her Tender:**

* **Detailed specification of costs,** addressing all the interventions from 2.2 (Annex 2).

**6. DUE DATE, CONTRACT AND TERMS OF PAYMENT**

The contract will be in Euro currency.

**The final amount to be contracted/paid is subject to the actual costs incurred, based on the unit price and the number of actual participants.**

The Client shall make the payments to the Tenderer, based on invoices drawn up by the Tenderer, following the successful organisation of each seminar, and based on detailed specification of actual expenses.

The Client shall pay the issued invoices within 30 days of the invoice receipt.

All legal persons and natural persons which are in VAT system conducting financial transactions with the Client are required to issue electronic invoices. The invoices shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

An advance by the Client is not permitted.

**Due date:** Envisaged duration of the Contract is till **end of June 2023.**

# Annex 1

# Tender sheet

**Tender date**:

**Contracting Authority**: Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement:** Seminar organisation services in Puglia Region, in the framework of the Transboundary CAMP Otranto Project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat**  |  |
| **PIN[[1]](#footnote-1)** |  |
| **Bank name** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **The economic operator is VAT registered (select)** |  YES NO |
| **Name, family name and position of a person / persons authorised to sign the public procurement contract** |  |
| **Name and title of the contact person:** |  |
| **Mail address:** |  |
| **E-mail address:** |  |
| **Telephone number:** |  |

**Tender price:**

|  |  |
| --- | --- |
| Tender price, excluding VAT (EUR) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT (EUR) |  |

**Bid validity date:** (at least 15 days after the bid submission deadline)

**For Tenderer:**

(Signature of a legal representative)

# Annex 2

# Cost statement

|  |
| --- |
| ***Technical description and cost statement for the seminar organisation services in Puglia Region, in the framework of the Transboundary CAMP Otranto Project*** |

| No. | Task description | Unit[[3]](#footnote-3)  | Approx. amount | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| --- | --- | --- | --- | --- | --- |
| **1. Seminars in Brindisi** |
| 1.1 | Shuttle transport: Bari airport – Brindisi – Bari airport for approx. 14 people | Transportation service |  |  |  |
| 1.2 | Shuttle transport: Brindisi airport – Brindisi – Brindisi airport for approx. 24 people | Transportation service |  |  |  |
| 1.3 | Meeting venue for 10 participants  | Half-day | 1 |  |  |
| 1.4 | Conference venue for up to 60 participants | Per day | 1 |  |  |
| 1.5 | Visual equipment | Per day | 2 |  |  |
| 1.6 | Audio equipment for the venue and participants | Per day | 2 |  |  |
| 1.7 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 1.8 | Support from technical staff during the meeting | Per day | 2 |  |  |
| 1.9 | Seminar logistic service  | Per day | 2 |  |  |
| 1.10 | Buffet style light lunch (catering service)  | Per person | 80 |  |  |
| 1.11 | Restaurant dinner | Per person | 24 |  |  |
| 1.12 | Coffee break  | Per person | 105 |  |  |
| 1.13 | Transport and other logistic arrangements - site visit to the port of Brindisi for approx. 17 people | Transport and logistic service |  |  |  |
| 1.14 | Travel arrangements for participants coming from other municipalities  | Transportation service |  |  |  |
|  |
| **2. Seminar in Otranto** |
| 2.1  | Shuttle transport: Bari airport – Otranto – Bari airport for 1 person | Transportation service |  |  |  |
| 2.2 | Shuttle transport: Brindisi airport – Otranto – Brindisi airport for 13 people | Transportation service |  |  |  |
| 2.3 | Meeting venue for 40 participants  | Per day |  |  |  |
| 2.4 | Visual equipment | Per day | 1 |  |  |
| 2.5 | Sound equipment for the venue and participants  | Per day | 1 |  |  |
| 2.6 | Support from technical staff during the meeting | Per day | 1 |  |  |
| 2.7 | Seminar logistic services | Per day | 1 |  |  |
| 2.8 | Buffet style light lunch, (catering service) | Per person | 40 |  |  |
| 2.9 | Restaurant dinner | Per person | 13 |  |  |
| 2.10 | Coffee break | Per person | 40 |  |  |
| 2.11 | Printing promotional material  | Per card | 50 |  |  |
| 2.12 | Travel arrangements for participants coming from other municipalities  | Transportation service |  |  |  |
| ***Tender price in EUR without VAT (total item amount)*** |  |
| ***VAT amount (25%)[[4]](#footnote-4)*** |  |
| ***Tender price with VAT in EUR*** |  |

In\_\_\_\_\_\_, \_\_.\_\_ 2023

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the legal representative)

1. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-1)
2. Economic operators registered in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column. [↑](#footnote-ref-2)
3. Please add/modify as relevant [↑](#footnote-ref-3)
4. Economic operators registered in Croatia that are not in VAT system, do not fill in the column. Economic operators registered outside the Republic of Croatia in or out of VAT system, do not fill the column. [↑](#footnote-ref-4)