Document to be completed by the Contracting Authority and submitted to the invited tenderers

(not published for the Competitive Negotiated Procedure)

**SERVICE CONTRACT NOTICE**

**Innovative cross-border approaches for Textile and Clothing Clusters co-development in the Mediterranean basin/TEX-MED Clusters, funded by ENPI CBC Mediterranean Basin Programme 2007-2013**

**TEX-MED Clusters Project: recruitment of an external technical expert by mfcpole to implement a feasibility study and a practical methodology on Mediterranean Cross Border Cooperation in the field of Technical Textile**

**Country: Tunisia**

**1. Reference**

**Ref: MFCPOLE/TEXMED01/2015**

**2. Procedure**

Single tender negotiated procedure [[1]](#footnote-1)

**3. Programme**

ENPI CBC Mediterranean Sea Basin Programme 2007-2013

**4. Financing**

Financing agreement

**5. Contracting Authority**

Monastir El Fejja Competitiveness Pole (MFCPOLE) - Grand boulevard du Lac, Immeuble BIAT, 2eme étage, 1053, les berges du lac, Tunis, Tunisia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The purpose of this contract is indicated in the Terms of reference included in this dossier.

**8. Number and titles of lots**

one lot only

**9. Maximum budget**

A global price of 15.500 Euro foreseen in this contract.

This budget includes the deliverables indicated in the Terms of Reference.

All travel and per diem expenses are included in the maximum budget.

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all legal persons 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 (see also item 29 below). Participation is also open to international organisations. The participation of natural persons is 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.

**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 2.3.3** of the Practical Guide to contract procedures for EC external actions

**13. Sub-contracting**

Subcontracting is not allowed

**PROVISIONAL TIMETABLE**

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

1st September 2015.

**15. Implementation period of the tasks**

A draft Report is to be delivered by **9th November 2015**.

The Final report is to be delivered by **19th November 2015**

A presentation of the final results and deliverables in Monastir is scheduled during a seminar to be held by the contracting authority in **December 2015.**

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Same criteria for legal and natural person:

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:

**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 average annual turnover of the tenderer must exceed the maximum budget of the contract

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

* shall demonstrate an industry specialisation appropriate to this contract

**3) Technical capacity of candidate** (based on items 5 and 6 of the tender form)

* The tenderer shall demonstrate previous experience of carrying out similar assignments
* The tenderer shall demonstrate previous experience specialised on T/ C Innovation and Technology, specially related to the Euro-Med area
* Knowledge of the European and Neighbouring countries industrial policies is needed.

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 performance of the contract, for example by producing an undertaking on the part of 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.

**17. Award criteria**

Best value for money.

**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 Competitive Negotiated 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/work/procedures/implementation/services/index_en.htm>, under the zip file called Simplified Tender dossier.

Any additional documentation (brochure, letter, etc) sent with an application 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 8 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**

ENPI CBC Mediterranean Sea Basin programme 2007-2013

**24. Additional information**

n.a.

1. Article 7/h of ANNEX IV Procurement by grant Beneficiaries in the context of European Union external actions [↑](#footnote-ref-1)