**A: SPECIAL/FRAMEWORK CONTRACT NOTICE**

**1. Procedure:** Open procedure

**2. Contract title: “**Framework agreement for the provision of event management and other related services for the Albanian Network for Rural Development (ANRD)”

**3. Contracting Authority:** *Albanian Network for Rural Development (ANRD).*

 **SPECIFICATION**

**4. Description:**  ANRD is seeking for a local qualified service provider to conclude a framework agreement for event management and related services contained in the tender documents. The successful company shall provide full, prompt, and accurate car rental services for regional and domestic event arrangements and related services as may be requested by ANRD following the principle of cost effectiveness.

**5. Number of lots:**  Sole lot

**CONDITIONS OF PARTICIPATION**

**6. Eligibility:**  Participation in tendering is open on equal terms to duly registered local legal entities exercising this kind of activity.

**7. Sub-contracting:**  Sub – contracting is allowed.

**8. Grounds for exclusion**: As part of the tender, tenderers must submit a signed declaration, included in annexes, to the effect that they are not in any of the listed exclusion situations.

**PROVISIONAL TIMETABLE**

**9. Provisional commencement of the framework contract:**  June 16, 2023.

**10.** **Duration of the framework contract**: Two years with the possibility of extension

**SELECTION AND AWARD CRITERIA**

**11. Selection criteria**

The following selection criteria will be applied to the tenderers.

* ***Qualification and experience requirement of the tenderers***
	+ - 1. Be a duly registered company exercising this kind of activity with an experience of minimum 5 years in the field of events management, high profile events and support (Organizing, managing, and implementing high profile national / international conferences/ events for local and regional bodies for at least 100 participants including dealing with senior government dignitaries and sub-contractors), which includes scheduling lodging for event participants and guests and co- ordination with media.
			2. Proven expertise in graphic design and branding of high-profile events including development and placement of conference branding materials in the event venue. To demonstrate technical capacities, the applicant should provide electronic (photo) samples of previously produced visibility materials when applying.
			3. Should have all the necessary technical, financial, logistical, and human capacities to handle ANRD requirements.
			4. Sufficient financial capacity, namely an annual turnover of over 100,000 EUR over the last 5 year of reference according to the company’s practice
			5. Sufficient human capacity to execute the contract, namely at least 5 (five) staff members,
			6. Be willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.

The company shall be required to appoint one Key Manager available to ANRD at any time via mobile phone in case of emergencies and a minimum availability per e-mail from 6 – 24 hrs.

**12. Award criteria:**  The award criterion will be the best price quality ratio on a 70/30% basis, 70 for the technical offer and 30 for the financial offer.

**TENDERING**

**13. Deadline for receipt of tenders: June 09, 2023, 17.00.**

**14. Tender format and details to be provided:**  Tenders must be submitted using the standard tender form provided in this tender dossier.

**15. How tenders may be submitted:** Tenders must be submitted in English exclusively to the contracting authority: **Albanian Network for Rural Development (ANRD)** and be sent to the following email address: info@anrd.al or in hard copies in a closed and sealed envelope, with subject “Tender for the provision of event management for ANRD”.

By submitting a tender tenderer accept to receive notification of the outcome of the procedure by electronic means.

**16. Operational language:** All written communications for this tender procedure and contract must be in English.

**17**. **Alteration or withdrawal of tenders:** Tenderers may alter or withdraw their tenders by electronic notification sent in the same email address mentioned in point 15 prior to the deadline for submission of tenders. No tender may be altered after this deadline.

**18. Offer validity period:** The offer validity period is 60 (sixty) days from the deadline for submission of tenders.

**B: INSTRUCTIONS TO TENDERERS**

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference and relevant annexes and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. **Services to be provided.**

The services required by the Contracting Authority are described in the terms of reference and form an integral part of the framework contract.

1. **Timetable**

|  |  |  |
| --- | --- | --- |
|  |  **DEADLINE** | **TIME\*** |
| **Deadline for requesting clarification from the contracting authority** | **Up to 5 (five) working days before the deadline for submission of tenders** |  **23:59** |
| **Last date for the contracting authority to issue clarification** | **At the latest 2 (two) working days before the deadline for submission of tenders**  | **23:59**  |
| **Deadline for submitting tenders** |  **June 09, 2023** | **17:00** |

1. **Participation, qualification.**
2. **Participation:** Participation in tendering is open on equal terms to duly registered local legal entities exercising this kind of activity.
3. **Qualification:** Upon meeting the selection criteria.
4. **Content of tender.**

The tender must include a supporting documentation and a financial offer.

**4.1. Supporting documentation**

The tender must include the following documents:

* A technical proposal not exceeding three pages, signed, and stamped.
* Code of Conduct (ANNEX 3) signed and stamped.
* Financial Offer (ANNEX 2) signed and stamped.
* Certificate of registration/incorporation (NIPT)
* Balance sheet for the last 3 (three) financial years
* Organizational/company profile with brief description of the organization, institutional capacity and an outline of recent experience in providing events management services for events of a similar nature.
* List of clients and a minimum of 3 reference letters from recent clients for similar large scale national / international conferences, including information on event profile, budget, audience type, events management services provided, team structure that supported the event management.
* CV(s) of the focal point(s)/Key manager(s) of the Company to be engaged in the framework agreement.

Documentary proof should be scanned copies of the originals.

Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender.

**4.2. Financial offer**

The financial offer must be presented in Euro using the template of Annex II (Financial offer form) of this tender dossier.

In the financial offer all applicable taxes must be included.

1. **Submission of tenders**

 Tenders must be sent to the contracting authority within the given deadline in point 2 “Timetable” of Instructions to tender. They must include the requested documents specified on clause 4 above and be sent to the following email address: info@anrd.al or in hard copies in a closed and sealed envelope, with subject “Tender for the provision of event management for the ANRD.”

* All tenders submitted after the above given deadline will be rejected.
1. **Evaluation of tenders**

**6.1** **Examination of the administrative conformity of tenders**

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications set in the tender dossier without substantially departing from or attaching restrictions to them.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

**6.2 Evaluation of technical offers**

The quality of each technical offer will be evaluated in accordance with the award criteria. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

**6.3. Evaluation of financial offers**

Upon completion of the technical evaluation the financial offers will be evaluated in accordance with the award criteria.

Any arithmetical errors are corrected without penalty to the tenderer. Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

1. **Choice of selected tenderer / Award Criteria**

 The most economically advantageous tender is the technically compliant tender with the lowest price, determined by the composite results of the technical and financial evaluation.

1. **Amending or withdrawing tenders**

Tenderers may amend or withdraw their tenders by e mail referring to the above given email address prior to the deadline for submitting tenders. The subject of the email must be ‘Amendment….’ or ‘Withdrawal…’ as appropriate. Tenders may not be amended after this deadline.

1. **Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority’s legislation on access to documents. The evaluation committee’s decisions are collective, and its deliberations are held in closed session. The evaluation reports and written records are for official use only and may be not communicated to the tenderers.

1. **Ethics clauses / Corruptive practices**

a) Absence of conflict of interest

 The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.

b) Breach of obligations, irregularities, or fraud

 The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities, or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

c) Anti-corruption and anti-bribery

 The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The Contractor Authority reserves the right to suspend or cancel the contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

1. **Signature of the framework contract**

**11.1. Notification of award**

The successful tenderer will be informed by electronic means that its tender has been accepted.

The other tenderers will, at the same time as the notification of award is issued, be informed that their tenders were not retained, by electronic means, including an indication of the reason.

The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers.

**11.2. Signature of the framework contract / Implementation**

 After the expiry of the appeal period (in cases when no appeals have been submitted) or after the end of appeal process if the award decision has not been subject to changes deriving from appeal process and upon confirmation of availability the Contracting Authority will invite the successful tenderer to sign the framework contract.

Failure of the selected tenderer to comply with this requirement and/or availability may constitute grounds for annulling the award decision. In this event, the contracting authority may decide to award the contract to the second-best tenderer or cancel the tender procedure.

1. **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

* the tender procedure has been unsuccessful, i.e., no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
* there are fundamental changes to the economic or technical data of the project;
* exceptional circumstances or force majeure render normal performance of the contract impossible;
* all technically acceptable tenders exceed the financial resources available;
* there has been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
* the award is not in compliance with sound financial management, i.e., does not respect the principles of economy, efficiency and effectiveness (e.g., the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages.

1. **Appeals**

Tenderers believing that they have been harmed by an error or irregularity allegedly committed as part of a selection procedure or that the procedure was vitiated by any maladministration may file a complaint which should be sent electronically to the Contracting Authority in the same e mail address tenders were submitted ***up to 3 days after receiving evaluation results.*** The Contractor Authority should respond to the tenderer by electronic means too at the latest 2 (two) days after receiving the compliant.