



REPUBLIC OF ALBANIA

MUNICIPALITY OF PERMET

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SERVICE CONTRACT NOTICE

Project: EXPLORAL – “Exploring the cultural heritage of the cross border region through a digital library and oral sources”, Subsidy Contract A2-2.1-7 under the INTERREG IPA CBC PROGRAMME "GREECE-ALBANIA 2014-2020"

Contract Title: External Expertise for the Digitalisation of collection, documentation and digitalisation of the content related to Permet Library as per Balkaneana standards and specifications, Organization of Technical meeting in Permet

Location: Permet, Gjirokaster, Albania

Reference Number: EXPLORAL/A2-2.1-7/PB3/SER

Project co-funded by the European Union and National Funds of the Greece and Albania via Interreg IPA CBC Programme “Greece Albania 2014-2020”



1. Reference

EXPLORAL/A2-2.1-7/PB3/SER

2. Procedure

Simplified procedure PRAG 2019

3. Programme title

Interreg IPA CBC Programme “Greece – Albania 2014 – 2020”

4. Financing

IPA II Cross Border Cooperation Programme – National Funds

5. Contracting authority

Municipality of Permet / Gjirokastra Region / Albania

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The current contract is related to the provision of service for the following deliverables as per the Approved Application Form and Specification of Budget Cost for the PB3 Municipality of Permet:

- Cataloguing of the contents of municipal library
- Digital interloan of documents between libraries, contact other libraries in Albania to use the Exploral repository
- Scanning of 500 documents to Exploral portal, OCR with online tool
- Conversion of audio-visual content from interviews to appropriate format for upload to EXPLORAL

- Translation (technical) of interfaces and of website/social media content to Albanian
- Conduct audio and/or audio-visual interviews in Albanian in the county of Gjirokastra (at least 10 interviews with duration of 10 minutes each, for subjects like tales, everyday life, celebrations, important events, social gatherings, war, etc.)
- Training of libraries personnel in using and updating the EXPLORAL digital library and tools

8. Number and titles of lots

One lot only

9. Maximum budget

[EUR] 39.606,00 without VAT (a maximum budget per deliverable is defined in the terms of reference based on the contract)

CONDITIONS OF PARTICIPATION

10. Eligibility

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 (see item 23 below). 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.

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

< 24/7/2020 >

15. Implementation period of the tasks

From the signature of the contract until the official end of the project (December 2020) including any further amendments.

SELECTION AND AWARD CRITERIA

16. Selection criteria

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.

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;
- 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 in field such as Consulting Services, EU Project Management, Event Organization, Scientific Studies, ICT Systems or similar

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 calendar years preceding the submission deadline**.

- the tenderer is specialised in relevant fields (one or more) like ICT Services, Cultural Digitization, EU Project Management, Training Organization, Scientific/Field Studies
- the tendered has provided at least **two similar contracts** in one of the abovementioned fields, during the last 5 years with a total value at least the 50% of the value of the current contract.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference.

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 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 - notably that of nationality - 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 the tender 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 services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

17. Award criteria

Technical Evaluation/Financial Evaluation: 80/20 ¹

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 simplified 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/prag/annexes.do?group=B> , 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: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

¹ Tenderers are qualified if their financial offer exceeding 75/100 and the financial offer is not exceeding the budget.

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. 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 for Greece Albania CBC Programme

- Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action:
- 2462/2015 Financial Rules applicable to the general budget of the Union
- 207/2015 Implementing Regulation (Reporting)
- 1011/2014 Implementing Regulation (Exchange of information between beneficiaries and Programme authorities)
- 481/2014 Eligibility of Expenditures
- 447/2014 Implementing Regulation – Instrument of Pre-Accession Assistance
- 236/2014 Common Rules and Procedures for the Implementation of the Union's

Instruments for financing External Actions

- 231/2014 Establishing an Instrument for Pre-Accession Assistance
- 215/2014 Methodologies for Climate Change Support, Determination of Milestones and Targets in the Performance Framework and the Nomenclature of Categories for Intervention for the European Structural and Investment Funds
- 1315/2013 Union Guidelines for the Development of the trans-European Transport Network
- 1303/2013 Common and General Provisions
- 1302/2013 Clarification, Simplification and Improvement of the Establishment and Functioning of EGTC groupings
- 1301/2013 European Development Fund and Specific Provisions concerning the Investment for Growth and Jobs Goal
- 1300/2013 Annulment of Regulation 1084/2006
- 1299/2013 Specific Provisions for the Support from ERDF to the European Territorial Cooperation goal
- 1268/2012 Rules of Application of Regulation 966/2012
- 966/2012 Financial Rules Applicable to the General Budget of the Union

24. 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 the month and year corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.