UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Event Management Services in Albania, in the framework of the Transboundary CAMP Otranto Project

Simple procurement 7/2023

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 16,000.00 without VAT.
4. **CPV:** 79952000-2

**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 events during the period May - December 2023, in Albania (Vlora region and Tirana).

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

**1. Event in Vlora region on marine litter**

|  |  |
| --- | --- |
| End of May 2023 | Fully furnished venue for approximately 20 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 (if necessary; to be confirmed in advance)
* 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 20 euro per person (meeting venue) |
|  | Coffee break for approximately 20 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Transportation services for participants coming from other municipalities |
|  | Provide logistics for the registration of participants, including welcome desk and other management services |

**2. Event in Vlora region on ICZM**

|  |  |
| --- | --- |
| Mid June 2023 | Fully furnished venue for approximately 20 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 (if necessary; to be confirmed in advance)
* 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 20 euro per person (meeting venue) |
|  | Coffee break for approximately 20 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Transportation services for participants coming from other municipalities |
|  | Provide logistics for the registration of participants, including welcome desk and other management services |

**3. Event in Vlora region on eco-tourism**

|  |  |
| --- | --- |
| End June 2023 | Fully furnished venue for approximately 20 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 (if necessary; to be confirmed in advance)
* 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 20 euro per person (meeting venue) |
|  | Coffee break for approximately 20 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Transportation services for participants coming from other municipalities |
|  | Provide logistics for the registration of participants, including welcome desk and other management services |

**4. Event in Tirana on data management for CAMP Otranto**

|  |  |
| --- | --- |
| July 2023 | Fully furnished venue for approximately 20 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 (if necessary; to be confirmed in advance)
* 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 20 euro per person (meeting venue) |
|  | Coffee break for approximately 20 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Transportation services for participants coming from other municipalities |
|  | Provide logistics for the registration of participants, including welcome desk and other management services |
|  | Shuttle transport (airport-hotel-airport) for up to 5 people |

**5. Event in Vlora on MSP**

|  |  |
| --- | --- |
| September 2023 | Fully furnished venue for approximately 30 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 (if necessary; to be confirmed in advance)
* Support from technical staff during the meeting
 |
|  | Catering service - buffet style light lunch and variety of beverages for approximately 30 people (local food, including gluten free and vegan options), for a maximum of 20 euro per person (meeting venue) |
|  | 2 Coffee breaks for approximately 30 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Dinner, including drinks for approximately 15 people (local food, including gluten free and vegan options), for a maximum of 30 euro per person  |
|  | Transportation services for participants coming from other municipalities |
|  | Shuttle transport (airport-hotel in Vlora-airport) for up to 15 people |
|  | Provide logistics for the registration of participants, including welcome desk and other management services |

**6. Final project event in Tirana**

|  |  |
| --- | --- |
| December 2023 | High level, fully furnished conference venue for one full day 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 meeting
 |
|  | Catering service - buffet style light lunch and variety of beverages for approximately 60 people (local food, including gluten free and vegan options), for a maximum of 20 euro per person (meeting venue) |
|  | 2 Coffee breaks for approximately 60 people: coffee, tea, water and snacks (local food, including gluten free and vegan options), for a maximum of 10 euro per person |
|  | Dinner, including drinks for approximately 15 people (local food, including gluten free and vegan options), for a maximum of 30 euro per person  |
|  | Transportation services for participants coming from other municipalities |
|  | Shuttle transport (airport-hotel/venue-airport) for up to 15 people |
|  | Provide logistics for the registration of participants, including welcome desk and other management services |

**3**. Producing high quality **video and photo material** during all events:

* At least 30 representative professional photos of each event;
* 1–2-minute video of each event 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 Invitation for Tenders, 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 events  | Within 10 working days after each event  |
| Detailed specifications of activities undertaken for each event, along with the invoices for all costs incurred  | Within 10 working days after each event |

**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 event organization;
* Good knowledge of English and Albanian 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 “**Event organisation in Albania**”.

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

Tender offers must be received **by 17 April 2023, 10 am CET.**

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 December 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:** Event management services in Albania, 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 event management services in Albania, 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. Event in Vlora region on marine litter** |
| 1.1 | Venue for 20 participants  | Per day | 1 |  |  |
| 1.2 | Buffet style light lunch (catering service)  | Per person | 20 |  |  |
| 1.3 | Coffee break  | Per person | 20 |  |  |
| 1.4 | Visual equipment | Per day | 1 |  |  |
| 1.5 | Audio equipment for the venue and participants; support from technical staff during the meeting | Per day | 1 |  |  |
| 1.6 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 1.7 | Transportation services (bus/minivan) for participants coming from other municipalities | Transportation service |  |  |  |
| 1.8 | Seminar logistic service  | Per day | 2 |  |  |
| **2. Event in Vlora region on ICZM** |
| 2.1 | Venue for 20 participants  | Per day | 1 |  |  |
| 2.2 | Buffet style light lunch (catering service)  | Per person | 20 |  |  |
| 2.3 | Coffee break  | Per person | 20 |  |  |
| 2.4 | Visual equipment | Per day | 1 |  |  |
| 2.5 | Audio equipment for the venue and participants; support from technical staff during the meeting | Per day | 1 |  |  |
| 2.6 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 2.7 | Transportation services (bus/minivan) for participants coming from other municipalities | Transportation service |  |  |  |
| 2.8 | Seminar logistic service  | Per day | 2 |  |  |
| **3. Event in Vlora region on ecotourism** |
| 3.1 | Venue for 20 participants  | Per day | 1 |  |  |
| 3.2 | Buffet style light lunch (catering service)  | Per person | 20 |  |  |
| 3.3 | Coffee break  | Per person | 20 |  |  |
| 3.4 | Visual equipment | Per day | 1 |  |  |
| 3.5 | Audio equipment for the venue and participants; support from technical staff during the meeting | Per day | 1 |  |  |
| 3.6 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 3.7 | Transportation services (bus/minivan) for participants coming from other municipalities | Transportation service | 2 |  |  |
| 3.8 | Seminar logistic service  | Per day | 2 |  |  |
| **4. Event in Tirana on data management** |
| 4.1 | Venue for 20 participants  | Per day | 1 |  |  |
| 4.2 | Buffet style light lunch (catering service)  | Per person | 20 |  |  |
| 4.3 | Coffee break  | Per person | 20 |  |  |
| 4.4 | Visual equipment | Per day | 1 |  |  |
| 4.5 | Audio equipment for the venue and participants; support from technical staff during the meeting | Per day | 1 |  |  |
| 4.6 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 4.7 | Transportation services (bus/minivan) for participants coming from other municipalities | Transportation service |  |  |  |
| 4.8 | Seminar logistic service  | Per day | 2 |  |  |
| 4.9  | Shuttle transport: airport– hotel/venue –airport for approximately 5 people | Transportation service |  |  |  |
| **5. Event in Vlora on MSP** |
| 5.1 | Venue for 30 participants  | Per day | 1 |  |  |
| 5.2 | Buffet style light lunch (catering service)  | Per person | 30 |  |  |
| 5.3 | Coffee break  | Per person | 60 |  |  |
| 5.4 | Restaurant dinner  | Per person | 15 |  |  |
| 5.5 | Visual equipment | Per day | 1 |  |  |
| 5.6 | Audio equipment for the venue and participants; support from technical staff during the meeting | Per day | 1 |  |  |
| 5.7 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 5.8 | Transportation services (bus/minivan) for participants coming from other municipalities | Transportation service |  |  |  |
| 5.9  | Seminar logistic service  | Per day | 2 |  |  |
| 5.10  | Shuttle transport: airport– hotel/venue in Vlora –airport for approximately 15 people | Transportation service |  |  |  |
| **6. Final event in Tirana**  |
| 6.1 | Venue for 60 participants  | Per day | 1 |  |  |
| 6.2 | Buffet style light lunch (catering service)  | Per person | 60 |  |  |
| 6.3 | Coffee break  | Per person | 120 |  |  |
| 6.4 | Restaurant dinner  | Per person | 15 |  |  |
| 6.5 | Visual equipment | Per day | 1 |  |  |
| 6.6 | Audio equipment for the venue and participants; support from technical staff during the meeting | Per day | 1 |  |  |
| 6.7 | Simultaneous translation equipment  | Per day | 1 |  |  |
| 6.8 | Transportation services (bus/minivan) for participants coming from other municipalities | Transportation service |  |  |  |
| 6.9  | Seminar logistic service  | Per day | 2 |  |  |
| 6.10  | Shuttle transport: airport– hotel/venue –airport for approximately 15 people | 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/amend 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)