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## SERVICE PROCUREMENT NOTICE

**Contract title: Framework contract between the ACP Group of States and a Travel Agency to provide the ACP Secretariat in Brussels with tickets for participants traveling to meetings and missions organized by the Secretariat.**

**1. Publication reference**

EuropeAid/128013/D/SER/Multi

**2. Procedure**

Restricted call for tenders

**3. Programme**

Intra-ACP

**4. Financing**

10<sup>th</sup> European Development Fund and ACP Group self-generated funds

**5. Contracting authority**

Secretariat of the ACP Group of States  
451 Avenue Georges Henri  
1200 - Brussels  
Belgium

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## CONTRACT SPECIFICATIONS

**6. Nature of contract**

Unit price

**7. Contract description**

Provide the Secretariat of the ACP Group of States - within a short timeframe and at the most economical rates - with tickets required for the transportation of specifically identified persons participating in one-off or recurrent events.

**8. Number and title of lots**

n/a

**9. Maximum budget**

The total amount of transactions covered by this Services contract is estimated at approximately €2 600 000 per year. This amount is indicative and does not in any way bind the ACP Secretariat to place orders up to that amount.

## **10. Additional services**

n/a

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### **CONDITIONS OF PARTICIPATION**

#### **11. Eligibility**

Participation in the contract is open to all legal persons (participating individually or as a group or consortium) from the ACP States and the Member States of the European Union, as well as international organisations authorised by the specific legal framework applicable to the programme financing the contract.

#### **12. Candidature**

All eligible legal persons (as defined in Item 11 above) or group of such persons (consortium) may apply.

A consortium may be a permanent, legally-established group or a group which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible legal person (as defined in Item 11 above) will result in the automatic exclusion of that application. In particular, if the ineligible person belongs to a consortium, the candidature of the entire consortium will be excluded

#### **13. Number of applications**

No more than one application can be submitted per legal person, no matter what the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a legal person submits more than one application, all applications in which that person is participating will be excluded.

#### **14. Prohibition of shortlist alliances**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

#### **15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, stating 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.

#### **16. Subcontracting**

Not authorised.

#### **17. Number of candidates to be shortlisted**

**On the basis of the applications received, between 4 and 8 candidates will be invited to submit** detailed tenders for this contract. If the number of eligible candidates

meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

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### **PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

15 June 2009

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

01 October 2009

**20. Initial period of execution and possible extension of contract**

Initial duration 3 years

Possible extension: once, for a maximum period of one (1) year.

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### **SELECTION AND AWARD CRITERIA**

**21. Selection criteria**

The following selection criteria will be applied to candidates:

- Economic and financial capacity of the agency: turnover rate for the last business year (at least equivalent to the estimated contract budget (per year)) and statements of income and operating accounts for the past two years.
- Professional capacity of the Agency (the candidate must have the following characteristics: IATA certification, minimum 10 years experience as a travel agent, member of a network of travel agents in ACP countries, contract absorption capacity).
- Professional capacity of the person assigned to directly perform the tasks required by the contract: minimum 5 years' experience in the field, proficiency in French and English. This person will be directly and specifically assigned to perform the contract, and will be the main and permanent liaison for the ACP Secretariat.
- Logistics, technical facilities, means of communication.
- Amount of fixed and variable charges, fees, commissions required by the agency.
- Ability to offer the best prices (including specific discounts) for tickets.

**22. Award criteria**

The most economically attractive offer.

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**APPLICATION**

**23. Deadline for receipt of applications**

29 May 2009 at 16:00 Central European Time

Any application received after this deadline will not be considered.

**24. Application format and details to be provided**

Applications must be submitted on the standard application form (available from the following Internet address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_fr.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_fr.htm));

the format and instructions must be strictly observed.

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

**25. How to submit applications**

Applications must be sent exclusively to the Contracting Authority:

- EITHER by registered mail (official postal service) to:

Secretariat of the ACP Group of States  
Department of Administration, Finance and  
Human Resources  
451 Avenue Georges Henri  
1200 - Brussels  
Belgium

- OR hand delivered (including by courier services) directly to the Contracting Authority, in return for a signed and dated receipt to:

Secretariat of the ACP Group of States  
Department of Administration, Finance and  
Human Resources  
451 Avenue Georges Henri  
1200 - Brussels  
Belgium

The Contract title and the Publication reference (see Item 1 above) must be clearly marked on the envelope containing the application, and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

**26. Modification or withdrawal of applications**

Candidates may modify or withdraw their applications by written notification prior to the deadline for submission of tenders. No application may be modified after this deadline.

Notification of any such modification or withdrawal shall be prepared and submitted in accordance with Item 25 herein. The outer envelope (as well as the inner envelope, if applicable) must be marked 'Modification' or 'Withdrawal,' as the case may be.

**27. Operational language**

All written communications for this tender procedure and contract must be in French or English.

**28. Additional information**

None

**29. Date of publication of contract forecast**

29 January 2009

**30. Legal basis**

ACP-EC Partnership Agreement signed in Cotonou on 23 June 2000, and revised on 25 June 2005 and in 2008 (Annex IV).