

## CONTRACT NOTICE

### CALL FOR TENDER: GENERAL INFORMATION

**II.1.1) Information Notice Title: Service for Organization and Meetings**

**II.1.1) Information Notice Reference Number: SIHHAT/2021/SER/INT/03**

**II.1.1) Title:**

Service for Organization of Events

**II.1.2) Main CPV<sup>1</sup> code**

79952000-2

**II.1.3) Type of contract**

Services

**II.1.4) Short description of the contract**

The subject of the contract is to conduct different types of meetings and organisations within the scope of “Supporting Migrant Health Services in Turkey” (SIHHAT 2) project. The contract will include organisation of these with all aspects. The meeting will be as following:

- *Migration Health Scientific Board Meetings*
- *Steering Committee Meetings*
- *Migration and Health National Conference*
- *Migration and Health International Conference*
- *Policy and Regulation Design Meetings*
- *Primary and Secondary Healthcare Coordination Workshop*
- *Closure Meeting*

**II.1.5) Estimated total value**

EUR 1.092.000,00

**IV.1.1.) Type of Procedure**

Restricted

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<sup>1</sup> The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <http://simap.ted.europa.eu/en/web/simap/cpv>

**II.1.6) Information about lots**

This contract is divided into lots: no

**II.2.3) Place of performance**

Geographical zone benefitting from the action: Turkey

**II.2.5) Award Criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.14) Additional information**

Additional services/works

Provided they are in conformity with the basic project, new services or works consisting in the repetition of similar services or works, may be entrusted up to 20% of the initial contract to the initial contractor by negotiated procedure without prior publication of a contract notice.

**IV.2.2) Time limit for submission of tenders or requests to participate**

Date: 08/08/2022

Local Time : 12:00/noon

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: three months (from the date stated for receipt of tender)

## Additional information about the Contract Notice

### Service for Organization of Events

Location - Ankara / Turkey

#### 1. Nature of contract

global price

#### 2. Programme title

Supporting Migrant Health Services in Turkey (SIHHAT II)

#### 3. Financing

IPA 2020/417-911 referenced Grant Contract - External Actions of the European Union

#### 4. Legal basis, eligibility and rules of origin

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.

#### 5. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

#### 6. Number of requests to participate or tenders

No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

#### 7. Grounds for exclusion

Candidates must submit a signed declaration, included in the request to participate form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG)**. Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates 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.

**8. Sub-contracting**

Sub-contracting is allowed.

**9. Number of candidates to be short-listed**

On the basis of the request to participate 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. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.

**10. Short-list alliances prohibited**

Any tenders received from tenderers having a different composition than the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

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

November 2022

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

December 2022

**13. Period of implementation of tasks**

The implementation period of this contract will be completed till 14.12.2023, starting from the date of signature of the contract by both parties.

**14. Language of the procedure**

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

**15. Additional information**

Financial data to be provided by the candidate in the request to participate form or in the tender submission 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 July 2022, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

#### Capacity-providing entities

An economic operator (i.e. candidate or tenderer) 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. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

**For this service contract the Contracting Authority requires that the contract (section 18.3.a below) should be performed directly by the tenderer itself or, where the tender is submitted by a joint venture/consortium, by one of its participating members. Therefore, the tenderers shall not rely on the capacities of other entities for the implementation of those activities.**

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

- 1) **Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
  - The average annual turnover of the tenderer over the past three years (2019, 2020 and 2021) must exceed the EUR 1.000.000,00.
- 2) **Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.
  - at least 3 permanent staff currently work for the candidate in fields related to this contract.
- 3) **Technical capacity** (based on items 5 and 6 of the request to participate form for service

contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last five years from submission deadline.

- a) The candidate has provided services under a single contract in the field of event organisation with a budget of at least 500.000,00 EUR (proportion carried out by the candidate for event organisation excluding online organisations/events) which was implemented at any moment during the reference period: five years.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

- 1) the highest number of service contracts that meet criterion 3.(a)
- 2) the highest cumulated value of all the service contracts that meet criterion 3.(a)

*N.B.: additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.*

#### **17. Award criteria**

Best price-quality ratio.

### **PARTICIPATION**

#### **18. Requests to participate format and details to be provided**

Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

The request to participate must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

#### **19. How requests to participate may be submitted**

Requests to participate must be submitted in English exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Mr. İnanç Söğüt  
Şehit Daniş Tunalıgil Sokak No: 3/5  
Demirtepe / Ankara, Turkey

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Mr. İnanç Söğüt  
Şehit Daniş Tunalıgil Sokak No: 3/5  
Demirtepe / Ankara, Turkey

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.

## 20. Deadline for submission of requests to participate

The candidate's attention is drawn to the fact that there are two different systems for sending Requests to participate: one is by post or private mail service, the other is by hand delivery.

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

**The deadline for submission of requests to participate can be found in the Contract Notice under IV.2.2. Unless the Time Zone is specified in eTendering, the "Local Time" mentioned under IV.2.2 in the Contract Notice shall be understood as Central European Time (CET) which is the standard time in Brussels.**

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## 21. Clarifications on the contract notice

Any request for clarifications must be made in writing to the email address [training@sihhatproject.org](mailto:training@sihhatproject.org). This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called "Additional information to the contract notice." at the latest 21 days before the deadline for submission of requests to participate stated at section **IV.2.2) of the contract notice**.

Clarifications will be published at: [www.saglik.gov.tr](http://www.saglik.gov.tr) , [www.sihhatproject.org](http://www.sihhatproject.org) and [www.dgmarket.com](http://www.dgmarket.com) at the latest 8 days before the deadline for the submission of requests to

<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

participate. The website will be updated regularly and it is the candidates responsibility to check for updates and modifications during the submission period.

**22. Outcome of the evaluation**

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the request to participate form.

**23. Alteration or withdrawal of requests to participate**

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.