

# SERVICE CONTRACT NOTICE

## Service for Organisation and Meetings Location – Ankara, Turkey

### 1. Publication reference

SIHHAT/2021/SER/INT/03

### 2. Procedure

Restricted

### 3. Programme title

Supporting Migrant Health Services in Turkey

### 4. Financing

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

### 5. Contracting Authority

Republic of Turkey Ministry of Health, Directorate General of Public Health, Ankara - Turkey

Clarifications may be sought from the contracting authority at the following email address [org@sihhatproject.org](mailto:org@sihhatproject.org) at the latest 21 days before the deadline for submission of applications stated at the point 23 below.

Clarifications will be published on following websites: [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 5 days before the deadline.

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## CONTRACT SPECIFICATION

### 6. Nature of contract

Global price

### 7. Contract description

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 (4),*
- *Steering Committee Meetings (4),*
- *Migration and Health National Conferences (2),*
- *Migration and Health International Conference (1),*
- *Policy and Regulation Design Meetings (4),*
- *Primary and Secondary Healthcare Coordination Workshops (2).*

## **8. Number and titles of lots**

One lot only

## **9. Maximum budget**

EUR 640.000,00

## **10. Scope for additional services**

The contracting authority may, at its own discretion, extend the service contract in duration and/or scope subject to the availability of funding up to the estimated amount of approximately EUR 160.000,00. Any extension of the contract would be subject to satisfactory performance by the contractor.

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# **CONDITIONS OF PARTICIPATION**

## **11. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 29 below) . Participation is also open to international organisations.

Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

*\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community*

## **12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping 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 natural or legal person (as per item 11) 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.

## **13. Number of applications**

No more than one application 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 an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

#### **14. Shortlist alliances prohibited**

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 unless prior approval from the contracting authority has been obtained (see practical guide – PRAG – 2.6.3.). 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, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

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.

#### **16. Sub-contracting**

Subcontracting is allowed.

#### **17. Number of candidates to be short-listed**

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**

February 2022

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

May 2022

#### **20. Initial 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.

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## SELECTION AND AWARD CRITERIA

### 21. Selection criteria

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

- 1) **Economic and financial capacity of candidate** (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 (3) financial years (2018, 2019 and 2020) for which accounts have been closed.
  - a) The average annual turnover of the tenderer over the past three years (2018, 2019 and 2020) must exceed the EUR 320.000,00.
  - b) 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 candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years preceding the submission deadline.
  - a) At least 2 staff currently work for the tenderer in fields related to subject of the contract.
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last three years preceding the submission deadline.
  - a) The tenderer has completed successfully at most two (2) event organisation contracts for the public or private sector with sum of budget of at least EUR 160.000,00.\*

Previous experience which caused 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. If the tenderer relies on other entities it must 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.

If more than 8 eligible candidates meet the above selection criteria, their relative strengths and weaknesses must be re-examined in order to rank their applications and identify the 8 best candidates in accordance with point 17 of this contract notice. 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 8<sup>th</sup> position, additional comparative criterion No 2 shall be applied only to these tied candidates.

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

## **23. Deadline for submission of applications**

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

In the first case, the application 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 application that will serve as proof.

5:00 p.m (local time) on 26 January 2022.

Any application received by the Contracting Authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

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

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

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

The application 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>

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

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

## **25. How applications may be submitted**

Applications 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 / Kızılay / Ankara, Turkey

- OR hand delivered by the candidate 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 / Kızılay / Ankara, Turkey

Opening Hours: 09:00-18:00

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.

By submitting an application 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 application.

## **26. Alteration or withdrawal of applications**

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

## **27. Operational language**

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

## **28. Date of publication of prior information notice**

28.09.2021

## **29. Legal basis**

- Regulation (EU) N°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,
- Grand Contract reference numbered 2020/417-911 between the Republic of Turkey and the European Union, represented by the European Commission.

See Annex A2 of the Practical Guide.

### **30. 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 December 2021, which can be found at the following address:  
<http://ec.europa.eu/budget/graphs/inforeuro.html>.

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