

**United Kingdom-Thame: Hotel meeting and conference services**  
**OJ S 48/2015 10/03/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Cardno Emerging Markets Ltd  
Postal address: Oxford House, Oxford Road, Oxon  
Town: Thame  
Postal code: OX9 2AH  
Country: United Kingdom  
For the attention of: Sarah Hodges  
E-mail: [afcap.ascap@cardno.com](mailto:afcap.ascap@cardno.com)  
Telephone: +44 1844216500  
Fax: +44 1844261593

**Internet address(es):**

General address of the contracting authority: <http://www.cardno.com/emergingmarkets>  
Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA32189](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA32189)

Electronic access to information: <http://afcap.org/blog/default.aspx>

Electronic submission of tenders and requests to participate: <http://afcap.org/blog/default.aspx>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.3. Main activity**

Other: transport

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

AFCAP Workshops at the T2 Conference, Victoria Falls, Zimbabwe.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 2: Land transport services [2], including armoured car services, and courier services, except transport of mail

Main site or place of performance: Victoria Falls, Zimbabwe.

NUTS code

### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

### **II.1.4. Information about framework agreement**

### **II.1.5. Short description of the contract or purchase(s)**

The Africa Community Access Programme (AFCAP), a DFID (UK) funded research initiative, is addressing the challenges of providing reliable access for poor communities. AFCAP provides advice and undertakes research to facilitate the delivery of safe and sustainable rural access. AFCAP is based around a portfolio of research, demonstration, advisory and training projects, which identify and support the uptake of low cost, proven solutions for rural access that maximise the use of local resources. The outputs from these projects are feeding directly into regional and national rural transport policies and strategies for poverty reduction. The 7th Africa Transportation Technology Transfer (T2) Conference will be held in Victoria Falls, Zimbabwe, from 11th to 14.5.2015. The objective of the conference is to provide a forum to share, exchange and debate experiences, best practices, and new technologies in the provision, maintenance and management of transport systems. It is also a forum for sharing and exchange of existing and new approaches on technology transfer that enable countries to develop safe, efficient, reliable and affordable transport. The conference format includes technical presentations, workshops, poster sessions, social events and product exhibitions. The Conference Theme is 'Mobilising resources for transport infrastructure development and maintenance for poverty alleviation in Africa'. Cardno is now calling for proposals from regional and international practitioners to facilitate knowledge sharing workshops at the 7th Africa Transportation Technology Transfer (T2) Conference.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at: [http://www.myTenders.org/Search/Search\\_Switch.aspx?ID=150151](http://www.myTenders.org/Search/Search_Switch.aspx?ID=150151)

### **II.1.6. CPV code(s)**

55120000 Hotel meeting and conference services, 79950000 Exhibition, fair and congress organisation services, 79956000 Fair and exhibition organisation services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

The objective of the AFCAP workshops is to facilitate discussion, knowledge exchange and learning on a range of factors affecting rural access and mobility. These factors include rural transport policy, social and economic impacts of road investments, engineering design standards, road maintenance and coping with climate change, and transport services. Each

workshop will be attended by up to 60 practitioners.

The suggested format for the workshops is as follows:

A Key Speaker will introduce the subject through a 20 minute presentation. This presentation will highlight any critical and ambiguous issues arising from recent research or practical experience concerning the workshop subject.

A three person panel comprising Leading Specialists will make a brief response (less than 3 minutes for each member) which might support the Key Speaker's arguments, challenge them, or highlight additional issues.

The discussion will be opened to the other workshop participants.

The format of each workshop is flexible and may be adapted according to the style of the Workshop Facilitator.

The discussion will be chaired by the Workshop Facilitator, who will ensure that the discussion focuses on the key issues raised by the Key Speaker and the expert panel, endeavouring to gain consensus on ambiguous issues where possible. The Key Speaker will record any agreements and differences of opinion on critical issues for presentation to the conference plenary and for inclusion in the conference report. AFCAP will provide the following support to the Workshop Facilitator and Key Speaker:

Full conference registration fees.

Bed and breakfast accommodation at the conference venue for up to 4 nights.

An honorarium of 500 GBP each for the Facilitator and Key Speaker.

The Facilitator and Key Speaker will be required to arrange their own flights or other transport to Victoria Falls, including airport transfers. AFCAP will cover these costs for emerging regionally-based practitioners in the role of Facilitator and/or Key Speaker.

Estimated value excluding VAT: 500,00 GBP

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: no

## **II.3. Duration of the contract or time limit for completion**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

### **III.2.2. Economic and financial ability**

### **III.2.3. Technical and professional ability**

### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

#### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Accelerated negotiated  
Accelerated due to conference dates.

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 5: and Maximum number 10  
Objective criteria for choosing the limited number of candidates: Standard Procurement procedures.

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

CON2028B

#### **IV.3.2. Previous publication concerning this procedure**

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

20.3.2015 - 12:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

3.4.2015

#### **IV.3.6.**

Languages in which tenders or requests to participate may be submitted English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

Please refer to [afcap.org](http://afcap.org) for Terms of Reference or contact Sarah Hodges at [afcap.ascap@cardno.com](mailto:ascap@cardno.com) (MT Ref:150151).

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

5.3.2015