

Spain-Barcelona: Technical assistance services
OJ S 131/2023 11/07/2023
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Secretariat of the Union for the Mediterranean (UfM Secretariat)

National registration number: V65362691

Town: Barcelona

NUTS code: ES511 Barcelona

Postal code: 08034

Country: Spain

E-mail: procurement@ufmsecretariat.org

Internet address(es):

Main address: <https://ufmsecretariat.org/work-with-us/procurement/>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://ufmsecretariat.org/work-with-us/procurement/>

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

Additional information can be obtained from another address:

Official name: Procurement Service

National registration number: V65362691

Town: Barcelona

NUTS code: ES511 Barcelona

Country: Spain

E-mail: procurement@ufmsecretariat.org

Internet address(es):

Main address: <https://ufmsecretariat.org/work-with-us/procurement/>

I.4. Type of the contracting authority

European institution/agency or international organisation

I.5. Main activity

Other activity: Activities aimed at strengthening cooperation and regional integration between Euro-Mediterranean countries

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Experts to carry out the evaluation of grant applications

Reference number: 28 - PRO451EDE-2023

II.1.2. Main CPV code

71356200 Technical assistance services

II.1.3. Type of contract

Services

II.1.4. Short description

Support to the evaluation of proposals submitted under the UfM Grant Scheme to Promote Employment and Entrepreneurship in the Green Economy

II.1.5. Estimated total value

Value excluding VAT: 84 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description**II.2.3. Place of performance**

NUTS code: ES511 Barcelona

II.2.4. Description of the procurement

To recruit assessors to assist the contracting authority in the selection of the best proposals received under the call for proposals of the UfM Grant Scheme to Promote Employment and Entrepreneurship in the Green Economy, and to achieve a high-quality, complete and coherent selection process of projects in line with the criteria set in the guidelines for applicants.

Results to be achieved by the contractor

- The assessors will carry out assessment in accordance with the administrative eligibility criteria established in the call for proposals and following the indications and templates provided by the Contracting Authority. A completed grid on the fulfilment of the established criteria for up to 100 applications needs to be submitted, including the reasoning for exclusion if applicable. Compliance checks ought to be carried out individually by one assessor.
- The assessors will carry out the technical assessment of concept notes in accordance with guidelines to be provided by the Contracting Authority and which are based on the published evaluation grids. Up to 75 concept notes are expected under this call for proposals. Each concept note must be assessed individually by two assessors.
- The assessors will carry out the technical and financial assessment of full applications in accordance with the guidelines to be provided by the Contracting Authority and which are based on the published evaluation grids. Each full application must be assessed individually by two assessors.

Additionally, the assessors should verify each proposal against the checklist, the declaration by the lead applicant and the submitted supporting documents of up to 22 full applications.

- At a second step, they will meet with the Evaluation Committee to present the findings.

II.2.5. Award criteria

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

II.2.6. Estimated value**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 3

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: NDICI-GEO-NEAR/2021/430-071

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

List and brief description of selection criteria:

- the average annual turnover of the tenderer must exceed the annualized maximum budget of the contract

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Professional capacity

- At least 2 staff currently work for the applicant in fields related to the proposed contract, i.e., evaluation of grant applications (For legal entities) • has worked as assessor in fields related to the proposed contract, i.e., evaluation of grant applications (for natural person)

Technical capacity

- the tenderer has provided services under at least 1 contract in fields related to this contract, i.e., evaluation of grant applications which was implemented at any moment during the reference period: 5 years prior to the submission deadline

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 14/09/2023 Local time: 13:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 21/09/2023 Local time: 12:00

Information about authorised persons and opening procedure: The opening of tenders /proposals are conducted in camera

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Tribunal Arbitral de Barcelona (TAB) [Barcelona Arbitration Court], of the Associació Catalana per a l'Arbitratge [Catalan Arbitration Association]

Town: Barcelona

Country: Spain

VI.5. Date of dispatch of this notice

06/07/2023