

**INVITATION TO TENDER**  
**FOR EU FILM FESTIVAL IN MONGOLIA (2010)**

**I Preliminary information concerning the invitation to tender**

**1. Subject of the contract**

The Delegation of the European Union to China and Mongolia ("the Delegation") is planning to hold an EU Film Festival in Mongolia, Ulan Bator and a second city in Mongolia in November 2010 for one week.

Requested services essentially include overall conception, planning and execution of the film festival. The contractor would work closely with the Delegation and designate a team to provide the requested services in a timely and professional manner.

**2. Starting date of the contract and duration of the tasks**

The contract should be signed before the end of August 2010. Duration of the tasks will be three months.

The execution of the tasks may not start before the contract has been signed. The period of execution of the tasks may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the contract for their execution.

**3. Period of validity of the tender**

The offer must remain valid for a period of 3 months following the final date for submitting tenders (see below). During this period, tenders must maintain all the conditions of their bids.

**4. Terms of payment**

Terms of payment will be in accordance with the service contract as decided by both parties.

**5. Guarantees**

No guarantee is required.

**6. General terms and conditions for the submission of tenders**

Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.

Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract.

Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.

The Commission shall not reimburse expenses incurred in preparing and submitting tenders.

The Protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.

## **7. No obligation to award the contract**

The tendering procedure shall not involve the Commission in any obligation to award the contract.

No compensation may be claimed by tenderers whose tender has not been accepted, including when the Commission decides not to award the contract.

## **8. Price**

The final price of the contract will depend on the bids, and price will be a factor in considering the winning bid. In any case the value of the contract will not exceed EUR 15,000.

## **9. Place of performance**

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in the tender, with the expectation of the Commission's premises.

# **II Form and content of the tender**

## **1. General**

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled if submitted in hard copy, or in clearly marked electronic documents if submitted electronically).

Tenders shall be written in English and/or Chinese.

Tenders **must include** the following information:

- all the **information and documents requested by the Commission** in order to assess the tender;
- the **price in euro**

## **2. How to submit a tender**

Submission of a tender implies that the tenderer accepts all the terms and conditions set out under 9 of the specifications.

Tenders may be sent by registered post or email not later than **30<sup>th</sup> July 2010** (date as postmark) to the following address :

<i>Delegation of the European Union to China and Mongolian Invitation to Tender: EU Film Festival in Mongolia For the attention of Mr. William FINGLETON</i>
<i>No.15 Dongzhimenwai Dajie, Sanlitun, Beijing 100600</i>
<i>Email: <a href="mailto:Delegation-china-press@ec.europa.eu">Delegation-china-press@ec.europa.eu</a></i>

### **3. STRUCTURE OF THE TENDER**

All tenders must be presented in two sections.

#### ***3.1. Section One: Technical proposal***

The technical proposal must meet the technical specifications set out below and provide, as a minimum, all the information needed for the purpose of awarding the contract.

#### ***3.2. Section Two: Financial proposal***

The tenderer's attention is drawn to the following points:

- **prices must be expressed in euros;**
- **prices should be quoted with all duties, taxes and other charges noted separately.**

### **III Assessment and award of contract**

The assessment will be based on each tenderer's bid. In addition, the Commission reserves the right to use any other information from public or specialist sources.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract will concern only admissible bids.

#### **1. Exclusion criteria**

1. Candidates or tenderers shall be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

2. Candidates or tenderers must certify that they are not in one of the situations listed in paragraph 1.

## **2. Selection and award criteria**

1. The candidate must submit the following information/documents:

name of the company/individual, address, telephone and fax numbers, VAT number if available, a confirmed copy of the statutory documents and the registration certificate if available.

2. Candidates must have a sound financial and economic standing. Proof must be provided of the applicant's economic and financial standing if so requested.

3. The contract will be awarded according to two main criteria:

- 1) Financial proposal
- 2) Technical proposal

The candidate should submit the following information/documents as proof of their technical competence:

- detailed note explaining the scope of work as understood by the candidate and which shall be executed by him;
- general description of the company;
- CVs of the team/individual working for this contract;
- evidence of having undertaken similar projects.

## **3. Information for tenderers**

The Commission will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

If a written request is received, the Commission will inform all rejected tenderers of the reasons for their rejection and all tenderers submitting an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

#### **4. Award of the contract**

The procurement procedure is concluded by a contract signed by the parties.

After the period of validity of the tender has expired, conclusion of the contract shall be subject to the tenderer's agreement in writing.

#### **IV Technical specifications**

The responsibilities of the contractor will include the following non-exhaustive list of tasks:

- 1) secure the venues where the film festival will take place;
- 2) selection of 10 films in consultation with the Member States;
- 3) negotiations with producers to secure rights to use film for festival;
- 4) negotiations with Mongolian authorities in consultation with the Commission for any relevant permissions necessary to hold the festival;
- 5) ensuring that appropriate subtitling is done in both Mongolian and English;
- 6) organising an appropriate opening ceremony to promote the festival;
- 7) organizing press conferences and other promotional events as appropriate to ensure the festival gets as wide as possible coverage in the media;
- 8) production of promotional literature, posters, brochures, programmes and other promotional items etc.
- 9) media monitoring and writing a follow-up report once the festival is finished;
- 10) managing the budget to ensure that all of the above, and any additional task, remain within the budget limits as set out in I.8 above;
- 11) helping with visiting delegations.