

*Tender specification*

## TENDER SPECIFICATION

### NEGOTIATED COMPETITIVE PROCEDURE INVITATION TO TENDER No. DELLBN/SER/2015/0017

#### TRAINING

#### **1. Introduction**

The Delegation of the European Union in Lebanon intends to organise a 5 day HEAT (Hostile Environment Awareness Training). A supply contract will be signed with the successful tenderer.

#### **2. Background**

A Competitive Negotiated procedure is being launched among six invited suppliers requesting their best offers for the training requirements listed in Annex A.

#### **3. Subject of the contract**

To deliver a five day HEAT training for maximum 15 participants.

#### **4. Place and terms of delivery**

Performance of the training will be to the offices of the Delegation of the European Union to Lebanon, 490 Harbor Drive building, Charles Helou avenue, Saifi, Beirut. Training delivery shall take place within 3 months from the effective date of the Contract.

#### **5. Technical specifications and standards**

The minimum requirements are stated in the tender form Annex A with a detailed program for maximum.

#### **6. Presentation of tender**

##### **6.1 Mailing**

The tender should be presented in a sealed envelope, marked as follows: *‘Invitation to tender reference: DELLBN/SER/2015/0017 – not to be opened by the internal mail department’* and received not later than 30 November 2015, at the following address:

European Union Delegation to Lebanon  
Head of Administration  
490 Harbor Drive building  
Charles Helou avenue, Sayfi, Beirut  
P.O. Box 11-4008 - Ryad El Solh Beirut 1107 2150

##### **6.2 Documents to be submitted**

- Annex A signed, dated and stamped by the tenderer or its duly authorised representative + any documentation constituting the technical bid (to be placed in the ‘technical bid’ envelope).
- Annex B signed, dated and stamped by the tenderer or its duly authorised representative + any documentation constituting the financial bid (to be placed in the ‘financial bid’ envelope).

- Annex C signed, dated and stamped by the tenderer or its duly authorised representative (to be placed in the ‘financial bid’ envelope).

PS: If any of the information listed in points 6.1 and 6.2 are missing or incomplete, the tender will be judged not to conform to requirements and will be rejected, subject to the application of Article 148(3), of the implementing rules of the Financial Regulation applicable to the general budget of the European Union.

## **7. Price**

- denominated in euros currency and be firm and not subject to revision ;
- calculated free of VAT (as per the Vienna Convention the Delegation as a diplomatic mission is exempted from duties and taxes; including value added tax (VAT)) pursuant to the price offer shall be unconditional, all-inclusive ;
- The Delegation will support by providing :
  - Trainers invitation letter for the issuance of the Lebanese visa (if needed)
  - Pick-up and drop-off at Rafic Hariri Airport (if needed)
  - Logistical support to book hotel rooms either at the Radisson SAS and/or the Phoenicia Hotel (if needed)
  - Pick-up and drop-off during the training days between the hotel and the EU Delegation (if needed)
  - Classroom accommodating minimum 15 participants and one extra room for the practical exercises
  - Facilities within the EU Delegation premises such as the car park (or within direct vicinity of the EU Delegation) to perform the practical armoured vehicle exercises
  - Projector, laptop and sound system
  - Radio communication equipment Motorola GP380 (17 sets)
  - 3 Iridium SAT
  - 2 Thuraya SAT
  - One armoured B6 Toyota Land Cruiser vehicle
  - 4 Personal protective equipment (vest and helmet)
  - 1 AED
  - Whiteboard
  - Tea and coffee

## **8. Award criteria**

The contract will be awarded to economically most advantageous tender of the technically compliant tenders, namely those which:

- satisfy technical compliance criteria and
- offer the best value for money.

## **9. Purchase Order**

The successful tenderer should provide the Delegation the following supporting documents enabling the Delegation to issue the Purchase Order:

- A Financial Identification Form (to be provided by the EU Delegation).
- A Legal Entity Form (to be provided by the EU Delegation)
- A financial clearance attestation

## **10. Invoicing**

- The invoice must be based on the term of the offer of the awarded company.

## **10. Terms of payment**

The Delegation commits itself to proceed with the payment to the bank account designated by the company within 1 month after completion of the training.

## **11. Specific implementation procedures**

### 9.1 Period of validity of the tender

- 1 month from the deadline for the submission of tender.

### 9.1 Period of validity of the tenderers offer

- 1 month from the deadline for the submission of tender.

### 9.2 Warranty

- The retained tenderer must guarantee the performance of the training course within 3 months following the signature of the supply contract. The date to deliver the course will be communicated by the EU Delegation to the successful tenderer.

### 9.3 Program, Certificates & CV's

- The certificates and CV's as requested in annex A must attest that the proposed trainers have the required competences to deliver such training.
- The program as requested in Annex A must attest that all modules are covered during the 5 days training.

### 9.4 Terms and conditions

- the tenderer accepts all the terms and conditions governing this tender ;
- the tenderer waives its own terms and conditions ;
- the tenderer has the necessary financial, economic, technical and professional capacity to perform its obligations under this tender.

### 9.5 Transparency and absence of conflict of interest

- For the sake of transparency, the European Union is required to inform all tenderers of its choice. Tenderers supplying false or fraudulent information or caught by a conflict of interests can now be excluded from procurement. Details of such persons are entered in a database which is also accessible to the other European institutions.

### 9.6 Data Protection

- The selected service provider will have to obey by the EU's Data Protection Directive and the specific rules for the transfer of personal data outside the EU.



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**ANNEX A : TECHNICAL BID**

TO BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

Type of training to be delivered	Hostile Environment Awareness Training
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Mandatory technical specifications	To be completed by the tenderer "inclusive" or "yes + price"
The five day course program includes the following topics <ul style="list-style-type: none"> <li>- Security Awareness</li> <li>- Security situational awareness</li> <li>- Risk mitigation</li> </ul>	
The five day course program includes the following topics <ul style="list-style-type: none"> <li>- Context, Risk Analysis, Threat indicators, scenarios and response (aggression and conflict survival)</li> <li>- SOPs and contingency planning</li> </ul>	
The five day course program includes the following topics <ul style="list-style-type: none"> <li>- Mobile operations movement with convoy planning, dealing with armed actors, planning route selection and pre-move briefing.</li> <li>- Vehicle check points procedures (illegal, legal) with practical communications exercise</li> <li>- Practical simulated response to car accident, breakdown and attack scenarios including cross decking procedures</li> </ul>	
The five day course program includes the following topics <ul style="list-style-type: none"> <li>- Communication with focus on inter-cultural understanding and sensitivity</li> <li>- Communications equipment capabilities and limitations, voice procedure, emergency reporting.</li> <li>- Practical communications exercise with radios, Thuraya and iridium SAT</li> <li>- PPE &amp; grab bag</li> </ul>	
The five day course program includes the following topics <ul style="list-style-type: none"> <li>- Threats and weapons awareness including IEDs, behaviour under fire and indirect fire (incl. improvised), mine risk awareness, UXOs and cluster munitions.</li> <li>- Practical simulated response to hostile action for all regional likely scenarios</li> </ul>	
The five day course program includes the following topics <ul style="list-style-type: none"> <li>- Health, living and sanitation awareness, region specific disease awareness and avoidance, symptoms</li> <li>- Trauma - Mechanism of Injury</li> <li>- Medical emergency management</li> <li>- Heat/cold injuries,</li> <li>- Shock including anaphylaxis</li> <li>- Fractures and breaks (open/closed) and use of splint</li> <li>- MIST &amp; AMPLE handover</li> <li>- Practical use of first aid/medical equipment (including AED)</li> <li>- Multiple casualty incidents (triage)</li> <li>- Practical medical exercise</li> </ul>	

- Stress Management and Psychological Welfare - PTSD – Post traumatic stress disorder	
The five day course program includes the following topics - Surveillance and espionage awareness - EUCI Security and risk mitigation	
The five day course program includes the following topics - Hostage/Kidnap awareness and hostage survival	
The five day course program includes the following topics - Introduction to Delegation’s Armoured Vehicle Land Cruiser B6 - Vehicle emergency repair (flat tyre) - Fundamentals of defensive driving (theory) - Fundamentals of driving in hostile environments (theory) - Contributory factors to road traffic collisions (theory) - Safe driving principles (theory) - Driver technological aids (ABS & ESC theory) - Pre-drive road worthiness checks (practical) - Spare tyre replacement (practical) - Emergency braking (including ABS & ESC) (practical) - Collision avoidance manoeuvring (practical) - Rapid reversing and quick turnarounds (practical).	
The course is to be delivered at the EU Delegation premises in Beirut	
The five day course program shall start at 08:30, stops for 60 minutes lunch at 13:00, restarts at 14:00 and ends at 17:30 every day.	
The five day course program includes classroom modules from day 1 to 4 taking place at the EU Delegation premises and modules for day 5 taking place in both the EU Delegation and in the vicinity of the Delegation	
The tenderer provides the proof that it is specialised in delivering HEAT training worldwide for International organizations and/or Embassies.	
The tenderer presents individual CV's for the training team. Each training team member having at least 10 years professional experience 5 years of operational experience in the respective topic/module to be given and at least 5 years of instructional experience delivering courses	
Each training team member provides certifications/proofs that their training topic/module to be delivered is up to date with the best practice in use.	
Each training team member provides proofs/certificates that he/she holds professional training/teaching qualifications	
On successful completion of the HEAT course, the tenderer is certified to deliver a certificate to each successful participant	
The tenderer is capable on delivering the training in English language	
<b>Cost in EUR (Euros) exempt from duty and taxes</b>	

**Date :**

**Signature :**

**Stamp:**



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**ANNEX B : FINANCIAL BID**

TO BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

Article	Quantity	Unit cost (in Euros)
Cost of training with mandatory tender specifications Cost in EUR (Euros) exempt from duty and taxes	1	
Delivery costs (if applicable)		
Any other extra costs/charges (if applicable)		
<b>Total cost in Beirut EU Delegation:</b>		

NB: The cost of the HEAT training shall include all expenditures for the 5 days (i.e. course preparation, trainers, accommodation, travel, food, insurance, visa, etc.). The cost will be fixed independently of the number of participants (minimum 1 and maximum 15).

**Delivery delay after signature of purchase order:** .....

(Purchase Order expected to be issued by the end of December 2015)

**Date :**

**Signature :**

**Stamp:**

## **ANNEX C : DECLARATION OF HONOUR**

### **Declaration of honour on exclusion criteria and absence of conflict of interest**

The undersigned (*insert name of the signatory of this form*):

in [his][her] own name (*for a natural person*)

or

representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
  - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
  - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
  - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
  - f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.
- declares that the natural persons with power of representation, decision-making or control<sup>1</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
- declares that [the above-mentioned legal person][he][she]:

<sup>1</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
  - acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties<sup>2</sup> if any of the declarations or information provided prove to be false.

<sup>2</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

**Date :**

**Signature :**

**Stamp:**

# TEMPLATE

<p>EUROPEAN EXTERNAL ACTION SERVICE</p> 	<b>PURCHASE ORDER FOR LOW VALUE CONTRACT</b>						
<p><b>EU Delegation to Lebanon</b>  <b>Tel.:</b> +961 1 569 400  <b>E-mail:</b> <a href="mailto:delegation-lebanon@eeas.europa.eu">delegation-lebanon@eeas.europa.eu</a></p>	LEF:	Name and address of the Contractor					
	Number:						
	Currency of payment :						
	Offer:						
<p>This purchase order constitutes acceptance of the above Contractor's offer (quote).          By agreeing to this order (contract), the Contractor [accepts the specification sent on <b>[date]</b> attached to this document] waives all other terms of sale or performance of services and accepts the General Conditions updated in 01.2013 published on the Internet at:  <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/low_val_contracts/Low_Val_contracts_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/low_val_contracts/Low_Val_contracts_en.cfm</a></p>							
DESCRIPTION OF THE SUPPLIES OR SERVICES	UNIT	QUANTITY	PRICE in curr.				
			UNIT PRICE	TOTAL			
<p>Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union or the Vienna Convention of 18 April 1961 on diplomatic relations, the EEAS is exempt from all taxes and dues, including value added tax, on payments due in respect of this Order Form.</p>	<p>Packaging          Insurance          Transport          Assembly          VAT</p>						
	<b>TOTAL :</b>			<b>0.00</b>			
<p>Place of delivery or implementation:  <b>490 Harbour Drive Building, Charles Helou Avenue, Saifi, Beirut, Lebanon</b></p>	<b>Contractor's signature</b>						
<p>Delivery /Performance dates and hours: [from ....to ....] [date]</p>	Name:						
<p>Payment: 30 days from receipt of the invoice.</p>	Position:						
<p>Contractor's bank account:</p>	Date:						
<p><b>Acceptance of the quote by the EEAS:</b>          Signature and date</p>          <p>Head of Delegation</p>							
<p><b>The invoice shall be admissible only if the Contractor has returned the signed purchase order.</b>          This Contract shall be governed by the Union law, complemented, where necessary, by Lebanese law and any dispute shall be brought before the courts of Beirut.</p>							