

EU Service Providers List for Communication/Public Relations and Events Management

Call for Expression of Interest

I) Description of this Call for Expression of Interest

The Office of the European Union Representative (EUREP, Contracting Authority) aims at establishing a list of service providers to be periodically invited to submit tenders related to communication/public relations, and events management ("CPRE") services ("the Service Provider List"). The services should be performed in Gaza, West Bank and East Jerusalem. The languages used will be both **English and Arabic**. The established list would serve as a basis for the years 2016, 2017 and 2018. On the basis of statistical information EUREP awards on average 5 contracts for an average amount of EUR 100,000 for each per year in the related fields.

II) Expected activities and results

1) Communication and Public Relations Services

Service Providers are expected to deliver the following services: design and organize communication and public relations trainings, review communication plans, provide media relations support, and design and implement media campaigns. Media campaigns include utilizing local media outlets, i.e TV, radio, online, and social media through media coverage and programmes. Service Providers are expected to be able to produce and disseminate oral, visual, and written communication materials.

2) Events Management Services

Service Providers are expected to organize EU related events including, but not limited to: outreach activities, fairs, cultural events, consultations, ceremonies, and conferences. Service Providers are expected to provide all services related to the organization of the event including: venue rentals, production of written material (invitations, brochures, leaflets, flyers, posters, etc....), provision of interpretation and/or translation, dissemination and publicity, production of visibility and promotional items, follow up and coordination.

III) Submission modalities and deadline

Interested companies should fill in the Application Form (available here below) and send it before **30 March 2016** (4 PM Jerusalem time) to:

DELEGATION-WEST-BANK-GAZA-TENDERS@eeas.europa.eu

Clarification requests can be sent to the Contracting Authority through the above e-mail address until 15 March 2016, close of business.

The Contracting Authority will publish a list of clarifications on 23 March 2016.

IV) Selection criteria

1) **Economic and financial capacity of candidate** (based on item 3 of the Application Form). The reference period which will be taken into account will be the last 3 (three) years for which accounts have been closed.

a) The annual turnover of the candidate for the last 3 (three) years for which accounts have been closed must exceed EUR 200,000.

b) The average current ratio (current assets/current liabilities) for the last 3 (three) years for which accounts have been closed must be at least 1.

Supporting documents to be submitted in addition to Application Form: Audited accounts/balance sheets/profit and loss statements or similar.

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 3 (three) years as from the submission deadline of this call for expression of interest.

a) At least 5 staff worked on average for the candidate in fields related to this call during the last 3 (three) years as from the submission deadline of this call for expression of interest.

b) The candidate should be duly registered at the Palestinian Ministry of National Economy (MoNE) for more than three years as from the submission deadline for this call for expression of interest.

Supporting documents to be submitted in addition to Application Form: Company registration form issued by the relevant PA ministries/bodies (including translation into

English); if needed, employment contracts with relevant staff might be requested during the evaluation process.

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 3 (three) years as from submission deadline for this call for expression of interest.

The candidate has provided services under at least 2 contracts each with a budget of at least EUR 50,000 in the fields of application (*either Communication and Public Relations Services or Events Management Services*).

If the applicant has an experience **in both** communication/public relations and events management, then two related contracts per each speciality should be submitted. These should have been implemented at any moment during the last 3 (three) years as from the submission deadline for this call of expression of interest. Contracts concluded with donor organisations working at international level such as the EU would be considered as an advantage. This means that the project which the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Supporting documents to be submitted in addition to Application Form:

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

V) Additional information

- As a result of this Call for Expression of Interest, the Service Provider List mentioned under point I) above will be established by the Contracting Authority.
- All candidates which satisfy all selection criteria will be considered for the Service Provider List for communication/public relations services and/or events management services depending on their expertise
- This Service Provider List will be valid for 3 years as from the notification date of successful candidates. This date will be indicated in the notification letters to the successful candidates as well as to unsuccessful candidates, including the names of the entities which were selected for the Service Provider List.
- For every new specific service request, the Contracting Authority may invite some or all those service providers included in the Service Provider List to submit a tender.
- Inclusion on the Service Provider List entails no obligation on the part of the Contracting Authority concerning the invitation to tenders or award of contracts. The use of this Service Provider List is not compulsory for the Contracting Authority.
- Assignments with an estimated value exceeding EUR 300,000 will be subject of a separate ad-hoc publication for a call for tenders. Service providers interested in participating to these tenders should reply to such publication. The inclusion in the Service Provider List gives no automatic right to participate as candidate for these contracts above EUR 300,000.
- Candidates believing that they have been harmed by an error or irregularity during the selection process may file a complaint. See section 2.4.15 of the Practical Guide (available on the internet at <http://ec.europa.eu/europeaid/prag/document.do>).

- Processing the candidates' applications involves the recording and processing of personal data (such as your name and address). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your future tenders in accordance with the specifications of the invitations to tender and will be processed solely for that purpose by the Data Controller of the European Commission, Directorate General NEAR, Head of Unit R1.

- Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the European External Action Service, should you be in one of the situations mentioned in: - the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm or the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

SERVICE PROVIDER APPLICATION FORM

1 SERVICE PROVIDER

Name of legal entity	Nationality

2 CONTACT PERSON

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 ECONOMIC AND FINANCIAL CAPACITY

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the tenderer is a public body, please provide equivalent information.

Financial data	2 years before last year EUR	Year before last year EUR	Last year EUR	Average EUR	This year EUR
Annual turnover, excluding this contract					
Current Assets					
Current Liabilities					

4 STAFF

Please provide the following statistics on staff for the current year and the two previous years.

Average manpower	Year before last		Last year		This year	
	Overall	Total for fields related to this contract	Overall	Total for fields related to this contract	Overall	Total for fields related to this contract
Permanent staff						
Other staff						
Total						
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

5 AREAS OF SPECIALISATION

Please indicate here below the areas of specialist knowledge.

6 EXPERIENCE

Please fill in the table below to summarise the main projects carried out over the past 3 years arranged in descending order (project budget). The number of references to be provided must not exceed 15 for the entire call.

Ref no (maximum 15)	Project title						
Country	Contract value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...
Summary of the project					Type of services provided		
...					...		