

SERVICE CONTRACT NOTICE

Technical Expertise: External expertise to support videos production (storytelling, Vox pops and final video)

Albania – Tirana

1. Publication reference – SuSTowns Ref. no. 5390-5/3

Date 24/08/2021

2. Procedure - Single tender

3. Programme title - Interreg MED

4. Financing

Vox pops Video/ WP 3/ Budget line 2.3.8: Digital or Written communication

5. Contracting Authority

Association of Albanian Municipalities as the Contracting Authority,

Registered with Court Decision 1020, date 10/05/2004

Address: Rr. Skerdilajd Llagami, Kulla 2, Apt 8

Tirana, Albania

CONTRACT SPECIFICATION

6. Nature of contract - Global price

7. Contract description

Association of Albanian Municipalities (AAM) is part of the consortium of the project "Enhancing SUSTainable tourism attraction in small fascinating med TOWNS - SuSTowns" (hereinafter, SuSTowns), financed by the FEDER and IPA funds within the framework of the 3rd call for modular projects of the Interreg MED program 2014-20 (EU).

The project aims to develop tourism planning and management tools that prevent the decline of small Mediterranean towns by promoting sustainable and quality tourism. Capitalizing on existing tools and applying the most innovative techniques of total quality management (Total Quality Management Methodology) to public policies, the project will promote participatory planning and promotion processes of previously selected small charming Mediterranean towns, based on the principle of sustainability and in the valuation of local cultural heritage.

The main actions that will be carried out within the framework this contact are the following:

- Support to local authorities, the private sector (tourism companies, etc.) and other interested actors (eg civil society organizations) in the creation of a local action group. AAM is responsible for the creation of local action groups in the pilot municipality of Shkoder for two administrative units Velipoja and Shalë;
- Training for local action groups related to total quality management (TQM), sustainable tourism and the methodology applied by the project. Training will be based on the methodology of the partner leading WP3, MUSOL Foundation.

TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to ToRs.

- One video each for the Administrative Unit Velipoja and the Administrative Unit Shale, where in this video will be reflected the tourist opportunities of the respective units as well as a reflection of the positive, historical sides, the possibility of increasing the number of visits by tourists.
- For each pilot the video will be in Albanian language as well as written below (with subtitles) in English
The joint video should be 4-5 min, this video will be made in the municipality range where the tourist features mentioned above will be reflected for both pilot areas; Shale and Velipoje

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- Both videos must have the respective logos of the project, the municipality and the Association of Albanian Municipalities
- 8 Vox pops per partner will be produced during WP3 and WP4 activities and they'll represent the stakeholders' witnesses of project results.
- 2 Vox pops per partners will be produced during WP5 activities in order to witness the capitalization results
- The expert must have sufficient tools and technology to produce these videos

8. Number and titles of lots

One lot only.

9. Maximum budget

EURO 3500 (three thousand and five hundred) gross.

Total contract price is in gross amount. All contributions and travel and accommodation costs for participating in specified work group meetings (national and international) are to be covered by the Contractor.

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorized by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. If that ineligible person belongs to a consortium, the whole consortium will be excluded.

Candidature

All eligible natural and legal persons (as per item 10 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

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The participation of an ineligible natural or legal person (as per item 10) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

11. Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG. Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

Issue of Contract Notice – 20/08/2021

Deadline for receipt of applications - Local time 16:00, date 05/09/2021

14. Provisional commencement date of the contract - 10/09/2021

Initial period of implementation of tasks - 30/09/2021

15. Duration of the contract: - 3 weeks

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity.

Financial criteria for tenderer:

- The tender must comply with the financial information in this offer.
- No documentary evidence of the financial selection criteria shall be submitted but no pre-financing will be granted.

2) Professional capacity of the tenderer

The reference period which will be taken into account will be the last three years from submission deadline.

Professional criteria for tenderer:

- is currently working/has worked during the past 5 years in leading positions in fields related to this contract;
- has excellent knowledge on local planning with focus on tourism in Albania;
- is acquainted with local government system in Albania;
- has excellent knowledge of the pilot administrative units;
- be fluent in Albanian and English.

3) Technical capacity of candidate. The reference period which will be considered will be the last five years from submission deadline.

Technical criterion for tenderer:

- the tenderer has worked successfully on at least 3 projects in fields related to this contract in the past five years.
- Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

17. Award criteria

Best price-quality ratio. (3/7)

APPLICATION

18. Deadline for receipt of applications –

Local time 16:00, date 05/09/2021

19. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is attached to this document. The tender will be submitted 1 (one) copy in original. In case of e-mail submission, the tenderer may provide a scanned original of the tender (if required). Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

- Comprehensive CV in English with information on technical and professional competence required in this tender;
- Copy of relevant qualifications.

20. How applications may be submitted

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope:

- by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:
- by hand delivered by the candidate in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Or by email, whose title should indicate title of tender and reference. The tender submission form and supporting documentation will be provided as attachment to the e-mail.

Association of Albanian Municipalities

Agron Haxhimali

Executive Director

Association of Albanian Municipalities

Rr. 'Skerdilajd Llagami' | Nd.3, H.1, Ap.9, Tirana-Albania

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The contract title and the Publication reference must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered. The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 10 days from the deadline for submission of tenders.

21. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

European Commission Decision C (2015) 3756 Final approving the Interreg MED Cooperation Programme and its amendments.

Regulation (EU) No. 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II), and its amendments.

Albanian relevant Legislation.