



Project co-financed by the European Regional Development Fund

## Terms of Reference (ToR)

### Overall support to the organisation and promotion of the Sustainable Tourism events in 2022

*Sustainable Tourism Project - Ref: 7MED19\_3.1\_HP\_005*

*Co-financed by Interreg Med Programme 2014-2020 and European Regional Development Fund (ERDF)*

#### Background

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The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an international association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin.

The AIE is implementing the European Territorial Cooperation project called Sustainable Tourism, co-financed by Interreg MED Programme 2014-2020. The Interreg MED programme is a transnational European Cooperation Programme for the Mediterranean area. The Programme is co-financed by the ERDF (European Regional Development Fund).

#### Brief description of the scope of the project

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The aim of Sustainable Tourism project is to support other projects financed by the MED Programme under the same priority for creating a cluster of initiatives of the sustainable tourism sector in MED area. The project is supporting the mainstreaming of the INTERREG MED modular projects results of axis 3.1 (sustainable tourism) by communication, transferring & community building, and capitalisation activities. The objective is to set up a general framework of collaboration to facilitate the creation of synergies among modular projects, to enhance its visibility and to support the institutional uptake of their outputs and results, mainly in the field of tourism policies and cohesion policies.

The project is built upon the results of the previous horizontal project (BleuTourMED\_C3) and it is managed by a sound partnership with capacity to reach the main stakeholders of the tourism sector gathering, at the same time, different expertise and profiles: sectoral European networks (NECSTouR), Mediterranean networks (Arco Latino, Adriatic Ionian Euroregion), destination management organisations (DIBA, RDA Green Karst), academic Mediterranean networks (UNIMED), Mediterranean research centre (Plan Bleu) and universities (Thessaly). The project will dedicate this mandate to the transferring of results and policies developed by the MED modular projects on sustainable tourism.

#### Context and Objective of the Terms of Reference

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Selection procedure for obtaining three comparable offers for the following services:

1. Organisation of the Sustainable Tourism's events in 2022 including overall event management and post-meeting wrap-up/reporting;
2. Promotion of the Sustainable Tourism events;

The services are necessary for the delivery of the project events foreseen in 2022 and in particular for the organisation of:

- Showcase event of Interreg Med Sustainable Tourism Community in North Macedonia, to be organised in in Skopje (North Macedonia) in November 2022.
- Transferring workshop to be organised in mid- November 2022;
- National Debate in Malta preferable in December 2022;

The events will be attended by the Staff of the Secretariat, representatives of project partners and MED Projects, external experts, representatives of institutions at European, national, regional and local level.

Through a request for quotations, the AIE intends to select a Service Provider to which it will entrust the services relating to the organisation of the events foreseen in 2022 and related to the overall support to event organization and promotion.

The Service Provider will support AIE in the implementation of all related logistic organisation of the events. It will support AIE in finding conference rooms, interpretation services, catering and lunches, coffee breaks etc. The costs of all these logistic services will be covered by AIE in any cases.

For obtaining the service, by means of a market research, the AIE has pre-identified three qualified service providers for providing the above-mentioned services. All the identified service providers will be invited to submit their offers. The pre-identified service providers are requested to submit their offers in response to the specifications described in the next sections.

This ToR, as procurement documents, is available for consultation on AIE website.

## **Contracting entity**

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Adriatic Ionian Euroregion - Jadransko Jonska Euroregija  
 Headquarter and Registered Office: Branitelja Dubrovnika 45 – 20000 Dubrovnik (Croatia)  
 VAT/OIB: 87750913519

## **Description of the Service**

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The services required are linked to the overall support to the organisation and promotion of three Sustainable Tourism events in 2022 (Showcase event of Interreg Med Sustainable Tourism Community in North Macedonia, Transferring workshop and National Debate in Malta). The service will include the execution of the following tasks:

- Support the development of event's agendas, invitations to speakers and participants, registration links, power point presentation templates, reminders etc;
- Assist the Project Manager in creating materials to implement the events such as general graphics and banners, background information, registration form, contact form, data privacy policy etc.;
- Support the Project Manager in implementing all external communication activities including creating digital content to be uploaded and disseminated through the AIE web communication channels (social media profiles and official website) and ensure dissemination to contacts on available and expanding mailing lists;
- Support in the identification of local stakeholders to be invited to the events.
- Overall event management, including support to logistic and post-meeting reporting of activities carried out.

In order to efficiently and smoothly attain the above-mentioned task, the service provider must guarantee to:

- Coordinate and communicate with the Project Manager and other relevant colleagues and respond to queries and demands;
- Closely monitor the progress of the preparation and report to the Project Manager regularly.
- guarantee appropriate and consistent standards in its execution.

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### **ADRIATIC IONIAN EUROREGION - JADRANSKO JONSKA EUROREGIJA**

Registered Office: Branitelja Dubrovnika 45, 20000 – Dubrovnik, Croatia / Secretariat Office: Via Crispi 1e, 86100 - Campobasso, Italy  
 Tel. +39 (0) 874 19 61 470 - e-mail: [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu) – OIB-VAT Number: 87750913519

[www.adriaticionianeuroregion.eu](http://www.adriaticionianeuroregion.eu)

- produce task related documents in a high-level of English.

## Duration

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Execution of the services is to start upon the entry into force of the contract, which will take place from the date on which the service contract is signed, approximately at the beginning of October 2022. The service contract will last for 3 months, from October 2022 until the end of December 2022.

## Reporting

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During the contractual period, the service provider must submit a final achievement report, which must be written in English and which must contain comprehensive information on the activities put in place with a view to achieving the tasks set out in the contract. The final achievement report will have to be submitted within the 23/12/2022.

## Pre-Selection of Service providers and eligibility requirements

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The requests of offer will be sent by AIE to three service providers preselected through a market research. The providers have been identified through an exploratory market research, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.

The preselected service providers:

- have proven full technical ability to perform the service described in this ToR.
- are in possession of their full civil and political rights;
- have VAT number as company or freelance professional.

The preselected service providers will have to declare the possession of the eligibility requirements and the facts that no administrative, crime or judicial pending charges.

## How to apply

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All invited bidders should submit a proposal and a quotation respecting the following requirements:

Instruction to Proposers	Specific Requirements
Deadline for the submission of the offer	<b>28 September 2022 - by 11:00 a.m. (CET)</b> Any offers received after this date and time will not be accepted.
How to submit the offer	The service provider must send an email to: <a href="mailto:secretariat@adriaticionianeuroregion.eu">secretariat@adriaticionianeuroregion.eu</a> with the following subject: "Overall support to the organisation and promotion of the Sustainable Tourism events in 2022".  The e-mail must have in attachment the BID FORM in PDF. The BID FORM includes the following information: (1) Declarations; (2) Description on how the service provider will implement the services required; (3) Economic quotation in Euro and VAT excluded;
Maximum Budget	The quotation of the economic offers must not exceed the amount of 10.000,00 € (VAT excluded)
Language for submitting the offer	English only
Currencies	Euro

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Other info	The AIE Secretariat, in the invitation to tender letter/email, will send to the preselected service provider the concept notes of the three events to be organised, so that the service providers will have the necessary information to fill in the BID FORM section (2) "Description on how the service provider will implement the services required".
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## Invitation, award criteria, evaluation and selection

The AIE invites the three (3) pre-selected service providers to send their respective bids providing also concept notes of the three events to be organised.

The service providers have been identified through an exploratory market research carried out by comparing the curricula present in the Euroregion's database and evaluating professional experience and technical skills, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.

Information about the start of the procedure is published in AIE's official website in the section "Jobs and Tenders".

The invited service providers wishing to respond to the invitation shall send their offers to [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu) no later than **28 September 2022 by 11:00 a.m. (CET)** following the indications explained in the previous paragraph. The offers shall be sent in Euro and VAT excluded.

As specified in the previous paragraph, the maximum amount payable for the services may not exceed the amount of € 10.000,00 (VAT excluded). Any higher offer will be declared ineligible.

After receiving the offers, within one week, an internal evaluation committee will compare the received offers.

As a first step, AIE will assess if the bids meet the eligibility requirements of the applicant. Secondly, AIE will evaluate the offers and the selection of the service provider will be done based on the most economically advantageous tender on the basis of the best quality/price ratio. The purpose of the best price-quality ratio is to identify the tender that offers the best value for money.

The evaluation will be done by giving these maximum scores:

- (A) Evaluation of methodological approach. Maximum 80 points;
- (B) Evaluation of the economic offer. Maximum 20 points;
- (C) Total maximum score (A) + (B): 100

The bidders that gathers the maximum score (C) will be selected.

## Other issues

AIE will proceed to award the tender even in case a single valid offer is received, in the case that it is considered appropriate and convenient.

AIE, as a contracting entity, reserves the right not to proceed with the awarding of contracts if no offer is convenient or suitable in relation to the subject of the contract, without the bidders having nothing to claim, not even as a pre-contractual liability.

The results of the selection procedure will be communicated within 15 working days after the deadline only to the successful bidder.

All the charges and risks relating to the activities and obligations necessary for fulfilling the contract, being considered part of the agreed remuneration, shall be borne by the Contractor.

A service contract will be concluded with the selected bidder.

## **Invoicing and Payment Conditions**

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The acceptance of the offer of the successful tender will implicate the acceptance of the conditions and schedules detailed in this ToR.

Conditions for the payment:

- Satisfactory acceptance of the services;
- Submission of the requested final reports;
- Submission by the Service Provider of a detailed invoices.

The awarded service providers shall invoice to AIE:

- A final invoice at the end of the period for the 100% of the awarded total amount. The date of the invoice must be before the 31/12/2022.

The AIE will pay the service provider the amount invoice within 31/01/2023 from the reception of the original invoice. The invoice must include the following information:

**Header:** Jadransko Jonska Euroregija (Adriatic Ionian Euroregion) - Branitelja Dubrovnika 45 – 20000 Dubrovnik (Croatia) – VAT/OIB: HR 87750913519;

**Invoice object:** “Sustainable Tourism Project - Ref: 7MED19\_3.1\_HP\_005 (Interreg Med Programme 2014-2020) – Overall support to the organisation and promotion of the Sustainable Tourism events in 2022.

The AIE is not in the condition to pay in advance the invoice.

## **Contact**

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In case additional information is required to submit the proposal, we kindly invite you to contact AIE by writing to the e-mail address [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu)

Only relevant questions in writing concerning clarifications of the tender will be answered.

## **Useful references**

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Website: <https://sustainable-tourism.interreg-med.eu>

Newsletter: <https://sustainable-tourism.interreg-med.eu/index.php?id=7247>

After the selection, a series of additional documents and periodical meetings will facilitate the work of the service providers.