

ANNEX I

TERMS OF REFERENCE (ToR)

Support to the overall management and promotion of the AI-NURECC PLUS events to be held in May 2023

AI-NURECC PLUS – Agreement No. 2020CE160AT045

Subject

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

- Organisation of the AI-NURECC's events to be held in May 2023 including overall event management and promotion.

The services are necessary for the delivery of the organisation of two events in the framework of the 8th EUSAIR Annual Forum in Sarajevo (Bosnia and Herzegovina).

Background and description of the project

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

The AIE is implementing the **AI-NURECC Plus**, financed by the Directorate General Regional and Urban Policy (DG REGIO), European Commission, through a direct grant.

The AI-NURECC Plus is a preparatory action which capitalises on the AI-NURECC Initiative with a view to enhance Regional and Local Authorities' appropriation of the EU Strategy for the Adriatic and Ionian Sea Region (**EUSAIR**) main objectives and opportunities, by promoting an efficient participatory and bottom-up approach.

The Action is expected to support the implementation of the EUSAIR cross-pillar topics: "Research and Innovation" and "SMEs Development" and "Skills Development" and, therefore, to support entrepreneurship, transnational clusters and digital innovation hubs activities for the EUSAIR. Special attention is paid to **Youth as a strategic target group for the sustainable development of the EUSAIR area**, also through initiatives addressed to sport, integration and social inclusion, tools that are expected to further encourage community cohesion and solidarity in the area.

The AI-NURECC PLUS operates in the following fields: **Sustainable Tourism, Cultural and Creative Industries** and **Circular Economy**. Through a series of events, the AI-NURECC Plus aims at encouraging multi-actor networking and collaboration among representatives of the private and public sector and civil society to foster coordination among EU, national, regional, and local policies. Through their participation in the AI-NURECC PLUS activities all potential beneficiaries will learn, among other things, how to improve the setting up of projects in cooperation with their partners

from other countries, not only for the programmes focusing on the EUSAIR area but a wider range of EU programmes. It will, therefore, serve as an incubator for further synergies and collaborations.

In this framework, the AIE is in charge of implementing a series of events in the context of the 8th Annual EUSAIR Forum in Sarajevo (Bosnia and Herzegovina), as listed below:

- 25 May 2023 – **“V Adriatic Ionian Youth Organisations Forum (AIYOF5)”**
- 25 May 2023 – **“Youth-led event on Skills”**

The events will be attended by the Staff of the Secretariat, representatives of project partners, external experts, representatives of EU institutions, representatives of national, regional and local authorities and other local stakeholders. Also, the events will be attended by young people and representatives of youth organisations from the 10 EUSAIR countries.

Through a request for offer, the AIE intends to select a Service Provider to which it will entrust the services relating to the organisation of the events foreseen in May 2023 and aimed at supporting the **overall event management and promotion**. In particular, the Service Provider, as requested, will support all activities listed in the paragraph **“Services description”**.

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.

Contracting entity

Adriatic Ionian Euroregion - Jadransko Jonska Euroregija

Headquarter and Registered Office: Branitelja Dubrovnika 45 – 20000 Dubrovnik (Croatia) VAT/OIB: 87750913519

Services description

Objectives of the contract

The main objective of the contract is to contribute to the goals of the AI-NURECC Plus project by subcontracting services that are necessary for the implementation of the tasks forming part of the activities that the AIE needs to carry out within the project. The services will be accomplished through the execution of the tasks as described in the following paragraph.

Services required

The services required are linked to the overall support to the organisation, promotion and reporting of the AI-NURECC PLUS events in May 2023 will include execution of the following tasks:

1. Preparatory work (communication):

- a) Support to the preparation of events communication materials (agendas, save the dates, invitations to speakers and participants, online registration links, automatic messages, power point presentation templates, reminders, practical info package etc.);
- b) Support to the creation of graphic layouts for events' digital materials (event banners, transition slides, background information, registration form, contact form, data privacy policy etc.);
- c) Production of events' printed materials e.g. event agendas, registration sheets, taking care in particular of the graphic layout, professional printing, delivery to the premises of the events;

2. Preparatory work (event management):

- d) Coordination and implementation of all mobility, accommodation and reception arrangements for both the AIE staff and the guests – speakers and representatives of youth organisations – coming from the different EUSAIR countries (e.g. electronic ticketing, booking/purchasing of flights or other means of transportation (e.g. car rental, car transfers, shuttle buses etc., depending on the travellers necessities), booking/purchasing of hotel rooms, reception of travellers and organisation of meals, if needed; provision of support to AIE staff and guests as needed.

Please, note that:

- I. Guests (speakers and representatives of youth organisations) are coming from 10 EUSAIR countries and will need different travel arrangements;
- II. all specifications described in point d) cannot be foreseen at this stage of preparations and must be agreed with the AIE and the guests, as they engage in the events;
- III. All purchases linked to point d) must be made on the basis of the most convenient price. All guests will travel in economy class, with no exception.

3. During the events:

- a) Provision of on-sight logistic and technical assistance to AIE staff, speakers and participants and support troubleshooting of issues;
- b) Overseeing the flow of the events and coordinating with the overall programme's organisers for any potential organisational and logistic issues;
- c) Management of the registration desk and of reception of events' participants;
- d) Keeping event related documentation (registration sheets, photographic evidence) and digitalising them for reporting purposes;

4. Post-events:

- e) Provide assistance with any post-event related services as agreed upon with AIE;
- f) consolidate and handover all events' documentation in digital format;
- g) Consolidate and submit the invoice and appropriate documentation.

In order to efficiently and smoothly attain the above-mentioned tasks, 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;
- Be present at the events, thus implying travelling to the destinations chosen for the events.

Reporting

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 end of the contract.

Duration

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 May 2023. The service contract will last for three (3) months, from May 2023 until the end of July 2023.

Pre-selection of Service Providers and eligibility requirements

The request for quotation will be sent by the AIE at least to three (3) potential Service Providers established in the EUSAIR countries, preselected through a market research respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition. Service Providers shall have:

- full financial and operational capacity to perform the service described in this ToR;
- be in possession of their full civil and political rights;
- a VAT number and be registered as company;

The preselected Service Providers will have to declare the possession of the eligibility requirements and must not have administrative, criminal or judicial pending charges.

Minimum Qualification

- The Service Provider must confirm compliance with all qualifications requirements set in the ToR;
- The Service Provider must have not less than three (3) years of proven experience in the provision of the required services;
- Expertise in the production of promotion materials will be considered an asset;
- The service provider must have adequate and experienced staff, fully skilled in the provision of the required services, and able to proficiently communicate in English (written and spoken).

How to apply

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

Instruction to Proposers	Specific Requirements
Deadline for Submission the offer	3 May 2023 – 18:00 CET Any offer received after this time will not be accepted
How to submit the offer	Companies shall send the offer with the following subject: “Support to the overall management and promotion of the AI-NURECC PLUS events to be held in May 2023” to: secretariat@adriaticionianeuroregion.eu The e-mail must have in attachment the BID FORM in PDF format. The BID FORM includes the following information: (1) Declarations; (2) Methodological approach; (3) Economic offer in Euro and VAT excluded.
Maximum budget	The economic offer must not exceed the amount of 20.000,00 € (twenty thousand euros) , VAT excluded
Language for submitting the offer	English
Currency	EURO (€)
Additional Info	The programme of the 8 th EUSAIR Annual Forum is available at www.adriatic-ionian.eu/event/8th-annual-eusair-forum/ The AIE Secretariat will attach the concept note of the two events to be organised to the request for offer.

Invitation process, selection and award criteria

As a subcontractor, the AIE will award the service *most economically and technically advantageous offer*, with a maximum date of **2 May 2023**. The award will be final.

- The AIE will invite at least three (3) Service Providers to send a bid. The service providers were 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 present procedure is published in AIE's official website on **21 April 2023**, section “Jobs and Tenders”.
- Companies wishing to respond to the invitation shall send their offers **no later than 18:00 of 2 May 2023** to secretariat@adriaticionianeuroregion.eu. The offers received after the aforementioned deadlines will not be evaluated.
- The offer must be sent in Euro and must include the overall total cost of the service (**VAT excluded**).

- The maximum amount payable for the services may not exceed the amount of **€ 20.000,00 (VAT excluded)**. Any higher offer will be declared ineligible.
- The sending of the offer does not and in any way constrain the AIE to request the services.

Selection and award criteria

The AIE will first of all assess if the Service Providers meet the eligibility requirements and the experience and required skills. Secondly, the AIE will evaluate the offers on the basis of *the most economically and technically advantageous offer* 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 selection of the Service Provider will be based on three scores, as follows:

- (A) Evaluation of the methodological approach. Maximum 70 points
- (B) Evaluation of the economic offer. Maximum 30 points.
- (C) Total maximum score (A) + (B): 100.

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

The AIE Secretariat will be responsible to establish an evaluation committee, which will have the full responsibility of assuring compliance to this ToR.

Other issues

- If two or more offers of the same amount will be received, the AIE will contact the bidders and conduct interviews via phone, in order to better evaluate the offers.
- The AIE will proceed to award the contract even in the event that a single valid offer is received, provided it is considered apt and convenient.
- The results of the present selection procedure will be communicated within 5 days after the deadline for submission of bids to the awarded Company.
- The 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.
- 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.
- The Successful Bidder assumes full and direct liability for the management of services and supplies entrusted to him/her, thereby freeing up the AIE.
- He/She will directly, criminally and civilly respond for the damages to people and things caused in the execution of the services and supplies, and will bear the full and exclusive charge for any compensation, without the right to recourse or remuneration from the AIE.
- Consequently, the Contractor exonerates the AIE from these responsibilities, undertaking to relieve it of any request that, for this reason, should be presented.
- A service contract will be concluded with the selected bidder and will contain all the parts indicated in this tender.

Invoicing and payment instructions

Conditions for the release of the payment:

- Satisfactory acceptance of services;
- Submission of the requested final reports;
- Submission by the service provider of a detailed invoice.

The payment will be split into two (2) instalments, one will be disbursed upon verification of accomplishment of the tasks entrusted to the awarded Service Provider and one as a balance payment. The awarded Service provider shall therefore submit two separate invoices.

The AIE will shall pay the Service Provider within 20 days day from the reception of the invoice, which has to include the following information:

Header: Jadransko Jonska Euroregija (or Adriatic Ionian Euroregion) - Branitelja Dubrovnika 45 – 20000 Dubrovnik (Croatia) - Croatian VAT code: OIB 87750913519

Object: AI-NURECC Initiative – Agreement No.: 2020CE160AT045 – Overall support to the organisation and promotion of the AI-NURECC PLUS events in May 2023.

Description: *** *Details of the services provided with reference to the AI-NURECC PLUS (VAT included).*

Contacts

In case additional information is required to submit the proposal, we kindly invite you to contact the AIE Secretariat by writing to the following e-mail address:

secretariat@adriaticionianeuroregion.eu.

Only relevant enquiries concerning clarifications of the tender will be answered.

This procedure and ToR, as procurement documents, are available for consultation on AIE website under the subsection “Job & Tenders”.

Useful references

Website: www.adriaticionianeuroregion.eu/category/progetti/ai-nurecc-plus-it

Newsletter: www.adriaticionianeuroregion.eu/progetti/ai-nurecc-plus-newsletter

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

Attachments

Bid form