

**ADDITIONAL INFORMATION ABOUT THE CONTRACT NOTICE**  
**PUBLICATION REFERENCE: 9164086**

**Communication Services of the initiative FAGEM II – AID 11836**  
**Albania**

**1. Nature of contract**

Global Price

**2. Programme title**

FAGEM II – Facility for the management and monitoring of the Italian Cooperation Program in Albania – AID 11836

**3. Financing**

Grant of the Government of Italy

**4. Legal basis, eligibility and rules of origin**

- [Regulation \(EU\) No 236/2014](#) of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.
- [Decree 2 November 2017, n.192](#) of the Ministry of Foreign Affairs and International Cooperation of the Republic of Italy.

**5. Candidature**

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender. A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority. The participation or tender of an ineligible natural or legal person 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.

**6. Number of requests to participate or tenders**

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

## **7. Grounds for exclusion**

Candidates must submit a signed declaration, included in the request to participate form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the practical guide (PRAG). Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies). 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.

## **8. Sub-contracting**

Sub-contracting is not allowed.

## **9. Number of candidates to be short-listed**

On the basis of the request to participate received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below. See the following point 16. Selection criteria.

## **10. Short-list alliances prohibited**

Any tenders received from tenderers having a different composition than the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

## **11. Provisional date of invitation to tender**

21/07/2023

## **12. Provisional commencement date of the contract**

01/09/2023

## **13. Period of implementation of tasks**

Maximum 12 months.

## **14. Language of the procedure**

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

Italian.

## 15. Additional information

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in Euro only.

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to every member of the consortium. The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

#### A) Economic and financial capacity

In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

A.1. The annual turnover of each of the past three years must exceed 300.000,00 euro.

A.2. At least n.1 contract equal or exceeding 84.000,00 euro in the previous 18 months.

#### B) Professional capacity

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

B.1. N.1 official working premises with meeting room and web channel of communication.

B.2. At least n.7 professional resources as follows: account, copywriter, art director, producer, web designer, media buyer, press officer.

#### C) Technical capacity

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

C.1. More than n.3 advertising campaigns for similar institutional brands such as governments or international organizations planned on national media.

C.2. At least n.1 event produced for similar institutional brands such as governments or international organizations.

If more than 8 candidates meet the selection criteria, the contracting authority will rank them as follows:

1. Highest number of advertising campaigns for similar institutional brands in the past

- three years.
2. Highest number of events for similar institutional brands in the past three years.

## **PARTICIPATION**

### **17. Formats for candidature: Requests to participate and Declaration on honour**

Requests to participate must be submitted using the Request to participate form attached to the Contract Notice, the format and instructions of which must be strictly observed, (Annex 1).

The request to participate must be accompanied by a Declaration on honour on exclusion and selection criteria using the template attached (Annex 2).

Apart from the official website address, any other documentation sent with a request to participate in addition to what has been requested will not be taken into consideration.

### **18. How requests to participate may be submitted**

Requests to participate must be submitted in English exclusively to the contracting authority in a sealed envelope. Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip. The sealed envelope must be marked on the opening band with the stamp of the company, headed as follows and sent to:

Communication Services of the initiative FAGEM II – AID 11836  
Request to participate to the call for tender 9164086  
Italian Agency for Development Cooperation  
Abdi Toptani street, 5<sup>th</sup> floor, Torre Drin building  
Tirana, ALBANIA

OR hand delivered by the participant 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. The premises opening hours of the contracting authority are: Monday – Friday, 09.00 a.m. – 5.00 p.m. The sealed envelope must be headed as follows and delivered to:

Communication Services of the initiative FAGEM II – AID 11836  
Request to participate to the call for tender 9164086  
Italian Agency for Development Cooperation  
Abdi Toptani street, 5<sup>th</sup> floor, Torre Drin building  
Tirana, ALBANIA

Please note carefully:

- requests to participate submitted by any other means will not be considered,
- the contract title and publication reference (see also Contract Notice) must always be mentioned in all subsequent correspondence with the contracting authority.

## **19. Deadline for submission of requests to participate**

The candidate's attention is drawn to the fact that there are two different systems for sending requests to participate: one is by post or private mail service, the other is by hand delivery.

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

Any request to participate sent to the contracting authority after the deadline (see Contract Notice) will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## **20. Clarifications on the contract notice**

Any request for clarifications must be made in writing through the following e-mail address: [tirana@aic.gov.it](mailto:tirana@aic.gov.it). This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called *Additional information to the contract notice*. Clarifications can be requested the latest 21 days before the deadline for submission of requests to participate stated at section **11 of the contract notice**.

Clarifications will be published on AICS Tirana and AICS Rome websites at the latest 8 days before the deadline for the submission of requests to participate. The website will be updated regularly and it is the candidate's responsibility to check for updates and modifications during the submission period.

## **21. Outcome of the evaluation**

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the request to participate form.

## **22. Alteration or withdrawal of requests to participate**

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

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

---

<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.