



ORGANIC ECOSYSTEM

**ORGANIC ECOSYSTEM
CALL FOR PROPOSALS
FOR
DESIGN AND DEVELOPMENT OF A FAIR STAND IN BIOFACH**

December 20, 2022

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BACKGROUND

ORGANIC ECOSYSTEM "Boosting cross border organic ecosystem through enhancing agro-food alliances" (hereinafter called ORGANIC ECOSYSTEM) is an ENI-CBC-MED project, with the goal of facilitating the dialogue and the collaboration among different stakeholders, as well as the access of organic MSMEs in agro-food markets, whose complexity is increasing due to both quality and trade rules requirements. ORGANIC ECOSYSTEM involves partners from 7 Mediterranean Countries and 5 Competent Authorities (CAs), in charge of sector's policy and surveillance.

Partnership:

- Ministry of Agriculture, Jordan
- JEPA - Jordan Exporters and Producers Association for Fruit and Vegetables, Jordan
- Chamber of Commerce, Industry and Agriculture of Zahle and the Bekaa, Lebanon
- SYNAGRI - Tunisian farmer's syndicate, Tunisia
- INNOPOLIS - Centre for Innovation and Culture, Greece
- ASCAME - Association of the Mediterranean Chambers of Commerce and Industry, Spain

In the framework of the project, the development and scaling up of sustainable farming in partner Countries is pursued by means of a tailored innovation path devoted to MSMEs (Micro-Small and Medium Enterprises) in the organic agriculture sector. The involvement of MSMEs is considered as vital in view of the structure and features of the primary sector in partner Countries as well as in the Mediterranean region. National and cross-border labs have been carried out based on open innovation methodology to realize innovative concepts to facilitate SMEs entry in innovative organic value chain creation and access to new markets; for this reason, also the participation in Biofach as international organic agro-food fair.

INFORMATION

The stand design includes:

- Stand design, with plan, sections and rendered views
- Adjustments to the design
- Preparation of all stand materials, which are rented, with the exception of graphics
- Eventual transport service for stand construction materials to and from the fair
- Transport service of stationery or catalogues. Food material is excluded
- Stand assembly and disassembly service.
- Assistance in filling out trade fair application forms

TECHNICAL DETAILS

- **Company name:** “Organic Ecosystem” Project - Jordan exporters and producers association for fruit and vegetables - JEPA
Hall: 3A
Stand number: 3A-212
Total area (in m²): 60,51
Stand type: corner stand (2 sides open)

- **Number of Companies:** 17

- **kind of products showed**
Olive oil
Processed food (Pasta, Syrups, Pastes, Spices, Dairy products, Juice, Molasses, Wine)
Fresh products (Fruits & Vegetables)
Organic Table Eggs
Honey
Creams, soaps, baby products
Organic Fertilizers
Dates and Date Products
Leaflets & brochures

- **Needs and requirements (For all Companies)**
Screens
Display tables, Desks
Projector with a white screen (2)
Chairs
Display shelves
Meeting Tables (2)
Tasting Equipment & Utensils
Small key closet (1)
Panels

FURTHER INSTRUCTIONS

Details of how to apply and for this tender can be found in Annex 1 and Annex 2.

ANNEX 1: SIMPLIFIED TENDER DOSSIERS (SERVICE)

Name and address of the contracting authority: Jordan exporters and producers association for fruit and vegetables - JEPA

Contact person: Abed Al-Rahman Ghaith
Title of the tender: ORGANIC ECOSYSTEM – ENI CBC MED
Reference number: A_A.1.2_0306

PART A: INFORMATION FOR THE TENDERER

1. Information on submission of tenders

Subject of the contract:

The subject of this tender is:

- Provision of **services**, as indicated in the technical information in point 2 of this section

Deadline for submission of the tenders:

The deadline for submission of tenders is 18 January **2023 until 12:00h**. Any tender received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in Part B of this tender dossier**. The tender will be submitted in 1 (one) original drafted in English language. In case of e-mail submission, the tenderer may provide a scanned original. Any tenders not using the prescribed form shall be rejected by the contracting authority.

If delivery by post or courier, the tenders will be submitted in two separate envelopes:

- **envelope one** for the tenderer's information, the tenderer's statement and the technical offer (including Methodology, Company profile, Provision for professional equipment and technical staff and CV of proposed Expert(s) and
- **envelop two** for the financial information.

An envelope including both envelopes will contain the following information at the external part:

Name of the contracting authority: Jordan exporters and producers association for fruit and vegetables - JEPA

Address:

Yousef Ben Tashefeen Street, building 18

P.O.Box 930058 Amman 11193 Jordan

Contact person: Abed Al-Rahman Ghaith

Title of the tender: Call for proposals for design and development of a fair stand

Reference number: A_A.1.2_0306



If delivery by e-mail, the message will clearly indicate:

- Title of the tender
- Reference number
- Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the following e-mail addresses: a.ghaith@jepa.org.jo

hala_twait@yahoo.com

2. TECHNICAL INFORMATION

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

More specifically the design will:

- Screens
- Display tables, Desks
- Projector with a white screen (2)
- Chairs
- Display shelves
- Meeting Tables (2)
- Tasting Equipment & Utensils
- Small key closet (1)
- Panels

3. FINANCIAL INFORMATION

The budget must include:

- Stand design, with plan, sections and rendered views
- Adjustments to the design
- Preparation of all stand materials, which are rented, with the exception of graphics
- Eventual transport service for stand construction materials to and from the fair
- Transport service of stationery or catalogues. Food material is excluded
- Stand assembly and disassembly service.
- Assistance in filling out trade fair application forms

4. ADDITIONAL INFORMATION

The selection criteria are:

- **Economic and financial capacity of candidate** (based on item 3 of the application form). 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.
- The average annual turnover of the tenderer over the last three financial years must exceed EUR 50,000.00;

The award criterion is:

Best value for money, weighing 80% technical quality and 20% price.



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- The Technical quality will be assessed as follows:
 - Company experience (50 points)
 - Portfolio of stand fitting within international fairs
 - Years of experience
 - Methodology framework on how the works will be carried out (30 Points)

The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 working days from the deadline for submission of the tenders.

ANNEX 1

FORMAT OF CONTRACT

CONTRACT TITLE: ORGANIC ECOSYSTEM – WP5 A.5.2.2

REFERENCE:

Concluded between:

Jordan exporters and producers association for fruit and vegetables - JEPA

Represented by: Abed Al-Rahman Ghaith

AND

<Name of the contractor>

<Address of the contractor>

Represented by: <name of legal representative><position>

NOW THEREFORE

The parties, as established above, agree and enter into the following.

Article 1

SUBJECT MATTER OF THE CONTRACT

Design and development for ORGANIC ECOSYSTEM– ENI CBC MED, as reported in “Annex 1 - Terms of Reference and its Annexes (Description of the Action; Communication and Visibility Plan of the Action)” and Annex 2 - Technical offer submitted by the Contractor.

Article 2

STARTING DATE AND DURATION

This agreement has the duration of three (3) months takes effect from the date of the parties’ signature;

Article 3

OBLIGATIONS

All the information conveyed during the implementation of activities as well as the intermediate and final results and those unforeseen and/or susceptible of various applications, must be kept confidential.

The parties may also withdraw from the contract by written communication to be sent in compliance with a notice of at least two months. The withdrawal has effect only for the future and does not affect the activities in progress.

In the event of default in carrying out the assignment, the Contracting Authority reserves the right to annul the present assignment at any time, recognizing the services until the moment of resolution.

Article 4

INTELLECTUAL PROPERTY

All intellectual property rights owned by one party and used for the implementation of activities shall remain property of that party.

All documents, designs, layouts, studies and all outputs produced during the implementation of the activities within this contract are owned by the Contracting Authority and the Contractor which can use them for their respective institutional purposes.

The parties undertake to acknowledge, on the occasion of public presentations of the results achieved or in the event of drafting or publication of documents of any type, that what has been achieved derived from the collaboration established under this contract.

Article 5

REMUNERATION AND PAYMENT

For the carrying out of the activities as reported in the ART B, including all duties, taxes, contributions, social security contributions and any other charge related to the validation of this contract, upon submission of the report of the activities and the payment form duly filled up.

Article 6

DISPUTES

Any dispute between the parties relating to the interpretation or application of the provisions of the present Agreement shall be settled through mutual and amicable consultation between the parties.

Article 7

FORCE MAJEURE

A Party shall not be liable to the other Party for delays or failure to fulfil its obligations arising from direct or indirect circumstances beyond its control (for example: unforeseeable circumstances, suspension imposed by health emergencies and other causes of force majeure, etc.).

In the event of force majeure, the Party concerned shall be obliged to inform the other Party of the event or circumstance.

Should the activities covered by the contract be interrupted for reasons of force majeure and/or for any reasons beyond the control of the Parties, payments already made shall be considered as final without any claim whatsoever.

Article 8

PROCESSING OF PERSONAL DATA

Together with the signature of this contract, the Contractor shall sign the Information about collecting, storing and processing personal data to consent to the processing of its personal data (including sensitive data) by the personnel in charge of storage, retention and use of this contract.

In particular, the Contractor undertakes to adopt the data processing based on the principles of lawfulness and fairness while respecting the confidentiality requirements.

ART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Offer submitted by:

Name of legal entity or entities submitting the tender	
Address	
Legal registration number	

Contact person:

Name	
Telephone	
e-mail address	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

3. TECHNICAL OFFER

Please provide details on the offered services by using the standard tables below and by adding any other relevant information and/or documentation. The application can be drafted in English language.



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- Company experience within the sector

No.	Title of the project	Description	URL (if available)
1			
n			

- Years of experience: _____
- short methodology (Max 2 pages) with any further technical details on the proposed service.

No.	Title of item	Description of services offered	Proposed timeframe	Proposed inputs
1				
n				

4. FINANCIAL OFFER

The total price for the offered services is <XX.XXX,XX><EUR>. The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a detailed breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

Name	
Signature	
Date	

ANNEX 2: DECLARATION ON HONOUR

DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

declares that the above-mentioned person is in one of the following situations:	YES	NO
it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as defined in Article 14 of the General Conditions of the Financing Agreement for ENI CBC between <name of the country> and the European Commission in the legal provisions of <name of country>;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or other financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget or by the public budget of <name of country>, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks,	<input type="checkbox"/>	<input type="checkbox"/>

audits or investigations by the national competent authorities, the Delegation of the European Union in <name of country>, any Managing Authority of ENPI CBC or ENI CBC, Audit Authorities of ENI CBC, the European Commission, OLAF or the European Court of Auditors;		
it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant accepts to be subject to: facts established in the context of audits or investigations carried out by the European Court of Auditors, OLAF, or any other check, audit or control performed under the responsibility of an authorising officer of the European Commission, Managing Authority or Audit Authority, the competent national authorities or any other competent body; non-final administrative decisions, which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; decisions of the Managing Authority, the National Authority (identified in the Financing Agreement for ENI CBC programmes between the European Commission and <name of country>) or the European Commission relating to the infringement of the competition rules stipulated in the Association Agreement between the European Union and <name of country> and the Framework Agreement between the European Union and Belarus or of a national competent authority relating to the infringement of national competition law; or decisions of exclusion by an authorising officer of the contracting authority.	<input type="checkbox"/>	<input type="checkbox"/>

II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON

declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>

Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

declares that the above-mentioned person:	YES	NO
has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the Contracting Authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents

must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO
It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section <i>[insert]</i> of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>
It fulfils the applicable economic and financial criteria indicated in section <i>[insert]</i> of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>
It fulfils the applicable technical and professional criteria indicated in section <i>[insert]</i> of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>

if the above-mentioned person is the sole tenderer or the leader in case of joint tender, declares that:	YES	NO
the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>

VII – EVIDENCE FOR SELECTION

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The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name Date Signature