



SERVICE CONTRACT NOTICE

Contracting of an external auditor for SEKEM Development Foundation

Grant Contract B_A.1.1_0166 STAND Up!
Location – Sharikya (Egypt)

1. Reference

01/2021

2. Procedure

Single tender procedure

3. Programme title

ENI CBC MED Mediterranean Sea Basin Programme

4. Financing

STAND Up! Project, ENI CBC Mediterranean Sea Basin

5. Contracting authority

Sekem Development Foundation (SDF)

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Contracting of an external auditor for SDF share of ENI CBCMED Project “STAND Up!” who will be responsible for the activities as described in Contract Template and its Annexes included in this tender dossier.

8. Number and titles of lots

One lot only

9. Maximum budget

Euro ***13.200*** VAT included-

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal and natural persons which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to ENI CBC Mediterranean Sea Basin Programme under which this contract is financed.

Tenderers will also have to meet the criteria set by national authorities for the ENI CBC MED Programme as indicated in the National Requirements document included in this tender dossier.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation. In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the **tender form**, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide PRAG (see declaration of honour included in the tender dossier).

Tenderer included in the lists of EU restrictive measures at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

July 2021

15. Implementation period of the tasks

July 2021 till end of project (expected date end of July 2023)

May 2021

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SELECTION AND AWARD CRITERIA

16. Selection criteria

First of all candidates must comply with the criteria set by national authorities (see **National Requirements included in this tender dossier**). In addition the following selection criteria will be applied to the tenderers:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- The average annual turnover of the tenderer of the last three years for which accounts have been closed must exceed the annualised maximum budget of the contract

2. Professional capacity of the tenderer (based on items 4 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- At least 1 staff currently works for the tenderer in fields and geographical areas related to this contract.
- The expert/s proposed for this contract can operate in fluent English.

3) Technical capacity of tenderer (based on item 5 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- The tenderer has provided services in at least 3 contracts of similar or higher budget in fields related to this contract. The tenderer has already worked successfully with EU projects.

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.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 2 of the **Instruction to Tenderers**.

19. Tender format and details to be provided

Tenders must be submitted using the standard “**Tender Form**” for simplified procedures, the format and instructions of which must be strictly observed.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria.

Both templates are part of this tender dossier.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority (Partner), using the means specified in point 8 of the **Instruction to Tenderers**.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. 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

ENI CBC MED regulations