

EU – Joint Rural Development Programme
CUP N. J47H14001270006



REFERENCE: N. 1/16/JRDPPRO/2016

CONTRACTING AUTHORITY: Italian Embassy in Cairo
EU Joint Rural Development Programme (hereinafter referred to as the "Programme")
Budget line: ENPI/2013/024-474

EXPRESSION OF INTEREST FOR
Service Provider for Logistic Support in Fayoum

ARTICLE 1 – DESCRIPTION OF THE PROGRAMME

1.1. The European Union – Joint Rural Development Programme (EU-JRDP) is an integrated rural development programme implemented by the Italian Development Cooperation through a Delegation Agreement with the European Commission. The Programme Management Unit (PMU) of the programme is based in Cairo. In the Governorate of Fayoum there is a sub-office unit of the PMU. The main activities at field level are: rehabilitation of irrigation schemes, adoption of good agricultural practices for agricultural production and agriculture waste management, eco-tourism facilities and archaeological sites. Said activities are implemented by partners through grants and tenders.

1.2. The EU-JRDP is presently setting up an M&E plan and an M&E officer will be recruited soon. The M&E officer together with EU-JRDP will be responsible and accountable for the overall M&E of the implementation of the project. The overall scope of M&E plan is to build up a baseline platform of key project outputs, as well as produce information for the mid-term evaluation. The specific objectives of the plan is i) to assist project partners for gathering baseline data/information in tandem with EU-JRDP, ii) to assist the project management team and most importantly the local committees' members to undertake M&E operations and an in-depth assessment of the gender aspects.

1.3. In Fayoum the EU-JRDP is supporting local and regional stakeholders, including governmental and non-governmental organisations to establish a functional local action group in eco-tourism. An "Ecotourism Development Strategic Plan" will be prepared by local stakeholders with the assistance provided by EU-JRDP.

ARTICLE 2 – PURPOSES

2.1. The Italian Embassy in Cairo, with the financial assistance of the European Union, intends to set up a list of Service Providers for Logistic Support in Fayoum.

2.2. The above does not imply any rights to assign the subject services.

ARTICLE 3 – SERVICES

3.1. EU-JRDP intends to contract a Service Provider in Fayoum for full logistical support with third parties' suppliers.

3.2. EU-JRDP and the M&E officer will be responsible for identification of activities, identification of consultants and other personnel, preparation of TORs, negotiation of fees, preparation of event agendas, definition of per diem rates, etc.

3.3. Based on the above, the Service Provider will collect all organizational and financial information for each event and prepare a tentative provisional budget that will be submitted to the EU-JRDP for approval.

3.4. Lot 1: Service Provider for Full Logistic Support in M&E Operations of EU-JRDP in Fayoum:
CIG 6774727992. Foreseen upset price: 40.000EUR, of which 32.000EUR to be disbursed for the activities identified by the EU-JRDP and 8.000EUR for logistic assistance

The Service Provider's logistic assistance will be delivered by 1-2 persons assigned to the action.

Lot 2: Service Provider for Full Logistic Support in Local Action Group Operations of EU-JRDP in Fayoum
CIG 6774732DB1. Foreseen upset price: 30.000EUR, of which 24. 000 EUR to be disbursed for the activities identified by the EU-JRDP and 6.000EUR for logistic assistance

The Service Provider's logistic assistance will be delivered by 1-2 persons assigned to the action.

ARTICLE 4 – ELIGIBILITY

4.1. Service Providers shall express their interest as legal person be established either in a Member State of the European Union or in a country covered by the European Neighbourhood and Partnership Instrument (ENPI).

4.2. Eligible consultants shall not be in any of the exclusion situations listed in Article 38 of the Italian Legislative Decree no. 196/2003 (see Annex A).

ARTICLE 5 – QUALIFICATION REQUIREMENTS

5.1. Eligible Service Providers shall:

- a) have an average annual turnover in the last three years of at least EUR 30,000.00;
- b) have employed at least 2 staff members in the last two years;
- c) have a specialization in event organization;
- d) have carried out over the past 3 years at least three contracts as an event organizer.

5.2. The Contracting Authority reserves the right to invite only eligible service providers, which are considered to be meeting the qualification requirements for the services requested.

ARTICLE 6 – MODALITIES FOR PRESENTATION

6.1. Eligible Service Providers shall express their interest (for either both lots or for one lot) by submitting the following documents (**at this stage, no additional documents are requested**):

- a) Legal binding statement (ANNEX A) - Initialized on each page and signed
- b) Expression of interest (ANNEX B) - Initialized on each page and signed
- c) Scanned copy of an identification document

6.2. All documents (PDF format) may be submitted in a sealed envelope:

- a) by registered mail or private courier service;

or

- b) by hand-delivery:

at the following address:

**EU-Joint Rural Development Programme – Programme Management Unit
(Next to the Embassy of Italy in Cairo)
1081, Corniche El Nil St., Garden City, 26th Floor
Cairo – Egypt**

6.3. All documents (PDF format) may also be submitted by e-mail at tender&call@eu-jrdp.org

6.4. The deadline for the submission is 1st September 2016 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-delivery or submittal by e-mail, the deadline for submission is at 11.00 am and an acknowledgment of receipt will then be provided.

6.5. The outer envelope must bear the following reference: EU-JRDP – Expression of interest for Service Providers for Logistic Support in Fayoum.

6.6. In case documents are sent by e-mail, the subject of the e-mail shall be: EU-JRDP – Expression of interest for Service Providers for Logistic Support in Fayoum.

ARTICLE 7 – RULES FOR THE REGISTRATION IN THE LIST

7.1. The Contracting Authority will first evaluate the following:

- a) Compliance with the submission deadline. If the deadline has not been met, the expression of interest will automatically be rejected.
- b) Eligibility as per Article 4.
- c) Qualification requirements as per Article 5.

7.2. Eligible Service Providers, meeting the relevant qualification requirements, will then be inserted in the list in an alphabetical order. The list does not represent any classification and the related insertion does not imply any rights for the eligible consultants to be invited in the relevant bidding procedure and/or assign the subject-services.

ARTICLE 8 – SELECTION PROCEDURE

8.1. Eligible Service Providers, meeting the relevant qualification requirements, will be invited to submit their best offer as per the Italian Law of Public Procurement.

ARTICLE 9 – PERSONAL DATA

9.1. In compliance with the Italian Legislative Decree no. 196/2003, the Contracting Authority will process the personal data provided exclusively for the purposes of this expression of interest.

ARTICLE 10 – RESPONSIBLE OF THE PROCEDURE

10.1. The Responsible of the Procedure is **Paolo Restuccia**.

10.2. For any further information, please contact the PMU administration at the following contact:

Email: tender&call@eu-jrdp.org.