

## **Additional information about the Contract Notice**

### **Contract title**

### **Technical Assistance to Implement the ROBBIKI LEATHER CITY-RLC- Relocation Project - T.A.I./RLC – Cairo - Egypt**

**N. TAI/RLC/TA02.2023-02      CIG: 9952738B36**

#### **Suspensive Clause:**

Please note that the awarding of the contract is subject to the condition of:

entry into force of the Grant Agreement signed between the Government of the Republic of Italy and the Government of the Arab Republic of Egypt dated **November 2<sup>nd</sup>, 2020**. Shall the entry into force is not completed till the end of this tender procedures; then the selected tenderer will have to extend his offer until the entry into force is finalized.

This does not modify the elements of the procurement procedure (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

#### **1. Nature of contract**

Fee-based.

#### **2. Programme title**

Technical Assistance to Implement the 'ROBBIKI LEATHER CITY-RLC' Relocation Project - (T.A.I./RLC)

#### **3. Financing**

Agreement between the Government of the Republic of Italy and the Government of the Arab Republic of Egypt dated 02/11/2020

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

The legal basis for this procedure includes:

- the Law of the Republic of Italy No. 125/ 11.08.2014 "General Rules for International Development Cooperation"
- Italian public contract code (Legislative Decree 50/2016, as modified by legislative decree n. 57/2017).
- the Framework Agreement signed between the Government of the Italian Republic and the Arab Republic of Egypt dated **January 17<sup>th</sup>, 2010**.
- The Grant Agreement signed between the Government of the Republic of Italy and the Government of the Arab Republic of Egypt dated **November 2<sup>nd</sup>, 2020**.

Participation is open to all natural persons who are national of, and legal persons (participating

either individually or in a grouping – consortium of tenderers) which are established in a **Member State of the European Union**, subject to the restrictions specified in the Practical Guide PRAG point 2.6.10.1.1 and the Selection Criteria.

## 5. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate.

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 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 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). In the event that a natural or legal person submits more than one request to participate, all requests to participate 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 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 allowed within the limit of 30% of total value of the services.

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

On the basis of the requests 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.

## 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

06/10/2023

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

14/03/2024

**13. Period of implementation of tasks**

24 months from the signature of the Contract.

**14. Language of the procedure**

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

**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 EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of July 2023, which can be found at the following address:  
<http://ec.europa.eu/budget/graphs/inforeuro.html>.

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

#### Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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 the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

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 applicant are as follows:

- 1) Economic and financial capacity** (based on item 3 of the request to participate 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 (2020, 2021, 2022)**.

#### Criteria for legal and natural persons:

1. The **average annual turnover** of the candidate or tenderer **must exceed EUR 556,000** corresponding to the annualised maximum budget of the contract i.e., the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year; and
2. **Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1**. In case of a consortium this criterion must be fulfilled by each member.

**2) Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts). The reference period which will be taken into account will be **the last three years preceding the submission deadline (2020, 2021, 2022)**.

### Criteria for legal and natural persons:

1. Holds a **professional certificate appropriate to this contract**, such as:

- a. *UNI EN ISO 9001 'Quality Management System'* or equivalent applied to tanning industry; OR
- b. *UNI EN ISO 14001 'Environmental Management System', or EMAS certification or equivalent*, applied to tanning industry.

The certificate must be in its validity period.

OR, ALTERNATIVELY:

1. **Has the capacity to certify other entities** in compliance to the principles of certification standards issued by ISO (International Organization for Standardization) or other equivalent certification standards applied to the tanning industry.

2. **At least 5 staff currently work** for the candidate in fields related to this contract;

3) **Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts). The reference period which will be taken into account will be the **last five years from submission deadline**.

### Criteria for legal and natural persons

1. The candidate has **provided services under one or more contracts corresponding to a total budget implemented by the candidate of at least EUR 1,000,000, in support to the tanning industry / sector** providing training, technical assistance or any other services relevant to this contract, which were implemented at any moment during the reference period: **5 years (from 2018 to 2023)**. The total budget implemented by the candidate under an individual contract, subject to the rules as per the following paragraph, **cannot be lower than EUR 200,000**.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. **Only the portion satisfactorily completed during the reference period will be taken into consideration**. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. **If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence**, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

- the highest cumulated value of the projects that meet criterion 3.1;
- the highest number of projects that meet criterion 3.1.

## 17. Award criteria

Best price-quality ratio.

## PARTICIPATION

### 18. Requests to participate format and details to be provided

Requests to participate must be submitted using the standard request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

<https://www.aics.gov.it/home-eng/opportunities>

or

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

The request to participate must be accompanied by a Declaration of Honour on exclusion and selection criteria using the template available in the tender dossiers from the following Internet address:

<https://www.aics.gov.it/home-eng/opportunities>

or

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

### 19. 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, to:

Italian Agency for Development Cooperation- AICS, Cairo Office.

**Project Management Unit (PMU)**

**Technical Assistance to the Implementation of "Robbiki Leather City"  
Relocation Project (TAI-RLC)**

1081 Corniche El Nile, Fourth Floor,

Postal Code 11562 Garden City – Cairo - Egypt – Tel: +202-27920873/4.

**ATT: Dr. Ashraf Samuel, Project Director.**

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, to:

*Dr. Ashraf Samuel, Project Director, Tel: +202-27920873/4, same address mentioned above*

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.

### 20. Deadline for submission of requests to participate

The candidate's attention is drawn to the fact that there are **two different systems** for sending

applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any request to participate sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any request to participate 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 request to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## 21. Clarifications on the contract notice

Requests for clarifications may be submitted to the contracting authority at the following email address: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it), [ashraf.samuel@aics.gov.it](mailto:ashraf.samuel@aics.gov.it) at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice** – i.e. at the latest on **21/08/2023**.

Clarifications will be published on the AICS website at the same address where the request to participate form is available, namely at:

<https://www.aics.gov.it/home-eng/opportunities>

at the latest 8 days before the deadline for the submission of requests to participate – i.e. at the latest on **03/09/2023**. The AICS website will be regularly updated and it is the candidates' responsibility to check for updates and modifications during the submission period.

## 22. 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.

## 23. Alteration or withdrawal of applications

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.

## 24. Additional information

- For all that is not expressly stated in this "Additional Information About Contract Notice" the provisions of Contract Procedures for European Union External Action – A Practical Guide, version 2021.1 – 24 June 2022; Leg. D. n. 50 of 18 April 2016 and MAECE L.D. n. 192 of 02/11/2017 shall be applied.