



**FRAMEWORK CONTRACT AGENCY TRAVEL SERVICES**

**REF 01/2023/ICU/HQ**

ICU Istituto Cooperazione Universitaria ONLUS intends to award a service contract for FRAMEWORK CONTRACT AGENCY TRAVEL SERVICES with financial assistance from different donors (UE, AICS etc). The tender dossier is available by sending an email to: [paolo.prina@icu.it](mailto:paolo.prina@icu.it)

The deadline for submission of applications is 10.11.2023 at 4pm Rome Time.



## CONTRACT NOTICE

### CALL FOR TENDER: GENERAL INFORMATION

#### I.1) Name and address Contracting Authority

Official name: ICU ISTITUTO COOPERAZIONE UNIVERSITARIA  
Postal address: Viale G. Rossini 26,  
Town: Roma  
Postal Code: 00198  
Internet address: [www.icu.it](http://www.icu.it)

#### II.1.1) Title:

FRAMEWORK CONTRACT AGENCY TRAVEL SERVICES

REF 01/2023/ICU/HQ

#### II.1.2) Main CPV<sup>1</sup> code

63515000-2

#### II.1.3) Type of contract

Services

#### II.1.4) Short description of the contract

travel booking services with possibility of not-for-profit fares, 24/7/365 assistance.

#### II.1.5) Estimated total value

Value excluding VAT: <30000 annual> Currency: eur

#### IV.1.1.) Type of Procedure

Open

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<sup>1</sup> The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <http://simap.ted.europa.eu/en/web/simap/cpv>



### **II.1.6) Information about lots**

This contract is divided into lots: [no]

### **II.2.3) Place of performance**

Geographical zone benefitting from the action: World (currents countries, Italy, UE countries, Tunisia, Guatemala, Rwanda, Burundi, Lebanon, Jordany)

### **II.2.5) Award Criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.14) Additional information**

This procedure can in no way be considered as a commitment for the purposes of purchase and/or payment. ICU will specify quantities/ travel services in following purchase order(s) with reference to the framework contract. The only commitment document(s) linked to the Framework Contract will be the subsequent Purchase Order(s).

### **IV.2.2) Time limit for submission of tenders or requests to participate**

Date: 10.11.2023

Local Time Rome time 4pm

### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)



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

### **FRAMEWORK CONTRACT AGENCY TRAVEL SERVICES**

#### **REF 01/2023/ICU/HQ**

**1. Nature of contract**

global price

**2. Programme title**

**Différents gouvernemental and no-governamantal donors**

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

Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers) 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 the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

**4. 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.

**5. 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.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

**6. 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.**

**7. Sub-contracting**

Sub-contracting is allowed.

**8. Provisional date of invitation to tender**



November 2023

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

December 2023

**10. Period of implementation of tasks**

4 years

**11. Language of the procedure**

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

**12. 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]

## SELECTION AND AWARD CRITERIA

### 13. 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.

- 1) **Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender 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.

**na**

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

- **has a professional certificate appropriate to this contract, such as registered travel agency, humanitarian services specialised**

- 3) **Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the <x> from submission deadline.

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### 14. Award criteria

Best price-quality ratio.

## PARTICIPATION

### 15. How requests to participate may be submitted



Requests to participate must be submitted in English exclusively by email to

[Paolo.prina@icu.it](mailto:Paolo.prina@icu.it)

**16. Deadline for submission of requests to participate**

10.11.2023 at 4pm Rome time

**17. Clarifications on the contract notice**

Any request for clarifications must be made in writing to [paolo.prina@icu.it](mailto:paolo.prina@icu.it) by the deadline set out in the instructions to Tender

**18. 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.

**19. 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.