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Trieste, 28 May 2020

The Executive Secretariat of the Central European Initiative (hereinafter referred to as “CEI-ES”) participated as a partner in the second call of the Programme Interreg V-B Adriatic-Ionian 2014-2020 through the presentation of the proposal 1335 - Sustainable tourism & mobility hand by hand development (SUSTOURISMO) (hereinafter referred to as "the Project").

The Project aims at highlighting the natural and cultural heritage of the Adriatic region while reducing emissions by creating alternative and sustainable mobility options for tourists. To this end, attractive touristic packages will be developed to meet the tourists' mobility requirements. In addition, the SUSTOURISMO application for mobile phones will be designed, developed and tested in nine areas of Albania, Greece, Italy, Croatia, Montenegro, Serbia and Slovenia. Besides CEI-ES, the partnership encompasses the following entities: Centre for Research and Technology Hellas (Greece); Regional Union of Municipalities of Epirus (Greece); Institute for Transport and Logistics (Italy); Institute of Traffic and Transport Ljubljana (Slovenia); Regional Development Agency of Ljubljana urban region (Slovenia); City of Zadar (Croatia); Municipality of Tivat (CRNA GORA); Regional Council of Berat (Albania); University of Belgrade (Serbia).

The Project has a total budget of EUR 1,618,927,60 and will be implemented in 30 months (from 01/02/2020 to 01/07/2022).

The CEI-ES is responsible for the WP Communication, as well as for the deployment of several other technical tasks.

In order to guarantee an efficient and effective implementation of the Project and particularly of technical tasks related to the appraisal of the state-of-the-art in the nexus of sustainable tourism and mobility in the region Friuli Venezia Giulia, the CEI-ES is launching an open call to procure external expertise for the in the field of Tourism and/or Sustainable Tourism and/or Sustainable Mobility and/or Local Development.
Art. 1 - DESCRIPTION OF SERVICES

a) The purpose of this procedure, that is open to individual experts, groups of experts, educational and research institutions and economic operators, is to procure external expertise in the field of sustainable tourism and mobility to implement the following tasks:

1) To deliver a study on the relevant regulatory framework that is in force in Friuli Venezia Giulia, including national, regional, macro-regional and cross-border strategic documents;

2) To deliver a study in which best practices and lessons learnt in the nexus of sustainable tourism and mobility are identified and analyzed in view of possible future capitalization. The study shall include: (a) an overview of results achieved in EU-funded projects implemented all-over Europe in the past 5 years, and (b) a more detailed assessment of projects implemented in Friuli Venezia Giulia, which shall point out best practices developed locally in the framework of Interreg Horizon 2020 and/or other funding channels, including eventual national, regional or local initiatives.

b) The successful bidder shall perform the tasks mentioned under (a) in close cooperation with the CEI-ES Project team, who will also inform the incumbents about the exact format of the reports and other technical requirements. All services, reports and formal communications shall be made in English.

c) The reports mentioned under (a) shall be delivered by 30 August 2020, subject to extension in relation to operational requirements. The expected starting date is 22 June 2020, or the date of signing of the contract, whichever comes first.

Art. 2 - AMOUNT OF THE CONTRACT

a) The maximum amount foreseen for this contract is EUR 15.000,00 (fifteenthsousand/00), which shall be deemed as all-inclusive, comprising any travel and accommodation expenses as well as any other tax or social security charges related to the performance of the assignment. VAT is excluded pursuant to art. 72 of Presidential Decree 26-10+1972, no. 633.

Art. 3 - REQUIREMENTS

a) Applicants shall meet the following requirements:

1) No situations, causes or reasons determining the inability to contract with the Public Administration in the legal systems of the country of origin and/or in the country where the service is to be rendered, also as provided for by Article 57 of Directive 2014/24/EU.

2) Be in regular and legitimate possession of the requirements, as provided for and required by the law of the country of origin and/or the country in which the service is to be provided, for the exercise of the activity requested.

3) To have a proven track-record in carrying-out one similar assignments (also at the academic level) in disciplines, related to Tourism and/or Sustainable Tourism and/or Sustainable Mobility and/or Local Development, or other relevant to this assignment.

4) Be in possession of adequate technical and organisational capacity proven by the presence, as an integral part of their organisation, of personnel competent in the matters entrusted to them. The latter as well as Individual experts shall have a higher education degree (BA/BSc or equivalent) in one of the disciplines, related to this assignment.

b) The requirements referred to in point (a) shall be self-declared. Such declarations may be subject to verification by the CEI-ES at any time, in the manner and within the time that it deems most appropriate. The decision of the CEI-ES may determine, at the sole discretion of the CEI-ES, the nullity of the award made and/or of the contract stipulated, or the right of the CEI-ES to withdraw from the latter without any penalty, without prejudice to the right to maintain, in whole or in part, the effects of the same until the time of withdrawal.

Art. 4 - AWARDING CRITERIA

a) Offers will be assessed according to the principle of the most economically advantageous, with the following criteria adopted for their evaluation:

<table>
<thead>
<tr>
<th>Technical offer</th>
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Ref. 1803.022-20-10
b) The awarding will be made even in the presence of a single valid tender, provided that it is considered appropriate and convenient by CEI-ES. CEI-ES may decide not to proceed with the awarding of contracts if, in its sole discretion, no offer proves to be convenient or suitable. Therefore, this call for proposals does not impose any obligation on CEI-ES to assign the service.

Art. 5 – SUBMISSION OF TENDERS
a) Each bidder must produce, under penalty of exclusion, the following documentation, contained in three separate envelopes, that are in turn contained in one single package or envelope, as follows:

<table>
<thead>
<tr>
<th>Envelope A</th>
<th>Envelope B</th>
<th>Envelope C</th>
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</thead>
<tbody>
<tr>
<td>must be sealed, signed on the closing edges, bear the bidder’s heading and the words “ENVELOP A - ADMINISTRATIVE DOCUMENTATION”</td>
<td>must be sealed, signed on the closing edges and bear the bidder’s heading and the words “ENVELOP B – TECHNICAL OFFER”</td>
<td>must be sealed, signed on the closing edges and bear the bidder’s heading and the words “ENVELOP C – ECONOMIC OFFER”</td>
</tr>
</tbody>
</table>

1) **APPLICATION FORM** and related **declarations** made upon the template provided in Annex 1. The form must be **signed** by the bidder(s) who must also attach a **copy of a valid ID**. If the bidder is an economic operator, the form must be signed by the legal representative;

2) A printed copy of this **INVITATION** signed on all pages for acceptance of the terms and conditions.

1) **CURRICULUM VITAE** of the expert(s) that will perform the service, updated and signed. The CV must be delivered in English using Europass;

2) **TECHNICAL OFFER** in which the bidders shall provide in exhaustive yet concise format information to evaluate the offers according to the criteria specified in Art. 4 above

The ECONOMIC OFFER must be made upon the template provided in Annex 2 and must be duly signed.

b) The three envelopes listed in (a) must, under penalty of exclusion, be **delivered in one single package or envelope sealed and signed on all the closing edges**. The following must be written on the outside:
- the sender's header and address;
- the header and address of CEI-ES (see Art. 7 below);
- the words: "DO NOT OPEN - TENDER FOR SUSTOURISMO PROJECT (STUDIES)"

c) Packages or envelopes containing tenders should be addressed to:

INCE – INIZIATIVA CENTRO EUROPEA SEGRETARIATO ESECUTIVO
UNITÀ PER I PROGETTI EUROPEI
VIA GENOVA, 9 - 34121 TRIESTE (TS) - ITALY

Ref. 1803.022-20-10
d) Applications shall be handed-in or delivered via ordinary mail or courier at the address detailed under (c), no later than 17.00 CET of 17 June 2020. No other form of submission will be accepted. CEI-ES is not liable for any delays or mistakes in delivery.

e) CEI-ES will verify the completeness of the documentation produced and verify the requirements. Technical and economic offers will be evaluated only for applications fulfilling these pre-requisites. A tenderer shall be excluded from this procedure if:
- Does not provide all the documentation required, in the format and within the deadlines set herein;
- Does not match all the requirements specified herein;
- Does not provide an economic offer (in case of discrepancy between the amounts expressed in figures and in letters, the amounts expressed in letters shall prevail).

Art. 6 - OBLIGATIONS ON THE TENDERER

a) The awarding notice shall be deemed immediately binding for the successful bidder, while the CEI-ES will be bound by the signature of the relevant contract.

b) The award does not give the successful bidder any exclusive right over the service in question and CEI-ES reserves the right to award other and different assignments to third parties.

c) The successful bidders shall undertake to:
- not to make use, either directly or indirectly, for their own benefit or that of third parties, of the mandate entrusted and maintain the utmost confidentiality on information attained during the implementation of the assignment, and this even after the expiry of the contract;
- ensure effective operational coordination with CEI-ES;
- indemnify CEI-ES from any possible claim for compensation for accidents (of any kind) of the members of the working group employed in the service that may occur in the performance of the assignment, including the part of the activity performed by them within the premises of CEI-ES.

ART. 8 – SIGNATURE OF THE CONTRACT AND METHOD OF PAYMENT

a) One contract will be signed as a result of this tendering procedure.

b) The contract will be signed after all bidders are notified the results of the evaluation via email.

c) The payment will be made not later than 30 working days upon acceptance of the studies by the CEI-ES.

d) Payments will be made by bank transfer to the bank indicated by the successful bidder.

e) The payment shall be deemed to compensate in full for all services, expenses and incidental expenses incurred in the implementation of the contract.

Art. 9 - RESPONSIBLE FOR THE PROCEDURE
The Head of Finance and Administration, Anna Marconato, is responsible for the proceedings.

Art. 10 - DATA PROCESSING
The data provided by the applicants will be processed exclusively for the purposes related to the completion of this procedure.

Attachments:
Attachment 1 - Application (and related declarations)
Attachment 2 - Economic offer
For any additional information (questions) please contact Mr. Peter Canciani (canciani@cei.int)

Anna Marconato
Head of Finance and administration