

ANNEX 1: SIMPLIFIED TENDER DOSSIERS FOR THE PROVISION OF VIDEOLESSONS (SERVICE)

Name and address of the contracting authority: CIHEAM Bari

Contact person: Saverio De Santis

Title of the tender: PRODUCTION OF VIDEOLESSONS

Reference number: **Ref. n. 69/2022/Videolesson/Fish Med Net/ENI CBC Med**

Title of the Project: FISHERY MEDITERRANEAN NETWORK – FISH MED NET - A_A.1.2_0132

Programme: ENI CBC MED

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF TENDERS

Subject of the contract:

The subject of this tender is:

- Provision of **services**, as indicated in the technical information in point 2 of this section

Deadline for submission of the tenders:

The deadline for submission of tenders is **8 November 2022 until 12:00 p.m. cest.** Any tender received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in Part B of this tender dossier**. The tender will be submitted in 1 (one) original drafted in Italian or English language. In case of e-mail submission, the tenderer may provide a scanned original. Any tenders not using the prescribed form shall be rejected by the contracting authority.

If delivery by post or courier, the tenders will be submitted in two separate envelopes:

- **envelope one** for the tenderer's information, the tenderer's statement and the technical offer (including Methodology, Company profile, Provision for professional equipment and technical staff and CV of proposed Expert(s) and
- **envelop two** for the financial information.

An envelope including both envelopes will contain the following information at the external part:

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If delivery by e-mail, the message will clearly indicate:

- Title of the tender
- Reference number
- Title of the project
- Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the following e-mail address: amministrazione@pec.iamb.it

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table. For the production of video lessons, which will be divided into 4 modules based on the business models developed, each of them lasting 4 hours for a total of 16 hours.

More specifically the video lessons will:

- Be made in 4k and full HD format
- Have multilingual options (English, French, Arabic and Italian)
- Contain interactive features such as:
 - animated infographics;
 - interviews and testimonies with practitioners for in-depth discussion of good practices of the topics covered.

3. FINANCIAL INFORMATION

The maximum available value of the contract is 18.500,00 EUR VAT- exempt.

The budget must include production costs, post-production costs, the costs of conducting interviews with the experts identified and the costs of producing the training material in digital format.

4. ADDITIONAL INFORMATION

The selection criteria are:

- **Economic and financial capacity of candidate** (based on item 3 of the application 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.
- The average annual turnover of the tenderer over the last three financial years must exceed EUR 50,000 (fifty thousand euro);

The award criterion is:

Best value for money, weighing 80% technical quality and 20% price.

- The Technical quality will be assessed as follows:
 - Company experience (40 points)
 - Portfolio of video products within the field of fisheries, aquaculture, food sector, tourism and related fields
 - No. and quality of video products with multilingual functionality
 - Previous experience with European projects
 - Availability of a qualified technical staff and provision of professional technical equipment (such as 4k camera, film optics, monitor, daylight lights, tripod, professional drone, professional audio recorder and microphone) (20 Points)
 - Methodology framework on how the works will be carried out (40 Points)

The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 working days from the deadline for submission of the tenders.

5. FORMAT OF CONTRACT

CONTRACT TITLE: FISH MED NET – WP3 A.3.2.2 INTERNATIONAL TRAINING COURSES

REFERENCE:

Concluded between:

CIHEAM BARI

Via Ceglie 9

70010 Valenzano (BA)

Represented by: Maurizio Raeli

AND

<Name of the contractor>

<Address of the contractor>

Represented by: <name of legal representative><position>

NOW THEREFORE

The parties, as established above, agree and enter into the following.

Article 1

SUBJECT MATTER OF THE CONTRACT

Production of video lessons for FISHERY MEDITERRANEAN NETWORK – ENI CBC MED, as reported in “Annex 1 - Terms of Reference and its Annexes (Description of the Action; Communication and Visibility Plan of the Action)” and Annex 2 - Technical offer submitted by the Contractor.

Article 2

STARTING DATE AND DURATION

This agreement have the duration of ten (10) months takes effect from the date of the parties' signature; the activities will be carried out from _____ 2022 until _____ 2023.

Article 3

OBLIGATIONS

All the information conveyed in the course of the implementation of activities as well as the intermediate and final results and those unforeseen and/or susceptible of various applications, must be kept confidential.

The parties may also withdraw from the contract by written communication to be sent in compliance with a notice of at least two months. The withdrawal has effect only for the future and does not affect the activities in progress.

In the event of default in carrying out the assignment, the Contracting Authority reserves the right to annul the present assignment at any time, recognizing the services until the moment of resolution.

Article 4

INTELLECTUAL PROPERTY

All intellectual property rights owned by one party and used for the implementation of activities shall remain property of that party.

All documents, designs, layouts, studies and all outputs produced during the implementation of the activities within this contract are owned by the Contracting Authority and the Contractor which can use them for their respective institutional purposes.

The parties undertake to acknowledge, on the occasion of public presentations of the results achieved or in the event of drafting or publication of documents of any type, that what has been achieved derived from the collaboration established under this contract.

Article 5

REMUNERATION AND PAYMENT

For the carrying out of the activities as reported in the ToR, the the Contractor will receive from the Contracting Authority a total sum of _____ Euro (_____/00 Euro), including all duties, taxes, contributions, social security contributions and any other charge related to the validation of this contract, upon submission of the report of the activities (as per ToRs) and the payment form duly filled up.

The total sum of _____,00 Euro will be paid in three two instalments as follow:

- First instalment of _____,00 Euro (_____/00 Euro), equal to 40% of total sum upon signature, upon signing of the contract and submission of the payment form duly filled up.
- Final instalment, of _____,00 Euro (_____/00 Euro), equal to 60% of total sum, with in ten (10) calendar days upon approval of the video lessons by CIHEAM project manager and submission of the payment form duly filled up.

The invoices must be in the name of CIHEAM – MEDITERRANEAN AGRONOMIC INSTITUTE OF BARI, issued in EURO, have as object "Development of a video lessons for the project FISHMEDNET", CUP: C14D17000120006 and contain the useful data for payment, duly stamped and signed by the Contractor.

Article 6

DISPUTES

Any dispute between the parties relating to the interpretation or application of the provisions of the present Agreement shall be settled through mutual and amicable consultation between the parties.

Should mutual consultation fail to find other solution, they will be solved by means of an arbitration, according to article 19 of the Supplementary Agreement signed in Rome on 18/03/1999 between the CIHEAM Bari and the Government of the Italian Republic, relevant to the privileges and immunities of the CIHEAM Bari in Italy, ratified by law 26 May 2000, n° 159.

Article 7

FORCE MAJEURE

A Party shall not be liable to the other Party for delays or failure to fulfil its obligations arising from direct or indirect circumstances beyond its control (for example: unforeseeable circumstances, suspension imposed by health emergencies and other causes of force majeure, etc.).

In the event of force majeure, the Party concerned shall be obliged to inform the other Party of the event or circumstance.

Should the activities covered by the contract be interrupted for reasons of force majeure and/or for any reasons beyond the control of the Parties, payments already made shall be considered as final without any claim whatsoever.

Article 8

SAFEGUARD CLAUSE RELATING TO THE RISK OF INFECTION WITH COVID-19

The contractor undertakes to comply with all health provisions of national legislation and subsequent amendments and additions in the performance of the activities covered by this contract, exonerating the Contracting Authority from any liability arising from improper and/or partial compliance with the rules to prevent the risk of infection with COVID-19.

Article 10

PROCESSING OF PERSONAL DATA

Together with the signature of this contract, the Contractor shall sign the Information about collecting, storing and processing personal data to consent to the processing of its personal data (including sensitive data) by the personnel in charge of storage, retention and use of this contract.

In particular, the Contractor undertakes to adopt the data processing based on the principles of lawfulness and fairness while respecting the confidentiality requirements, in recognition that on 5 July 2019 the CIHEAM adopted the “Security of the Information and Personal Data Protection

Policy”, inspired by the same principles stated in the EU Regulation 679/2016 – General Data Protection Regulation and subsequent amendments and additions.

For the Contractor

Name:

Position:

Signature:

Date:

For the contracting authority

Name: Maurizio Raeli

Position: CIHEAM Bari Director

Signature:

Date: