**CALL FOR QUOTATIONS**

**FRAMEWORK CONTRACT**

**LOGISTIC PROVIDER/TRANSPORT SERVICES**

***IMPORTANT:*** This document has no contractual value. CFI can at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to pursue the project without any justification. CFI reserves the right to modify all or part of the elements of the present document or to conclude a similar contract with the service provider of its choice. No company will be able to raise any complaint on this subject nor claim any indemnity whatsoever.

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| **CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: 2 April at 08:00 p.m. (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**  Email to the following address: [charlotte.morel@cfi.fr](mailto:charlotte.morel@cfi.fr)  “EB2/ Call for quotations / Logistics provider” |

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# BACKGROUND

## Introduction to CFI

**Canal France International: a government agency to support media**

CFI actively promotes the development of media in sub-Saharan Africa, the Mediterranean and the Levant. We are committed to working together with media organisations to promote dialogue between local authorities and citizens so that people can be as informed as possible. Combating disinformation, protecting the environment, and promoting human rights and gender equality underpin everything we do. CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

## Context of the Call for quotations

In the Western Balkans, as elsewhere in Europe, the last few years have been affected by strong disinformation linked to the Covid epidemic. More recently, Russia's invasion in Ukraine seems to have intensified the influence and disinformation campaigns waged by both local and foreign interests.

In this context, the youth of the Balkans are deprived of an essential right to information and self-expression, insufficiently protected in its diversity. Yet this right is essential to guarantee democratic debate.

This is why the "Balkan Expressions II" project aims to strengthen young people's participation in regional dialogue by supporting their media and digital expression and combating misinformation.

The purpose of this Call for Quotation is to define the contractual terms of the future contract, hereinafter referred to as the "contract", subsequently concluded between CFI and the selected service provider. The terms of the contract set forth in this Call for Quotation are provisional/informative and may be subject to unilateral modification by CFI prior to its conclusion.

# PURPOSE OF THE CALL FOR QUOTATIONS

## Purpose

The purpose of this Call for quotations is to identify one or more service provider(s) capable of organising transports (bus, minibus) across the different Balkans countries, booking hotel and meeting rooms.

This Call for quotations does not constitute a promise of award of the future contract to any applicant company.

The Contract between CFI and the chosen service provider(s) will be a service contract[[1]](#footnote-2) governed by the provisions of the [French Public Procurement Code](https://www.legifrance.gouv.fr/codes/texte_lc/LEGITEXT000037701019/2019-04-01).

## Estimated services of the contract

### Description of the services

The services entrusted to the provider will be:

* Find itineraries, arrange land and sky travels and book tickets for all travellers across the Western Balkan regions and internationally
* Plan and organize traveller pick-ups (airport, hotel ...)
* Book meeting rooms including coffee breaks and lunch breaks when asked for by CFI
* Book hotel rooms for all travellers

*Estimated deliverables and due dates*

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| --- | --- |
| **PERIODIC DELIVERABLES** | |
| **Type of deliverables** | **Due dates** |
| Travel plan (date, time, itinerary, company) | No later than one week after CFI request |
| Drafting of a logistical Memo for all the beneficiaries | No later than one week after CFI request |
| Summary table with all travel details: hotel, transports, shuttles, taxis, names of the passengers, dates, time, place of arrival and departure. | No later than one week after CFI request |
| Shared file for the follow-up of beneficiaries | No later than one week after CFI request |

Deliverables will have to be written in English.

The language of communication for this service, meetings and all deliverables shall be English.

Any deliverable not written in English will be rejected by CFI, and the service provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

# ESTIMATED TERM

The term of the contract will be five (5) months.

The contract is subject to one (1) renewal under the conditions defined in this article. The maximum total duration of the Contract, including renewal(s), shall not exceed seventeen (17) months.

Renewal is tacit.

In the event of non-renewal, the service provider will not be able to request payment of compensation and the right to payment acquired will not apply.

The service provider may not refuse the renewal[[2]](#footnote-3).

# PLACE OF SERVICE PERFORMANCE

Services will be performed in Service Provider’s usual place of work.

Work meetings and discussions may be done by video conference.

# TOTAL ESTIMATED VALUE

## Amount and form of prices

The maximum amount of the contract is thirty-eight thousand euros (38000 €) excluding tax.

The services of the contract will be paid for using a unit price set out in the estimated and signed quotation of the applicant company.

## 5.2. Amount in the case of subcontracting

In the case of subcontracting, the contract prices shall be deemed to cover the costs of coordination and control by the service provider, its subcontractors, and the consequences of any default by them.

# CONDITIONS FOR SENDING PROPOSALS

## Content of proposals

Any incomplete proposal will be rejected by CFI without the possibility for the applicant company to complete it.

Each applicant must submit a complete proposal that includes all of the following documents and information, or CFI will not consider the proposal:

1. **A technical proposal** (*Maximum of A4 one-sided pages excluding appendices*) describing the proposed methodology for conducting the service, in particular, regarding the team’s own experience or the experience of the person dedicated to this Contract within the applicant company regarding the subject of the Contract (detail of experience linked with this Contract).
2. **A quotation**, excluding mission fees, detailing the unit price and the total price excluding tax of the services

**For a unit price contract:** Only the unit prices in the quotation have contractual value and are deemed firm. Estimated quantities set by CFI and the total estimated amount have no contractual value.

All of these documents are written in English by the applicant company, or its proposal will be eliminated by CFI.

## Conditions for sending quotations

Applicant company must submit their proposal to the address indicated on the cover page of this Call for quotations.

Complete proposals will be sent to reach the destination **before the deadline indicated on the cover page of this Call for quotations.**

Only proposals received at the latest on the closing date and time specified on the cover page of this Call for quotations will be received. Proposals received or delivered after this date and time will not be opened.

Once selected, the service provider will provide CFI with additional documentation.

## Quotations validity period

The quotation validity period is one sixty (60) calendar days from the quotation’s submission closing date.

By responding to this Call for quotations, the applicant company is deemed to have unconditionally accepted conditions. Its application and offer shall undertake the entire period stipulated in this article. The applicant company cannot withdraw before this period expires.

# SELECTION OF PROPOSALS

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| --- | --- | --- |
| **Criteria** | | **Weighting** |
| ***Criterion 1*** | ***Technical value of the bid*** | **70%** |
| Sub-criterion 1.1 | Proven capacity to arrange land travels within the Western Balkan Region | 20 |
| Sub-criterion 1.2 | Proven capacity to arrange sky travels across the Western Balkan Region and internationally | 20 |
| Sub-criterion 1.3 | Proven capacity to deliver the services within a week | 20 |
| Sub-criterion 1.4 | Proven experience in arranging all services in the Western Balkans | 20 |
| ***Criterion 2*** | ***Value of the bid price*** | **30%** |
|  | Price | 20 |

**END OF CALL FOR QUOTATIONS**

1. Pursuant to Article L. 1111-4 of the French Public Procurement Code [↑](#footnote-ref-2)
2. Pursuant to the article R2112-4 of the French Public Procurement Code. [↑](#footnote-ref-3)