



## **SERVICE CONTRACT NOTICE**

**“AIDA” Project,**

**“External expertise Video maker in all activities”**

**to Support the Tirana Cultural Center in implementing “AIDA” Project**

### **Location**

**Tirana, Albania**

#### **1. Reference**

**Interreg IPA CBC Italy–Albania-Montenegro 2014-2020 “Adriatic Identity through Development of Arts- AIDA” / 2nd call for IPA project /code. 493/ Order No. 515 Dt.31.12-2020**

#### **2. Procedure**

Simplified Procedures

#### **3. Programme title**

**Interreg IPA CBC Italy – Albania - Montenegro 2014-2020**

#### **4. Financing**

Budget line/Financing agreement/WP C,

#### **5. Contracting Authority**

**TCC- Tirana Cultural Center**

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## CONTRACT SPECIFICATION

### 6. Nature of contract

- **Global Price**

### 7. Contract description

The overall objective of this assignment is to accomplish all communication activities that will take place via web and social media, limiting the use of paper.

### 8. Number and titles of lots

One lot only.

### 9. Maximum budget

**EUR 18,500**

### 10. Scope for additional services

There are no additional services foreseen for this contract.

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## CONDITIONS OF PARTICIPATION

### 11. Eligibility

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 29 below). Participation is also open to international organisations.

### 12. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person (as per item 11) 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.

### 13. Number of applications

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a

tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

#### **14. Shortlist alliances prohibited**

N/A

As part of the application format, candidates must submit a signed declaration to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

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.

#### **16. Sub-contracting**

Subcontracting is allowed.

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### **PROVISIONAL TIMETABLE**

#### **18. Provisional date of publication of tender**

March 2021.

#### **19. Provisional commencement date of the contract**

April 2021

#### **20. Initial period of implementation of tasks**

April 2021

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### **SELECTION AND AWARD CRITERIA**

#### **21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors

##### **Qualifications and skills**

- Minimum three years of professional experience in digital marketing or social media.
- Demonstrable video editing ability with a strong portfolio.
- Thorough knowledge of timing, motivation and continuity.
- Familiarity with special effects, 3D and compositing.
- Creative mind and storytelling skills.
- BS degree in film studies, cinematography or related field.
- Organized and with a high attention to detail

##### **General professional experience**

- Proven work experience as a Video Maker at least 3 years.

- Solid experience with digital technology and editing software packages. (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut)
- Able to perform simple 2D animation, Motion graphics and VFX.
- Able to deliver high-quality work while meeting tight deadlines.

### **Specific professional experience**

- Displays ability to effectively communicate information and ideas in written, audio and video format.
- Displays in-depth knowledge and understanding of social media platforms, their respective participants (Facebook, Twitter, Instagram, YouTube, etc.) and how each platform can be deployed in different scenarios.
- Practices superior time management.
- Relevant experience in content management and/or copy-writing.
- Experience in similar contract would be an advantage.

In case the applicant is a legal entity, it has to be registered in accordance of the Albanian Law for at least 2 years before the deadline for the application. The evaluation regarding the “Qualifications and skills”, “General professional experience” and “Specific professional experience” will be carried out based on the experience and qualifications held by the **Key Expert** proposed by the Legal Entity Applicant.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

An economic operator 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. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of 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 - notably that of nationality – 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 the tender in a separate document. Proof of the capacity will also have to be furnished 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 works or services for which these capacities are required.

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

## **22. Award criteria**

Best price-quality ratio.

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## APPLICATION

### 23. Deadline for receipt of applications

The candidate 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<sup>1</sup>, 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 application must be sent no later than 10 February 2021.**

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

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

### 24. Application format and details to be provided

Applications must be submitted in accordance to the Instruction to Tenders provisions.

The applicant must send the **technical offer** that is composed by the following documents:

For individual/natural person:

- CV of the applicant;
- Copy of the ID of the Applicant;
- Bank account of the Applicant;
- Copy of the degree and other certificates related to the qualifications and skills of the Applicant;
- Signed declaration to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG;
- Copy of documents related to previous general and specific experiences of the applicant.

For legal entities:

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- CV of the Key Expert;
- Copy of the ID of the Key Expert;
- Bank account of the Applicant;
- Copy of the degree and other certificates related to the qualifications and skills of the Key Expert;
- Copy of documents related to previous general and specific experience of the Key Expert;
- Copy of TIN (NIPT);
- Copy of the Statute;
- Statements of exclusivity & availability signed by the Key Expert;
- Copy of the Establishment Act;
- Signed declaration to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

The applicant must send the **financial offer** in the format of Annex V Budgeted for global price as stated in the PRAG Rules. The Technical Offer and the Financial Offer has to be sent in two different sealed

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envelopes no later than **10 February 2021**

## **20. How tenders may be submitted**

Applications 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:

**Tirana Cultural Center**

**Adresa: Rruga “Ded Gjo Luli”, Tirana, Shqiperi**

- OR hand delivered by the candidate 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:

**Tirana Cultural Center**

**Adresa: Rruga “Ded Gjo Luli”, Tirana, Shqiperi**

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority. Applications submitted by any other means will not be considered.

By submitting an application candidate 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 application.

## **21. Alteration or withdrawal of tenders**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline. Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

## **22. Operational language**

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

## **23. Legal basis**

Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and PRAG Rules.

## **30. Additional information**

N/A

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<sup>1</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).