



## **NOTICE FOR SELECTION OF EXTERNAL SERVICES**

### **HELIOS Project enHancingthEsocial Inclusion Of neetS (A\_A.3.1 0155) COSVAP PP1 C.U.P. E49J18002960004**

The District of Fisheries and Blue Growth - COSVAP is partner of the EU Funding project **"HELIOS – enHancing thE social Inclusion Of neetS"**.

The project total budget is € 2.791.437,46€ and it is financed for an amount of € 2.512.293,72 (90%) by the European Union (ENI CBC MED 2014-2020 Programme) through the European Neighborhood and Partnership Instrument.

**HELIOS project** aims to help tackle social exclusion and poverty amongst vulnerable groups by identifying the sector with greatest potential for growth and by providing marketable skills to NEETs to meet those sector needs through training activities and cross-border traineeships in companies.

Fisheries and Blue Growth District – COSVAP is partner of the consortium composed by the following partners: ARCES Association (Italy), Action Against Hunger (Spain), Institute of Entrepreneurship Development (Greece), Tunisian Union of Agriculture and Fishery (Tunisia), University College of Applied Sciences Planning and External Relations Affairs (Palestine) and The National Center for Agricultural Research and Extension (Jordan). The HELIOS partners believe that the "NEET phenomenon" can be tackled and reduced through the implementation of concrete actions, such as training, coaching, tutoring and sharing of best practices between partners in two of the most relevant sectors of the Euro Mediterranean economy (i.e. Blue and Circular economy) which can generate hundreds of thousands of jobs for young people and women in the Mediterranean countries.

The project implementation period is 36 months (starting date 1/09/2019 – ending date 1/09/2022).



## 1. SCOPE

This invitation to tender is addressed to: Economic Operators hereinafter referred to as **candidates**, to provide to the District of Fisheries and Blue Growth– COSVAP, hereinafter referred to as COSVAP, the follow services described in reference to WP2 of HELIOS Project with its procedures established in the Contract between the District of Fisheries and Blue Growth – COSVAP and the Candidates.

## 2. REQUESTED SERVICES

**Candidates** will carry out their activities autonomously and independently, in compliance with the instructions given by the Client, following timetables and itineraries provided by COSVAP.

The duties of the **candidates** appointed by **COSVAP** are described below.

### A) CONFERENCE EVENT.

A1) Conference event realization service.

#### EQUIPMENT:

- 01 Attendance registration table with suitable tablecloths.
- 01 Presidential table (7x1 meters) with suitable tablecloths with 6 seats and adjoining chairs, with glass glasses, cloth napkins and water at the table.
- 02 qualified experts for table administration.
- Video and audio recording system for real-time streaming transmission.
- Recording system of the shootings for the purpose of conservation and future publication.
- Audio amplification and diffusion system;
- 02 Wireless microphones for the public;
- 06 table microphones at the presentation table;
- 01 video projector of sufficient power to be used in the hall during the day;
- 01 Portable Personal Computer that can be connected to the internet, that has the audio connected to the room amplification, that is equipped with software for presentations in PowerPoint (or similar), PDF reader (or similar), Office pack (or similar) ;
- 01 "Presenter" device to be connected to the PC for scrolling PowerPoint (or similar).
- Music stand (height not less than 1.5 m) with microphone connected to the audio system.
- 60 chairs for seating for the public.
- 04 Room hostess.
- 02 Hall steward.
- Complete set-up, complete evacuation and cleaning in accordance with procedures envisaged for contrasting the spread of COVID-19, places and places.



A2) Simultaneous interpreting service in Italian - English for the conference:  
EQUIPMENT:

- Translation booths.
- In-room wireless transmission system to translation users via headphones.
- System for the transmission and online streaming of audio in real time.
- Recording system of the shootings for the purpose of conservation and future publication.
- 02 Interpreters.
- Complete set-up, complete evacuation and cleaning in accordance with procedures envisaged for contrasting the spread of COVID-19, places and places.

A3) Coffee break service 200 pax.

EQUIPMENT:

- Compostable disposable plates, cutlery, glasses and napkins.
- Coffee, sparkling and natural water, fruit juices, milk, pastries, sweet croissants and croissants, sandwiches.
- Tables.
- Suitable tablecloths
- 03 experts qualified for administration.
- 04 Room hostess.
- 02 Hall steward.
- Complete set-up, complete evacuation and cleaning in accordance with procedures envisaged for contrasting the spread of COVID-19, places and places.

## *B) EVENT OF BILATERAL MEETINGS*

B1) Room for Bilateral Meetings.

EQUIPMENT:

- Table with suitable tablecloths, compostable disposable glasses and water.
- Chuchotage interpreting.
- 04 Hostess
- 02 Steward
- Complete set-up, complete evacuation and cleaning in accordance with procedures envisaged for contrasting the spread of COVID-19, places and places.

The **Candidate**, for the entire duration of the events (including concomitant ones) in the places where events A) and B) take place, must also guarantee the presence of assistants in the room such as a cameraman and an expert technician in order to provide all the necessary support to the correct execution of the provisions, which are able to intervene and quickly remedy any malfunctions and / or failures, and / or anomalies of the equipment



supplied in order to guarantee the complete and correct development of events.

The **Candidate** will check the places and places, the existing systems (electricity, internet, and other necessary). In any case, you must carry out on-site checks preferably few days before the events in order to prepare the technological equipment necessary for the event to take place.

Also in order to verify the correct supply procedures for guaranteeing the project outputs, for the evidence of services, works, equipment, goods, adequacy of the systems, provided to COSVAP, the Candidate will provide COSVAP with photos and images of the locations, places, fittings and equipment provided during the events.

### **3. REQUIREMENTS FOR PARTICIPATION**

They are allowed to submit an application for the purpose of participating in this procedure, the subjects referred to in art. 34, 36 and 37 of Legislative Decree 163/2006 (ss.mm.ii) and all other economic operators who are not in any of the causes of exclusion from the tender procedures provided for by current legislation, in particular by art. 38 (General requirements) of Legislative Decree 163/2006 (subsequent amendments), and who meet the following minimum technical-professional conditions necessary for participation (possession of the requirements and conditions is demonstrated by self-certification pursuant to Presidential Decree 445/2000 and subsequent amendments) and all economic operators who meet the following requirements:

- a) Non-existence of the grounds for exclusion pursuant to art. 80, paragraphs 1-5, of Legislative Decree 50/2016.
- b) Having performed similar services in the sector covered by the award procedure for which you are requesting to be invited;
- c) Have at least one employee with proven technical experience (to be demonstrated with appropriate documentation);
- d) Have a technician with adequate specific experience on the staff (to be demonstrated with appropriate documentation);
- e) Proven technical qualifications of the personnel involved (to be demonstrated with appropriate documentation);
- f) Be registered in the Register of Companies at the Chamber of Commerce, Industry, Handicraft, Agriculture or similar register of the state of belonging for participants having their registered office in a state of the European Union for activities coinciding with that which is the subject of this contract;
- g) Have a turnover for similar services in the last three years of not less than double the sum referred to in this notice.

All requirements must be met at the date of publication of this notice. The absence of one of the requirements for participation will be a reason for exclusion.



#### **4. KNOWLEDGE OF THE PROGRAMME LANGUAGES**

The language adopted by the Programme ENI CBCMED as the official language. In view of the fact that English is the working language of the Programme ENI CBC MED and thus of HELIOS project, the Candidate must guarantee knowledge of the English language.

#### **5. DURATION AND ASSIGNMENT**

The term of office shall be such as be necessary for the performance, in good working order, of the REQUESTED SERVICES (art.2) of subject of the notice.

The gross fee, including taxes, VAT, social security and welfare charges, is Euro 25.000,00.

#### **6. PRESENTATION OF APPLICATIONS AND SELECTION PROCEDURES**

The application form must be drawn up according to the model attached (Attachment A), dated and signed by the legal representative of candidate (original, scanned and/or digital signatures are allowed), with attached professional curriculum Europass or company profile, duly signed, together with a Self-declaration (Presidential Decree 445/2000 ITA Law) certifying the requirements referred to in point 3 of the Notice, and copy of a valid identity document of Legal representative.

The application must be sent at C/O Dr. Antonino Vincenzo Carlino - President of COSVAP (Project Referent) to the email: **distrettopesca@gmail.com**

The e-mail object must include "COSVAP - NOTICE FOR SELECTION OF EXTERNAL SERVICES – HELIOS PROJECT".

The **deadline** for submitting applications is September 23th 2021 at 23.59 pm (Italy Local time).

Only candidates with the profile deemed most interesting and meeting the indicated requirements will be invited to take a cognitive interview at Fisheries and Blue Growth District – COSVAP's premises.

#### **7. TREATMENT OF PERSONAL DATA**

The data that will come into the possession of Fisheries and Blue Growth District – COSVAP, will be processed pursuant to and for the purposes of Legislative Decree 196/2003 and in compliance with article 13 and article 14 of Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 relating to the protection of individuals with regard to the processing of personal data, as well as to the free movement of such data (general data protection regulation, hereinafter also referred to as "regulation" or "GDPR") and which repeals Directive 95/46 / EC.



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Annex A - Application form

The undersigned (Surname) \_\_\_\_\_ (Name) \_\_\_\_\_,  
born in (Country) \_\_\_\_\_ (City) \_\_\_\_\_,  
Province \_\_\_\_\_, on \_\_\_\_\_, Tax / Fiscal Code \_\_\_\_\_, resident in  
(Country) \_\_\_\_\_, (City) \_\_\_\_\_, Province \_\_\_\_\_,  
Address: \_\_\_\_\_, no. \_\_\_\_\_, ZIP code \_\_\_\_\_,  
E-mail address \_\_\_\_\_, PEC \_\_\_\_\_,  
Phone/Mob. Phone + \_\_\_\_\_ - \_\_\_\_\_, in quality of Legal representative of (insert complete  
Company name) \_\_\_\_\_,  
VAT number \_\_\_\_\_, with registered office in (Country) \_\_\_\_\_,  
(City) \_\_\_\_\_, Province \_\_\_\_\_, Address \_\_\_\_\_, no.  
\_\_\_\_\_, ZIP code \_\_\_\_\_, believing that it can provide what is necessary to COSVAP and since it meets the  
requirements of the public notice NOTICE FOR SELECTION OF EXTERNAL SERVICES, hereby

#### ASKS

to be admitted to the selection of the aforementioned notice and therefore attach the following documents:

- Professional curriculum Europass or company profile, duly signed.
- A valid personal identification document;
- Self-declaration (Presidential Decree 445/2000 ITA Law) certifying the requirements referred to in point 3 of the Notice.

The undersigned authorizes COSVAP for the purposes of the administrative procedure to the processing of personal data pursuant to - GDPR EU Reg. 679/2016 and ss. mm. ii. and aa ..

Yours sincerely.

Place and date:

Stamp and Signature

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