

## INSTRUCTIONS TO BIDDERS



### NOTICE FOR THE PROVISION OF SERVICES

**Notice for the provision of ticketing and accommodation services on behalf of the Africa Adaptation Initiative (AAI) within the General Secretariat of United Cities and Local Governments of Africa (UCLG-AFRICA)**

**as part of its operations and annual activities**

**Location: Rabat, Morocco**

**PUBLICATION REFERENCE : N° AFPS/AGENCE DE VOYAGES– AAI-CGLU-AFRIQUE/2024**

**When submitting its offer, the tenderer is required to comply with all instructions, forms, terms of reference, contractual provisions and specifications contained in this notice of supply of services. Tenderers who fail to provide all the necessary information and documents within the required deadline may have their tender rejected.**

These Instructions to Bidders define the rules for bidding, awarding and implementing contracts that apply to this invitation to tender.

#### **1. SERVICES REQUIRED**

The services required by the contracting authority are described in the terms of reference.

#### **2. AGENDA**

	<b>DATE</b>	<b>HEURE</b>
<b>Publication date of the call of tenders</b>	9 October 2024	Not applicable
<b>On site Visit (if applicale)</b>	Not applicable	Not applicable
<b>Information meeting(if applicable)</b>	Not applicable	Not applicable
<b>Deadline for any requests for clarification addressed to the contracting authority</b>	28 October 2024	17H00

<b>Deadline for clarifications by the contracting authority</b>	1st November 2024	-
<b>Deadline for submission of bids</b>	9 November 2024	17H00
<b>Individual visit (if applicable)</b>	Not applicable	
<b>Closing date for evaluation of technical bids</b>	23 November 2024	-
<b>Notification of award</b>	5 December 2024	-
<b>Contract signature</b>	12 December 2024	-
<b>Beginning Date</b>	1 <sup>st</sup> January 2025	-

### **3. PARTICIPATION, EXPERTS AND SUBCONTRACTING**

Participation in this procedure is open to legal entities established in Morocco.

### **4. OFFER CONTENT**

Tenders, all correspondence and all documents relating to the notice exchanged between the tenderer and the contracting authority must be written in French.

Supporting documents and brochures or catalogs supplied by the tenderer may be in another language, provided that a translation into the language of the procedure is attached. For the purposes of interpreting the notice, the language of the procedure will prevail.

Each bid must comprise a technical bid and a financial bid, which must be submitted in separate envelopes.

Tenderers are reminded that the maximum budget available for this contract for the year 2025, as specified in the contract notice, is MAD 4,000,000.

### **5. VARIABLES**

Tenderers are not permitted to submit a variant to this notice.

### **6. VALIDITY PERIOD OF THE OFFERS**

Tenderers remain bound by their tenders for 90 days after the deadline for submission of tenders, or until they have been notified of their non-selection. In exceptional cases, prior to the expiry of the bid validity period, the contracting authority may ask bidders to extend this period for a specified number of days, which may not, however, exceed 40.

The successful bidder must maintain its bid for a further 60 days. This additional 60-day period is added to the validity period regardless of the notification date.

## **7. COMPLEMENTARY INFORMATIONS BEFORE THE OFFERS SUBMISSION DEADLINE**

The tender documents must be sufficiently clear to prevent candidates invited to tender from having to request additional information during the procedure. If the contracting authority, on its own initiative or in response to a request from a short-listed candidate, provides additional information on the tender documents, it shall communicate this information in writing and simultaneously to all other short-listed candidates.

Tenderers may send their questions in writing to the following address, no later than 28/10/2024, specifying the publication reference and contract title:

For the attention of

**Mr Georges Roland AMEHOU – AAI Finance and Administration Director**

22, Rue Essadiyine, Hassan, Rabat, Morocco

Fax: 0537260060

[AAIRecrutement@uclga.org](mailto:AAIRecrutement@uclga.org)

The contracting authority is under no obligation to provide clarification after this date.

Any tenderer who, during the notice period, attempts to arrange individual interviews with the contracting authority is liable to be excluded from the notice procedure.

Any clarifications to the tender documents will be communicated simultaneously in writing to all tenderers by November<sup>1</sup>, 2024 at the latest.

No information meetings are planned.

No on-site visits are planned.

Individual visits by potential bidders during the tender period cannot be arranged.

## **8. SUBMISSION OF THE OFFERS**

Tenders must be submitted to the awarding authority in such a way that they are received no later than **November 9, 2024 at 17:00**. They must include the documents required in point 4 above and be submitted :

- **EITHER** by registered mail (official postal service), to the following address:

Africa Adatation Initiative-United Cities and Local Governments of Africa

General Secretariat

22, rue Essaadyine, Hassan - Rabat, Kingdom of Morocco

Tel: + 212 537 26 00 62 / + 212 537 26 00 63

Fax: + 212 537 26 00 60

Web : [www.uclga.org](http://www.uclga.org)

The delivery register proves compliance with *the deadline set for the receipt of tenders*.

- **OR** by hand delivering the tender directly to the contracting authority, against a signed and dated receipt, to the following address

Africa Adaptation Initiative - United Cities and Local Governments of Africa

General Secretariat

22, rue Essaadyine, Hassan - Rabat, Kingdom of Morocco

Tel: + 212 537 26 00 62 / + 212 537 26 00 63

Fax: + 212 537 26 00 60

Web : [www.uclga.org](http://www.uclga.org)

In this case, the delivery register is proof of compliance with the deadline set for the receipt of bids.

**Tenders submitted by any other means will not be considered.** Tenders must be sent in double envelopes, i.e. in a package or outer envelope containing two separate, sealed envelopes, marked respectively “ **Envelope A - technical offer** ‘ and ’ **Envelope B - financial offer** ”.

**Any infringement of these provisions (e.g. unsealed envelopes or mention of a price element in the technical offer) constitutes an irregularity and will result in the rejection of the offer.**

The following information must appear on the outer envelope:

a) The above-mentioned address to which bids must be submitted;

The reference of the tender procedure to which the bidder is responding (in this case N° AFPS/AGENCE DE VOYAGES- AAI-CGLU-AFRIQUE/2025)

b) The words “not to be opened before the tender opening session”;

c) The name of the bidder.

Each envelope must contain a list of its contents. The pages of the technical and financial offers must be numbered.

## **9. MODIFICATION OR WITHDRAWAL OF THE OFFERS**

Bidders may modify or withdraw their bids by written notification prior to the deadline for submission of bids. Tenders may not be modified after this deadline.

Any notification of modification or withdrawal must be prepared and submitted in accordance with point 8. The outer envelope (and corresponding inner envelope) must be marked “modification” or “withdrawal”, as appropriate.

## **10. COST INHERENT IN PREPARING BIDS**

No costs incurred by the bidder in preparing and submitting the bid will be reimbursed. All such costs are to be borne by the bidder.

## **11. OWNESHIP OF BIDS**

The contracting authority retains ownership of all tenders received under this procurement notice procedure. Consequently, bidders may not request that their bids be returned to them.

## **12. BIDS EVALUATION**

### **12.1 Évaluation of technical bids**

The quality of each technical offer will be assessed in accordance with the award criteria and the corresponding weighting set out in the contract notice in this procurement notice file. No other award criteria will be used. The award criteria will be examined in accordance with the requirements set out in the terms of reference.

The evaluation of the technical and financial offers will conform to the procedures in force adopted by the contracting authority.

### **12.2 Évaluation of Financial bids**

At the end of the technical evaluation, the envelopes containing the financial bids are opened for those bids that were not eliminated during the technical evaluation. Bids exceeding the maximum budget available for the contract are not acceptable and will be rejected.

### **12.3 Selection of successful bidder**

The tender offering the best value for money is selected on the basis of a weighting of technical quality and price.

### **12.4 Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority's rules on access to documents. The evaluation committee's decisions are collegial and its deliberations take place behind closed doors. The members of the evaluation committee are bound to secrecy.

In particular, evaluation reports and written minutes are for internal use only and may not be disclosed to tenderers or any other party, with the exception of the contracting authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

## **13. ETHIC CLAUSES/CORRUPTION PRACTISES**

a) Any attempt by a bidder to obtain confidential information, to enter into illicit agreements with competitors or to influence the evaluation committee or the contracting authority during the procedure for examining, clarifying, evaluating and comparing bids will result in the rejection of the bid and potentially expose the bidder to administrative sanctions.

b) The bidder may not have any conflict of interest or equivalent specific relationship in this respect with other bidders or other parties to the project.

c) The contracting authority reserves the right to suspend or cancel the procedure in the event of substantial errors, irregularities or fraud in the award procedure. Where such substantial errors, irregularities or fraud are discovered after the notice has been awarded, the contracting authority may refrain from concluding the contract.

## **14. CONTRACT SIGNATURE**

### **14.1 Notification**

The successful bidder is informed in writing that his bid has been accepted.

### **14.2 Contract signature**

Within 7 days of receipt of the signed contract by the contracting authority, the successful tenderer must sign, date and return the contract to the contracting authority. Failure by the successful tenderer to comply with this obligation may result in the annulment of the decision to award the contract. In such a case, the contracting authority may award the contract to another tenderer or cancel the notice procedure.

## **15. CANCELLATION OF TENDER PROCEDURE**

In the event of cancellation of a notice, tenderers are notified of the cancellation by the contracting authority. When the notice is cancelled before any tenderer's outer envelope has been opened, the unopened and sealed envelopes are returned to the tenderers.

Cancellation may occur, for example, in the following cases:

- When the procurement notice is unsuccessful, i.e. when no suitable, qualitatively or financially acceptable offer has been received, or when no offer has been received;
- When the technical or economic elements of the project have been fundamentally modified;
- When exceptional circumstances or force majeure make normal performance of the contract impossible;
- When all technically acceptable bids exceed the available financial resources;
- When substantial errors, irregularities or acts of fraud have been detected during the procedure, in particular when they have prevented fair competition.
- When the award of the notice does not comply with sound financial management, i.e. the principles of economy, efficiency and effectiveness (e.g. the price proposed by the bidder to whom the contract is to be awarded is objectively disproportionate to the price of the notice).

Under no circumstances is the contracting authority liable for damages of any kind, including, without limitation, damages for loss of profit, and irrespective of their relationship to the cancellation of a tender procedure, even where the contracting authority has been informed of the possibility of damages. Publication of a notice in no way commits the contracting authority to implementing the announced program or project.

## **16. METHODS OF APPEAL**

Bidders who consider that they have been prejudiced by an error or irregularity during the award procedure may lodge a complaint in accordance with the laws and procedures in force in the Kingdom of Morocco.