

ADMINISTRATIVE SPECIFICATIONS FOR THE CONTRACTING OF A ADMINISTRATIVE ASSISTANCE SERVICES TO THE RESIDENT TWINNING ADVISOR (RTA) FOR THE PROJECT “ESTABLISHING A REGULATORY FRAMEWORK, SUPPORTING THE IMPLEMENTATION OF THE NATIONAL STRATEGY AND STRENGTHENING INSTITUTIONAL CAPACITIES IN THE FIELD OF WASTE MANAGEMENT ”

1. BACKGROUND

FIIAPP F.S.P. is a foundation of the State public sector whose activities, characterised by the absence of profit and the pursuit of the general interest, is framed in the field of international cooperation aimed at the institutional modernisation, for the reform of Public Administrations and the attainment of democratic governance.

In line with its foundational purposes, the Foundation FIIAPP F.S.P.,

2. OBJECT

It is the object of the contract, provide administrative assistance services to the Resident Twinning Advisor (RTA) for the project “Establishing a regulatory framework, supporting the implementation of the national strategy and strengthening institutional capacities in the field of waste management” throughout the implementation of the project.

3. CONTRACTING AUTHORITY

The contracting authority may be, in accordance with the bidding budget, for contracts of individualized amount of up to/over €100,000, the Secretary-General/Director of the FIIAPP, F.S.P.

4. LEGAL SYSTEM AND COMPETENT JURISDICTION

This current contract is private in character and will be governed by (due to FIIAPP F.S.P.'s legal nature as an international foundation and due to the contracts into which it enters in this capacity) the Title I of Book III of the Law 9/2017, of 8th November, on Public Sector Contracts by which the Directives 2014/23/UE and 2014/24/UE of the European Parliament and of the Council, of 26th of February of 2014, were transposed into national Spanish Law. In consequence of this law and pursuant to articles 3.1. e) and 3.3. b) therein, as a public-sector foundation, FIIAPP F.S.P. holds the status of contracting authority.

Pursuant to Article 27.2 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014, the civil courts shall have jurisdiction to resolve disputes arising

between the parties regarding the effects, compliance and termination of private contracts. This court order shall also have jurisdiction to hear any disputes affecting the preparation and awarding of private contracts.

The present Administrative Specifications has a contractual nature and contains the detailed conditions to which the performance of the contract shall be adjusted.

The ignorance of the present contract, the contract, its annexed documents or instructions or rules of any kind approved by the Administration that can be applied in the implementation of the agreement shall not relieve the contractor from the obligation of compliance.

5. PROCEDURE AND FORM OF AWARD OF THE CONTRACT

For the award of these contracts, the FIIAPP F.S.P. will undertake an **Open procedure**.

6. PRESENTATION OF PROPOSALS

In order to participate in this tender, the bidder must submit, at the Registry of the FIIAPP F.S.P., located at C/Beatriz de Bobadilla 18-4º, Madrid. The envelope with the proposal must be found in the FIIAPP offices before **12:00 p.m. on 2 of December of 2019** in one sealed envelope. The envelope will be sent to Legal Advice and must indicate, on the outside of each one, the tender procedure and reference number for which the bid is being submitted, the signature of the proposing party, the name of the person, the full name and capacity of the person signing the proposal and the information of the contact person, all of which must be written legibly.

7. FORM AND CONTENT OF THE PROPOSAL

The proposal must contain the following documentation:

A. Identify document

B. Declaration responsible for having full capacity to act and not to be incurs in the prohibitions of hiring provided for in article 71 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014, **(Appendix II)**.

C. Tax Residency Certificate (This document will be required to the successful bidder)

D. CV of the interested party

E. Appendix I filled out and duly signed

FIIAPP F.S.P. will not accept any proposal where the received envelopes arrive manipulated (not closed, open, torn...).

8.CERTIFICATION AND QUALIFICATION OF DOCUMENTS

Once the envelopes have been received by the Secretary of the Contract Award Committee, the Contract Award Committee will meet to previously qualify the documents submitted in the proper time and manner.

If the committee observes defects or omissions in the submitted documentation that can be corrected, it will inform the interested parties verbally and in writing, thereby granting a period of no more than three business days so that tenderers can correct or amend such defects or omissions, thereby cautioning them that the tenderer will be definitively excluded if they do not proceed to correct the documentation within the granted period.

In this event, the interested parties that are required to correct defects must send in the requested documentation by presenting it, without exception, at the Registry.

Subsequently, the Contract Award Committee will meet again to adopt the appropriate resolution about definitive admission of the tenderers in view of the received corrections.

9. CONTRACT AWARD COMMITTEE.

The composition of the Contract Award Committee will be the following:

1. Chairman: Member of Economic Management-Alejandro Bueno

Members: 1. Member of Legal Department-Beatriz Moreno
2. Economic Manager of the Project-Marian Rodriguez
3. Member of the Project-Ángela García-Monge

Secretary: Member of Legal Department-Alba García

10.RESPONSIBLE OF THE CONTRACT

The contracting authority designates Mr. Alejandro Bueno as responsible for the contract to be supervised by its execution and to take the decisions and dictate the necessary instructions in order to ensure the proper performance of the agreed benefit, within the scope of faculties that those attributed.

11. CAPACITY TO CONTRACT

Natural persons, with Spanish or foreign nationality, who have the full capacity to act and who do not fall under any of the conditions in the list “Prohibited to Hire” in paragraph 1 of article 71 of the Spanish Law on Public Sector Contracts, shall be eligible for the award of this contract. For this purpose, the rules contained in chapter II of title II of book I of the Spanish Law on Public Sector Contracts shall be taken into consideration.

12. BUDGET LINE

The ESTIMATED VALUE of the contract amounts to **NINETY THOUSAND EUROS (€90.000,00)** extensions included, VAT not included.

The TENDER BASELINE BUDGET amounts to **SEVENTY-TWO THOUSAND EUROS (€72.000,00)** VAT not included.

13. DESCRIPTION OF THE SERVICES TO BE DEVELOPED.

- Act as a principal assistant to the RTA and visiting short term experts;
- Assisting the RTA in organisation of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- Drafting of written materials in Hebrew and English;
- Overall management of the office administration, including filing, organising trainings, expert missions, local travels, general desk office work, etc.;
- Organisation of meetings in cooperation with Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts and relationships with Beneficiary Country officials involved in each of the activities and the project management;
- Handling of project budget accounting/ local expenses;
- Act as a translator and interpreter when needed;
- Drafting and editing minutes of meetings, assisting the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- Arrangement of travel, booking accommodation and organisation of study visits;
- Office management, monitoring of the progress of project activities, telephone and general correspondence.

This list is not exclusive of other possible related tasks.

14. MINIMUM REQUIREMENTS

The tenderer must prove the fulfilment of the following minimum requirements, and must complete **APPENDIX I** of the present specifications:

- University degree on science, environmental issues, or law;
- Excellent command of spoken and written Hebrew and English language;
- Excellent organizational skills;
- Budget management skills;
- At least two years of previous experience in office management;
- At least two years of previous experience in communication and coordination of public affairs;
- At least two years of previous experience in organising events, study visits, conferences
- Advanced usage of computer and office software packages (MS Word, Excel, Power Point, Outlook, etc),
- Full driving licence;
- Command of Spanish

15. CRITERIA FOR THE EVALUATION

The evaluation of the proposals will be made according to the table below:

MERITS		100
Criteria	Evaluation Method	Maximum Score
Professional Qualifications	Additional experience above two years in office management 2 points for every additional month of working experience related with the action Documentation to be provided: CV	50 points
	Additional experience above two years in communication and coordination of public affairs 1 point for every additional month of working experience related with the action Documentation to be provided: CV	25 points
	Additional experience above two years in organising events, study visits, conferences 1 point for every additional month of working experience related with the action Documentation to be provided: CV	25 points

16. REGULATORY PROCEDURES

The contract shall be governed by:

- The clauses contained in this specification.
- The Provisions of law 50/2002 of the Foundations and in the 1337-2005 RD of November 11st.
- The Provisions set forth in the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

The ignorance of the contract in any of its terms, of the documents annexed to it, or instructions, specifications or standards of any kind dictated by the FIIAPP F.S.P. which may have application in the execution of the agreement, shall not relieve the employer from the obligation of compliance.

17. DURATION OF THE CONTRACT

The term of the contract is 21 months, as of the corresponding Signing of the Contract issued by the Foundation. The foreseen date of commencement is at December.

An maximum extension of 6 months is envisaged, which shall be ordered by the Foundation and shall be mandatory for the contractor, provided that advance notice is given at least two (2) months prior to the completion of the term of the contract.

18. PROPERTY OF THE WORK DEVELOPED.

The work carried out in any of sections will become the property of FIIAPP F.S.P.

The successful tenderer may not use for themselves or provide to third parties any data of the contracted works, or publish, total or partially the contents without the written permission of the FIIAPP F.S.P. In any case the successful tenderer will be responsible for damages arising from the breach of this obligation.

19. RESOLUTION OF THE CONTRACT.

The causes for termination of the contract are contained in article 211 of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

- a) Non-compliance by any of the parties of the obligations described in the contract.
- b) The manifest lack of quality of the service provided or not adapt it to the conditions agreed in binding documents
- c) The Declaration of insolvency in the terms that describes by the law 22/2003, of July 9th, bankruptcy.
- d) Mutual agreement of the parties.
- e) Breach of the limitations in the field of outsourcing.
- f) Obstruction of the faculties of management and inspection of FIIAPP F.S.P.

20. REGIME OF PAYMENT

The successful tenderer is entitled to the payment of the agreed fees, corresponding to the work performed.

21. AWARD TERM AND FORMALIZATION

The contract will be awarded within a period of 7 working days from the receipt of applications.

The document of formalization of the contract shall be granted within a period of 7 working days from the award.

22. START OF THE ACTIVITY

The official starting date will be the following day to the contract formalization.

23. OPENING OF THE PROPOSALS

The envelope with the proposal will be opened by the Contract Award Committee on **session on December 2, 2019 at 12:50 p.m.** at the headquarters of FIIAPP F.S.P.

APPENDIX I: Requirements and Merits

Requirements

Requirements			
Criteria	Requirements	YES/No	Description
1	<ul style="list-style-type: none"> - University degree on science, environmental issues, or law; - Documentation to be provided: <ul style="list-style-type: none"> - Simple copy of the title 		
2	<ul style="list-style-type: none"> - Excellent command of spoken and written Hebrew and English language;* 		
3	<ul style="list-style-type: none"> - Excellent organizational skills;* 		
4	<ul style="list-style-type: none"> - Budget management skills;* 		
5	<ul style="list-style-type: none"> - At least two years of previous experience in office management;* 		
6	<ul style="list-style-type: none"> - At least two years of previous experience in communication and coordination of public affairs;* 		
7	<ul style="list-style-type: none"> - At least two years of previous experience in organising events, study visits, conferences * 		
8	<ul style="list-style-type: none"> - Advanced usage of computer and office software packages (MS Word, Excel, Power Point, Outlook, etc*) 		
9	<ul style="list-style-type: none"> - Full driving licence;* 		
10	<ul style="list-style-type: none"> - Command of Spanish* 		

* Documentation to be provided: CV

Merits

Merits				
Merit	Criteria	Description	Max score	Score
1	Additional experience above two years in office management 2 points for every additional month of working experience related with the action Documentation to be provided: CV		50 points	
2	Additional experience above two years in communication and coordination of public affairs 1 point for every additional month of working experience related with the action		25 points	

	Documentation to be provided: CV			
3	<p>Additional experience above two years in organising events, study visits, conferences</p> <p>1 point for every additional month of working experience related with the action</p> <p>Documentation to be provided: CV</p>		25 points	

(Place, date and signature of the tenderer)
Signed:

APPENDIX II

STATEMENT OF COMPLIANCE

Mr/Ms, holder of D.N.I., acting in representation of, holder of C.I.F. and with its registered address at, in their capacity as and interested in the contract award procedure called by the International and Ibero-American Foundation for Administration and Public Policies,

Hereby makes this **STATEMENT OF COMPLIANCE**, for the purpose of the provisions set forth in Article 140.1 c) of the Law 9/2017, of 8th November, on Contracts of the Public Sector, by which is transposed to the Spanish juridical order the Directives of the European Parliament and of the Council 2014/23/UE and 2014/24/UE, of 26th of February of 2014.

- My client is not subject to any cause of prohibition to enter into contracts with the public sector in accordance with the provisions set forth in Article 71.1 of the LCSP.
- I am current in compliance with all tax and social security obligations imposed by provisions in force, without prejudice to undertaking to provide proof of such requisite before formally executing the contract, in accordance with the General Specifications according to which contracting is governed, if my client is awarded.

In....., on.....[day].....[month] [year].

(Place, date and signature of the tenderer)

Signed: