**SERVICE CONTRACT NOTICE**

**Service of outsourcing of staff for AICS Hanoi Office**Location:Ha Noi, Viet Nam

**1. Reference**

*CIG 9317551E50*

**2. Procedure**

 Simplified Procedure.

**3. Programme title**

AID 11121 “Coordination and projects Implementation fund - VIETNAM”.

**4. Financing**

AID 11121 “Coordination and projects Implementation fund - VIETNAM”.

**5. Contracting authority**

AICS Hanoi – Agenzia Italiana per la Cooperazione allo Sviluppo – Hanoi Regional Office.

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price.

**7. Contract description**

Service of staff outsourcing (recruitment, contract management, salary payment etc.) to be provided in Vietnam (AICS Hanoi Office), starting provisionally from 22nd September 2022, for auxiliary, executive and projects’ local staff.

**8. Number and titles of lots**

One lot only.

**9. Maximum budget**

EUR 165.000,00 (VAT EXCLUDED)

 Viet Nam (AID 11121): Maximum budget EUR 165.000,00.

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

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 a 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 23 below).

Participation is also open to international organisations.

**11. Number of tenders**

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.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer 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.

**13. Sub-contracting**

*Subcontracting is allowed.*

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

22nd September 2022. The duration of the contract is 14 months from the date of the last signature of the contract by both parties.

**15. Implementation period of the tasks**

14 months starting from the date of the last signature of the contract by both parties.

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

An economic operator (i.e., candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by 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 and notably that of nationality as the economic operator relying on them 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 a separate document. Proof of the capacity will also have to be provided 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 tasks for which these capacities are required.

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

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

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**1) Economic and financial capacity of the tenderer (**based on item 3 of the tender form and on the attached abstract of the last three financial years audit reports containing the auditor statement on the financial performance and position of the company). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

* The last three financial years audit reports containing the auditor statement on the financial performance and position of the company shall show economical and financial stability of the company. In case of a consortium this criterion must be fulfilled by each member

**2)** **Professional capacity of the tenderer** (based on items 4 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

* Specific professional experience of the tenderer in outsourcing/contracts’ management services of external personnel.
* Experience of the tenderer in carrying out similar services, relevant tasks and assignments with specific reference to Vietnam.
* Experience of the tender providing outsourcing services to International Organizations, Embassies etc.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

**17. Award criteria**

Best price-quality ratio criterium.

**TENDERING**

**18. Deadline for submission of tenders**

*The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.*

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified procedures, the format, and instructions of which must be strictly observed. The tender form is available in the Part D of the present tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available in the Part D of the present tender dossier. Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the Instructions to Tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the Instructions to tenderers.

**22. Operational language**

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

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.

**24. 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 Ministerial Decree of the Ministry of Foreign Affair and International Cooperation 192/17 of the Italian Republic.

**25. RUP (Responsabile Unico Procedimento)**

As per Decree (*Determina a contrarre*) no. 39/2022 (prot. no. (I).0021161.08-07-2022), Ms. Tiziana Fusco is the appointed RUP (Procurement Procedure Supervisor), in accordance with the Italian Decreto Ministero degli Affari Esteri e della Cooperazione Internazionale n. 192/2017.