

**PUBLIC NOTICE
(AP20_003)**

MARKET SURVEY FOR THE SELECTION OF ECONOMIC OPERATORS TO BE INVITED TO SUBMIT AN OFFER FOR SERVICES WITHIN THE FRAMEWORK OF THE TWINNING PROJECT AT 17 IPA JH 01 19 IN ALBANIA

CONTRACTING AUTHORITY

CSI-Piemonte, C.so Unione Sovietica 216, 10134 - Turin, Italy
e-mail: acquisti_spfm@csi.it , website: www.csipiemonte.it .
Further information available at the contact points indicated above.

SECTOR

Services

PROJECT BACKGROUND

CSI Piemonte is currently implementing the EU financed IPA Twinning project entitled AL 17 IPA JH 01 19 "Institution-building for alignment with the Union acquis on the protection of personal data".

The project is running from 1 October 2020 to 30 September 2021. It aims at strengthening the institutional capacities of the Information and Data Protection Commissioner of Albania on supervision and monitoring the protection of personal data in both the public and private sector. Specific objective of the project is to support the Information and Data Protection Commissioner of Albania in further aligning the national legislation and specifically the Law No. 9887/2008 "On the Protection of Personal Data", as amended, with Union acquis in the field of protection of personal data, as well as further developing administrative capacity of the Albanian institutions to enforce the relevant Union acquis.

CSI Piemonte is looking for Services Providers in order to support the implementation of the project with a particular expertise on communications and visibility, visual identity, interpretation and translation, and catering.

All graphic design services and published materials should be developed in compliance with the EU communication guidelines.

The Applicants will be required to provide services in close cooperation with the project team, and all final products and designs shall be approved by the CSI Piemonte before considering them complete.

The procurement of services shall be covered by the Twinning AL 17 IPA JH 01 19 project budget.

LEGAL FRAMEWORK

- REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 establishing the financial rules applicable to the general budget of the Union, amending regulations (EU) no. 1296/2013, (EU) no. 1301/2013, (EU) n. 1303/2013, (EU) no. 1304/2013, (EU) no. 1309/2013, (EU) no. 1316/2013, (EU) no. 223/2014, (EU) no. 83/2014 and decision no. 541/2014/EU and repeals Regulation (EU, Euratom) no. 966/2012.
- For anything not expressly provided for by the aforementioned legislation, reference should be made to the principles of the Legislative Decree no. 50/2016 “Code of Public Contracts² and the internal regulations of the CSI.

SERVICES (SCOPE OF THE CONTRACT)

1. Catering service: coffee break for 2 events to be held in Tirana as part of the project in the period from January to September 2021;
2. Interpretation service and translation service: simultaneous and consecutive interpretation from English/Italian into Albanian language during project events and workshops; translation service of project documentation from English/Italian/German into Albanian and vice versa. The interpreting service may have to be carried out remotely via a videoconference platform. The services shall be provided in the period from January to September 2021;
3. Project documentation printing and binding service. The service shall be provided in the period from January to September 2021;
4. Project visual identity design service and supply of personalized gadgets. The service shall be implemented in compliance with the EU Communication Guidelines¹ and shall contain the logos of the project, the EU and the partners; it shall be made in the 2 official project languages (English and Albanian) and provided in the period from January to September 2021.

PLACE OF PERFORMANCE OF THE SERVICES

Tirana - Albania

SCOPE

Through this public notice, the CSI-Piemonte launches a market survey aimed at selecting the Economic Operators to be invited to submit an offer for services to be carried out within the Twinning Project AL 17 IPA JH 01 19 in Albania.

The application procedures for each service will be detailed in the request for an offer which will be sent by e-mail, including technical specifications and price lists.

At least 3 applications are expected for each service.

¹ https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en

If the number of eligible applications is:

- less than 3, the CSI Piemonte reserves the right to proceed with the request for an offer;
- higher than 12, the CSI Piemonte reserves the right to send a request for an offer to all candidates, or to proceed by drawing lots.

The procedures for carrying out any draws will be published on the official website of the CSI Piemonte.

RESPONSIBLE FOR THE PROCEDURE

Riccardo Palumbo

ESTIMATED VALUE

1. Catering service: Euro 660.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 0.00);
2. Interpretation service and translation service: total amount equal to Euro 5,280.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 68.00)
3. Project documentation printing and binding service: total amount equal to Euro 1,275.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 0.00)
4. Project visual identity design service and supply of customized gadgets: total amount Euro 3,550.00 (in addition to compulsory charges by law, including interference-related safety costs that are not subject to a reduction equal to Euro 0.00)

SERVICE DURATION

Starting from the date of the signature of the Service Contract until the 30th of September 2021.

MINIMUM REQUIREMENTS

In order to participate in the survey, Economic Operators shall declare that they meet all the requirements set out in the "Application form" (Annex A).

The requirements are:

- absence of impediments to contracting with the Public Administration;
- registration at the Chamber of Commerce or at an equivalent body, for operators not established in Italy;
- declaration of execution of similar services.

The CSI reserves the right to verify the truth of the declarations made by the economic operators, requesting clarifications also directly from the operators, if necessary. If the untruthfulness of what was declared in the "Application Form" is ascertained, the economic operator will not be invited to submit the offer.

APPLICATION SUBMISSION

This notice is published until **14/12/2020**, on:

- official website of the CSI-Piemonte (<https://www.csipiemonte.it/web/it/fornitori-gare/indagini-mercato>)
- website of the Beneficiary "*Commissioner for Information and Data Protection of Albania (IPA)*" - via link to the website of the CSI Piemonte
- Italian embassy website in Tirana - via link to the website of the CSI Piemonte

Therefore, applications shall be sent **by 14/12/2020 at 12:00 CET** via e-mail to the following address acquisti_spfm@csi.it. The application form to be filled in (Annex A "Application form") is available at the following link (<https://www.csipiemonte.it/web/it/fornitori-gare/indagini-mercato>). Candidates shall write in the subject of the e-mail the identification code of this Public Notice (AP20_003).

Any application received after this date will not be taken into consideration.

The documentation for the request for an offer relating to each service (technical specifications and relative price list) will be sent only and exclusively to economic operators that:

- have submitted their application in compliance with the terms and procedures indicated above;
- are in possession of the "Minimum Requirements" as indicated above, on the basis of the declarations included in the application.

Candidates may submit their application for one or more services. The application for a service does not preclude the candidate from being able to tender for more than one service or for all services.

However, cumulative applications are not allowed: the candidate (Applicant) shall submit a separate application for each service (e.g. three services, three different applications).

The same principle will also apply to the submission of the offer: in case of participation in several services, the candidate (Applicant) shall submit a separate offer for each service to which the operator has been invited (e.g. participation in three different services: presentation of three offers, one for each service).

Applications, offers and any other contractual documents shall be in English.

The amounts indicated in the offers shall be expressed in euros (EUR).

REQUESTS FOR CLARIFICATION

Any technical and/or administrative request for clarification relating to this survey and the related documentation shall be sent to the following e-mail address acquisti_spfm@csi.it, **by 10/12/2020 at 16:00 CET**.

Questions and answers will be published on the website of the Consortium www.csipiemonte.it in an anonymous way, on the page "Suppliers and tenders - Market surveys", in the section dedicated to this survey **by 11/12/2020**.

We therefore invite you to periodically visit the website.

The Responsible for the Procedure will examine the applications and draft a report.

FURTHER INFORMATION

The publication of this Notice concerning the selection of Economic Operators to be invited to submit an offer, does not constitute a contractual proposal and does not in any way bind the CSI Piemonte which will be free to send or not requests for offers.

The CSI Piemonte reserves the right to interrupt the procedure at any time, for reasons of its exclusive competence, without the candidates being able to request any claim, including indemnification, reimbursement or compensation.

RUP
Riccardo Palumbo

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