# **SERVICE CONTRACT NOTICE**

**Provision of services for an External Audit of the ACPP and iesMed expenses and incomes for the 1st Interim and the final Report of the MedRiSSE project “Replicable Innovations of SSE in the provision of services and creation of decent jobs in the post covid-19 crisis recovery”, that is co-financed by European Union through the Cross Border Cooperation Programme ENI MED 2014-2020**

1. *Reference*

The aim of this call of tender is to contract the provision of services for an External Audit for the Spanish partners (ACPP and iesMed) expenses and incomes for the 1st Interim and the Final Report of the MedRiSSE project and more particular for the implementation of the Work package WP1 “Management”, Activity 1.3 “Auditing and payments”.

1. *Procedure*

Open Tender Procedure.

1. *Project title*

Project MedRiSSE “Replicable Innovations of SSE in the provision of services and creation of decent jobs in the post covid-19 crisis recovery”.

1. *Total budget available for contracting*

The total available budget for contracting is 10.746,00 € (including VAT) and refers to the following cost categories, WPs and services.

|  |  |  |
| --- | --- | --- |
| **Cost Category** | **Services** | **Available amount in Euros (including VAT)** |
| WP1 Management | 1.3.1 External audit | € 10.746,00 |
| **Total approved budget (including VAT)** | | **€ 10.746,00** |

1. *Financing*

The project is financed by 90% by the European Union through the Cross Border Cooperation Programme ENI MED 2014-2020 and by 10% through the own resources of the ACPP.

1. *Contracting Authority*

Asamblea de Cooperación por la Paz (ACPP), Spain.

1. *Legal basis*

* Regulation (EU, EURATOM) Noº 1046/2018 OF THE European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union;
* Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests;
* ENI Regulation (EC) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument;
* ENI Common Implementing Rules (Regulation (EC) No 236/2014) laying down common rules and procedures for the implementation of the Union’s instruments for financing external Projects;
* ENI CBC Implementing Rules (Regulation (EC) No 897/2014) of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulations (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument;
* Regulation (EU) No 1407/2013 of the European Commission of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the minimis aid;
* ENI CBC Mediterranean Sea Basin Joint Operational Programme approved by the European Commission on 17/12/2015 (Decision No C(2015) 9133), and its annexes;
* All manuals and guidelines issued by the Programme, in their latest version;
* Financing Agreements signed between the European Commission and the Mediterranean Partner Countries;
* National rules and guidelines applicable to the LB and Partners;
* The MedRiSSE Grant Contract with reference number A\_A.3.2\_0041 (signed on the 14th of July 2021) and the Partnership Agreement (signed on the 26th of July 2020) of the MedRiSSE project;
* ACPP Internal Regulation on Procurements.

# **INTRODUCTION**

1. *Brief description of the MedRiSSE project*

The purpose of MedRiSSE is to develop a Mediterranean scalability pathway for social innovations that enable the Co-production of municipal services with local Social and Solidarity Economy agents (SSE) that have emerged from interactions between the government and the SSE involved in several ENI funded projects. These innovations represent successful and efficient practices for the achievement of the SDGs in general, and for the protection of the most vulnerable groups in the post Covid19 economies in the MSB.

The strategy of the project revolves around widening the SSE and Co-production Community of Practice (WCoP) launched by the MedTOWN project, further involving policy makers, SSE actors, researchers, etc. The WCoP will benefit from social innovations and capacity building resources regarding the role of SSE in the promotion of decent jobs and social inclusion (MoreThanAJob), the promotion of SSE ecosystems (MedUP, IESS, progress) and the empowerment women in cooperatives through fair trade and eco-tourism (RUWOMED).

The WCoP will be linked to a new Mediterranean Co-production Lab (LAB) that will help establish conditions for innovation in the delivery of public services through alliances with SSE and help them identify and foster opportunities for collaboration.

The lab will develop an evaluation methodology to understand the potential for scalability of the different co-production models or social innovations, which, in turns, will evolve into a Mediterranean Co-production Toolkit for Public Sector Innovation. This Toolkit will help both SSE practitioners and public servants understand and apply innovation in their daily work.

Lastly, the project will continue the communication and policy dialogue initiated by the 5 capitalised project under a harmonised approach, to continue advocating for legal and institutional reforms and policy innovations aimed at supporting emerging sectors of SSE, as well as the concepts of “co-production” and “social economy".

**The total budget of the project is 1.111.110,99 euros, of which 90% is financed by the ENI CBC MED Programme and 10% by the partners own resources.**

The implementation period of the project is **24 months from 01/09/2021 to 31/08/2023.**

The partnership is composed of 7 partner organizations from 5 Mediterranean countries and 7 associate partners.

**Partners**

* BEN: Assembly of Cooperation for Peace (ACPP), Lead Beneficiary, Spain
* P1: Al-Najah National University (ANU), Palestine
* P2: Oxfam Italy (OIT), Italy
* P3: Agricultural Development Association (PARC), Palestine
* P4: Jordanian Hashemite Fund for Human Development (JOHUD), Jordan
* P5: Tunisian Centre for Social Entrepreneurship (TCSE), Tunisia
* P6: PIN S.c.r.l. Didactical and Scientific Services for the University of Florence, ARCO (Action Research for CO-development), Italy
* P7: Innovation & Social Economy in Mediterranean cooperative enterprise (iesMed), Spain

**Associated partners**

* ASSO1 :Municipality of Seville, Spain
* ASSO2 : Municipality of Barcelona, Spain
* ASSO3 : Municipality of Tumbas, Palestine
* ASSO4 : Ministry of Local Administration, Jordan
* ASSO5: REAS ANDALUCÍA – Network of Alternative Solidarity Economy, Spain
* ASSO6: Tunisian General Labour Union,Tunisia
* ASSO7: Municipality of Santa Coloma de Gramanet, Spain

1. *The role of ACPP and iesMed in the project*

ACPP is the Lead Beneficiary of the project and is responsible for the overall coordination of the activities of the project among the different partner organisations. ACPP is leading the coordination of the implementation of the WP 1 Management and Coordination, WP2 Communication and Dissemination and WP3 Sharing of Knowledge in the CoP to design a Scalability and Replication pathway. iesMed is one of the seven partners of the project and its number within the partnership is PP7 and is assigned to activities from different WPs.

# **CONTRACT SPECIFICATION**

1. *Contract description*

General context

The nature and purpose of these Terms of References is to define the services, establish the economic conditions and the materials to be used during their execution. It also includes the general, legal and contractual conditions that will govern the entire process and the relations between the contracting and contracted organisation.

The purpose of these specifications is the contracting of external audit services for the verification of the expenses made by the partners Asamblea de Cooperación por la Paz, ACPP (LB) and Innovation & Social Economy in Mediterranean cooperative enterprise, iesMed (PP7), in the framework of WP1 - External audit - of the MedRiSSE project. Specifically, the work will consist in the verification of the expenditures of the 2 indicated partners and the completion and signature of the final "consolidate report" of all partners.

Detailed description of contracted activities

**1.3.1 External Audit**

This invitation is addressed to reputable companies and/or individuals, hereinafter referred to as candidates, to produce an audit report on the verification of the expenditure and income of ACPP as Lead Beneficiary and iesMed as project partner PP7, following the models and procedures determined in the annexes to this document and those subsequently established in the framework of the contract signed between ACPP and the candidate.

Expected results:

- Individual EVRs (one for ACPP and one for iesMed) for the 1st interim report.

- Individual EVRs (one for ACPP and one for iesMed) for the Final Report.

- The candidate shall complete and sign the final Consolidated Financial report through the MIS reporting platform, including consistency check with the individual reports of each partner for each report (Interim and Final).

- Verify compliance with the rules set out in the Grant Contract regarding the 20% flexibility in the budget.

# **PROVISIONAL TIMETABLE**

1. *Duration of the contract*

The duration of the contract will be from the day of signature until the end of the project 31/08/2023. The contract could be extended only if the project duration is extended after the approval of the MA of the ENI CBC MED Programme. Below it is presented an indicative timetable for the delivery of the reports, which can be changed and modified according to the progress of the implementation of the project.

1. *Indicative Timetable (where start month is September 2021)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP** | **Output title** | **Output** | **Start Month** | **End Month** |
| 1.3.1 | External Audit | External auditing for Spanish partners (ACPP and iesMed) | 12 | 24 |

|  |  |
| --- | --- |
| **ACPP and iesMed reports** | **Last day for deliverable** |
| 1st Interim Report | 1st November 2022 |
| Final Report | 1st November 2023 |

# **PAYMENTS**

The expenditure and income audit reports shall be delivered to the lead beneficiary/project partner within 30 calendar days of the delivery of the financial report by the lead beneficiary/project partner and in any case, care shall be taken to ensure that the reporting deadlines foreseen in the grant contract are respected.

Payments will be made within 20 days following the submission of each expected report as detailed in the budget.

Invoices shall be submitted to:

Asamblea de Cooperación por la Paz. C/Príncipe 12, 5ºD. 28012 Madrid. CIF: G80176845.

All invoices issued by the contractor must reflect the name of the project: "*MedRiSSE*..." as a requirement for payment.

# **CONDITIONS OF PARTICIPATION**

1. *Participation*

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. Participation is also open to international organisations.

1. *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.

1. *Grounds of exclusión*

Tenderers will be excluded from participation in the procurement procedures if:

* they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* they, or persons having powers of representation, decision making or control over them, have been convicted of an offence concerning their professional conduct by a judgement of a competent authority which has the force of res judicata; (i.e. against which no appeal is possible);
* they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
* they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
* they, or persons having powers of representation, decision making or control over them, have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU’s financial interests;
* they are currently subject to an administrative penalty.

Contracts may not be awarded to candidates, applicants or tenderers who, during the procurement or grant award procedures:

* are subject to a conflict of interest;
* are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
* find themselves in one of the exclusion situations for this procurement or grant award procedure.

1. *Ethic clauses and Code of Conduct*

The Ethical Code of “Asamblea de Cooperación Por la Paz”, hereinafter ACPP, aims to establish the guidelines that must govern the ethical behaviour of employees and entities that have a contractual relationship with ACPP.

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

Therefore, the applicant must comply with and respect the ACPP code of ethics published on the transparency portal of the organization's website:

<https://www.acpp.com/about-us/codigo-de-conducta/>

1. *Code of conduct of funded projects*

The Code of Conduct of funded projects from ENI CBC Mediterranean Sea Basin Programme, hereinafter Code of Conduct, exists to achieve the highest legal, ethical, and moral standards for all actors involved in the implementation of the Programme and the Projects.

To this end, a specific code of conduct has been drafted as a tool to promote an ethic culture to deter fraudulent and corruptive activities.

The Code of Conduct is the instrument adopted by the Managing Authority in order to regulate the behaviour of Lead beneficiaries and partners and their staff both internal and external in the procedures and activities for the implementation of the funded projects.

The Code of Conduct establishes the obligations applicable to these parties to conduct themselves in accordance with the principles of transparency and integrity.

The Code of Conduct must be an integral part of the projects documentation and must be brought to the attention of all those involved in the project implementation and of the external auditor. Therefore, the applicant must read and comply with and respect the Code of Conduct published on the ENI CBC Med Programme portal:

[Code of conduct\_31012022.pdf (enicbcmed.eu)](https://www.enicbcmed.eu/sites/default/files/Code%20of%20conduct/Code%20of%20conduct_31012022.pdf)

# **SELECTION AND AWARD CRITERIA**

1. *Selection criteria*

The following selection criteria will be applied to candidates. In case the candidate is a consortium, these selection criteria apply to the consortium as a whole.

Natural or legal persons, Spanish or foreign, who have full capacity to act, are not subject to any of the prohibitions for contracting TRLCSP and can accredit their economic and financial and technical or professional solvency, are entitled to be contracted.

All candidates must meet the following basic requirements:

* Be registered as a practising partner in the Official Register of Auditors (ROAC) of the Ministry of Economic Affairs and Digital Transformation.
* Understanding, speaking and writing in English and Spanish as demanded with respect to all tasks covered by the Terms of Reference in this tender

Tenders not fulfilling these minimum criteria will be rejected.

The Technical Proposal shall include CVs of the nominated Experts.

1. *Award criteria*

Tenders which have passed the exclusion and selection phases will be assessed against the award criteria, which are divided into quality criteria and price.

The tender will be awarded according to the best price-quality ratio. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

**Criterion 1: Technical Offer (up to 80 points), including:**

|  |  |
| --- | --- |
|  | Maximum points (80) |
| CV and years of registration as a practising partner with the ROAC | 30 points |
| Experience in audits of European projects in the last 8 years | 30 points |
| Experience in audits of NGOs and/or companies/associations with different legal forms | 20 points |

Sub-criterion 1: CV and years of registration as a practising partner with the ROAC (up to 30 points)

* Recent experience in audits with a degree of specialisation in the fields of social and solidarity economy (SSE).
* Level and relevance of personal skills.
* Number of years registered as a practising partner with the ROAC.

Sub-criterion 2: Experience in audits of European projects in the last 8 years (up to 30 points)

* Experience in audits of European projects financed by European Territorial Cooperation Programmes.

Sub-criterion 3: Experience in audits of NGOs and/or companies/associations with different legal forms (up to 20 points)

* Types of audited entities.
* Experience in audits of consortia with partners from different countries and different types of companies and/or public and private associations.

**Criterion 2: Economic Offer: 20 points**

Economic offers should be in Euro. All the economic offers that exceed the amount of 10.746,00 € (including VAT) will be excluded.

The score for the economic offer will be calculated as follows:

P = 20 \* (lowest price) / (tender price).

The total score of the valued offer will be the sum of the score obtained for the technical offer plus that obtained for the economic offer.

1. *Explanations concerning tender documents*

Tenderers may submit questions in writing up to 3 working days before the deadline for submission of tenders, specifying the publication reference and the contract title, to:

E-mail: [medrisse@acpp.com](mailto:medrisse@acpp.com)

The contracting authority has no obligation to provide additional information after this date. Any clarification of the tender dossier will be communicated simultaneously in writing to all tenderers at the latest 3 calendar days before the deadline for submitting tenders.

# **TENDERING**

1. *Deadline for receipt of tenders*

**The deadline for receipt of tenders is 13/06/2022 (16 calendar days from the publishing) at 13.00pm Spanish time.**

All tenders should be submitted in English.

1. *Period of validity of tenders*

Tenders must remain valid for a period of 90 days from the deadline for submission of tenders indicated in the contract notice.

The successful tenderer must maintain its tender for a further 60 days. The further period is added to the validity period irrespective of the date of notification.

1. *Tender format and details to be provided*

The tenderer should present the following duly signed documentation:

* An Expression of Interest to participate in the Tender with the name and surname of the contact person /bidder and postal address and/or e-mail address and Identity Documentation. Template provided in Annex I.
* A declaration on honour on exclusion and selection criteria using the template in Annex II.
* One Technical Offer with the information requested in the Criterion 1 (experiences and CV).
* One economic offer as Annex III.
* Declaration of responsibility to ACPP’s ethical code (Annex IV).
* Declaration of responsibility to European funds (Annex V).
* CVs of the persons in charge for the provision of services that should fulfil the obligatory selection criteria of art. 18.
* Proven experience according to art. 18.

# **SUBMISSION OF TENDERS**

1. *Sealing, marking and submission of tenders*

*The complete tender can be submitted either electronically through email or in one original physical copy.*

In case the offer is submitted electronically, the tenderer should send the offer at [medrisse@acpp.com](mailto:medtwon@acpp.com) until 13.00pm (Spanish time) of the 13/06/2022. The offer should be send through a zip file with 3 folders: one with proof of completing the selection criteria, one with the technical offer and one with the financial offer.

In case the offer is submitted in physical copy, the documentation for the selection criteria, the technical and financial offers must be placed in 3 separate sealed envelopes. The envelopes should then be placed together in another sealed envelope/package, unless their volume requires several envelopes/packages.

All tenders must be sent to the contracting authority before the deadline for submission of tenders specified in section 21.

**EITHER** by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip[[1]](#footnote-1), to:

ASAMBLEA DE COOPERACIÓN POR LA PAZ,

Calle Fernández Campos 2, Local 2,

41920 San Juan de Aznalfarache, Sevilla

**OR** **hand delivered** by the participant in person or by an agent **directly** to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

ASAMBLEA DE COOPERACIÓN POR LA PAZ,

Calle Fernández Campos 2, Local 2,

41920 San Juan de Aznalfarache, Sevilla

The contracting authority may, for reasons of administrative efficiency, reject any application or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

1. the above address;
2. the name of this tender procedure “Provision of services for an External Audit for the Spanish partners (ACPP and iesMed) expenses and incomes for the 1st Interim and the Final Report of the MedRiSSE project” for the implementation of the project MedRiSSE”;
3. the words ‘Not to be opened before the tender opening session’ in the language of the tender dossier and <equivalent phrase in the local language>;
4. the name of the tenderer.
5. *Extension of the deadline for submission of tenders*

The contracting authority may, on its own discretion, extend the deadline for submission of tenders when issuing a modification. In such cases, all rights and obligations of the contracting authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

1. *Late tenders*

All tenders received after the deadline for submission specified in these instructions will be kept by the contracting authority.

No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

1. *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.

# **OPENING AND EVALUATION OF TENDERS**

1. *Opening of tenders*

The opening session should be held at least one week after the deadline for submission of tenders.

Tenders will be opened in a virtual public session by the appointed committee on the following date and time:

16/06/2022 at 13.00 pm Spanish time.

Tenderers will receive the link to the online opening session through e-mail.

The committee will draw up minutes of the meeting, which shall be available to tenderers on request.

After the public opening of the tenders, no information relating to the examination, clarification, evaluation or comparison of tenders or recommendations concerning the award of contract can be disclosed until after the contract has been awarded.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

1. *Evaluation of Tenders*

The contracting authority reserves the right to ask a tenderer to clarify any part of the offer that the evaluation committee may consider necessary for the evaluation of the offer. Such requests and the responses to them must be made in writing. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders. The contracting authority reserves the right to check information submitted by the tenderer if the evaluation committee considers it necessary.

The evaluation of tenders will be conducted according to Section 19.

**Examination of the administrative conformity of tenders**

The evaluation committee will check that each tender:

* has complete documentation and information;
* substantially complies with the requirements of these tender documents.

**Examination of the selection criteria**

The evaluation committee will check whether the tenderers meet the eligibility and selection criteria.

**Technical evaluation**

The evaluation committee will analyse the tenders' technical conformity in relation to the technical specifications, classifying them technically compliant or non-compliant.

**Financial evaluation**

Once the technical evaluation has been completed the evaluation committee checks that the financial offers contain no arithmetical errors.

**Award criterion**

The tender will be awarded according to the best price-quality ratio.

1. *Correction of errors*

Possible errors in the financial offer will be corrected by the evaluation committee as follows:

* where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;

The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the tenderer will be bound by that adjusted amount.

# **CONTRACT AWARD**

1. *Notification of award, contract clarifications*

Prior to the expiration of the period of validity of tenders, the contracting authority will notify the successful tenderer, in writing, that its tender has been selected and draw its attention to any arithmetical errors corrected during the evaluation process.

After the contract has been signed, the contracting authority will promptly notify the other tenderers that their tenders have not been successful.

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.

1. *Contract signing*

Within 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.

If it fails to sign and return the contract within 30 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.

1. *Cancelation of the tender procedure*

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

1. *Data Protection*

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed[[2]](#footnote-2) solely for the purposes of the management and monitoring of the tender and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this tender procedure. Details concerning processing of your personal data are available on the privacy statement at

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> [[3]](#footnote-3)

1. *Appeals*

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint within 3 working days after the announcement of the results.

1. *Operational language*

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

1. *Information for the tender documents*

For any question related to the above Terms of reference and activities, tenderers may contact to [medrisse@acpp.com](mailto:medrisse@acpp.com)

Annex I Expression of Interest to participate in the Tender

Annex II Declaration of honour

Annex III Financial Offer

Annex IV Declaration of responsibility to ACPP’s ethical code

Annex V Declaration of responsibility for ENI CBC Mediterranean Sea Basin Programme funded projects

1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)
2. Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (‘Regulation 2018/1725’), Official Journal L 205 of 21.11.2018, p. 39. [↑](#footnote-ref-2)
3. This link will lead you to the ‘privacy statement’ published as annex A13 to the practical guide general annexes. [↑](#footnote-ref-3)