

## **TERMS OF REFERENCE OF THE GENERAL LOGISTICS FOR TRAININGS OF THE LASERMED PILOT PROJECT IMPLEMENTED IN ZGHARTA-EHDEN, LEBANON.**

Budget code: 22EEP002

Project: LASERMED

Imputation item: 4.14.1, 4.14.2, 4.14.3

### **Introduction**

The Associació MedCités / MedCities is an association of cities, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises 67 municipalities and unions of municipalities from seventeen different states and runs projects in the fields of strategic urban planning, urban services, the environment and local economic and social development, as well as training activities, technical support and the capitalisation of best practices. The network was created in 1991, since which time it has carried out dozens of projects in Mediterranean cities.

LASERMed (Local Action for the SocioEconomic Recovery in the Mediterranean: the cities respond) is a two years project funded by the Diputació de Barcelona and led by MedCities in association with the municipalities of Zgharta-Ehden (Lebanon), Oujda (Morocco), Sousse (Tunisia), and As Salt (Jordan). The project aims to provide tailored support to municipalities in identifying and implementing local, tangible and concerted actions to mitigate the effects of the COVID crisis and promote the recovery of strategic sectors with social value and environmental perspective.

During the project's first phase, a local diagnosis resulting in a pilot action project has been developed for each municipality, identifying activities for socioeconomic promotion with a green and socially inclusive perspective.

In particular, the pilot project in Zgharta-Ehden will be implemented from November 2022 until March 2023 will provide training and building capacities to enhance existing auto-entrepreneurs on:

- Social solidarity economy, circularity principles and environmental and technical aspects of the fashion industry and the olive oil soap production.
- Innovative production and marketing techniques for the fashion industry and olive oil soap production.
- Audio-visual media production and broadcasting on social and traditional media.

During the execution of the training some logistic support will be necessary such catering, power supply, transportation and documents printing.

### **1. Objective**

The objective of this service provision is general logistics for trainings of the Lasermed pilot project implemented in Zgharta-Ehden, Lebanon.

### **2. Scope of the services**

The scope and characteristics of the services are as follows:

23 training sessions will be organized with the following expected participants:

- 1 session with 30-35 participants
- 15 sessions with 10-15 participants

- 7 sessions with 6-8 participants

For each training session, the following **catering services** should be provided:

- Beverages:
  - o Hot water in one 4-liter dispenser per 15 persons lyophilized coffee portions, sugar, whitener, tea sachets in sufficient numbers. Carton cups as necessary.
  - o Drinking water (preferably 4-gallon refrigerated dispenser with carton cups)
  - o Locally sourced apple juice (Ehden or Bcharreh)
- Locally sourced cookies and cakes, preferably homemade by women of the old district of Zgharta
- Locally produced seasonal fruits: apples, oranges
- Paper tissue towels (unbleached, non-imported), hand sanitization products, disposable masks for attendees who chose to wear them

The service provider should ensure to all training sessions the **power from an off-grid electrical source** with the following requirements:

- 10-15 amps for 6 hours each session.
- Mains cable connection to venue's board.
- No extra costs for maintenance, fuel, consumables or other expenses may be claimed by the provider.
- Preference should be given to green, non-polluting, sources of energy.

The service provider should ensure the **local transportation of participants** within Zgharta proper and immediate surroundings to the training venue. Micro or mini bus should be used for transportation of the trainees within 5km from the training facility located in the municipal amphitheater.

The service provider should **develop and print the following project communication materials**:

- 2 standard size roll-ups.
- 4 flags/banners. Dimensions 70 cm wide, 240 cm high.
- 80 A3 ads (20 for each of the 4 activities).
- Develop the visual image of social media posts (92 posts, 4 for each of the 23 training sessions).

In order to better prepare your offer proposal and understand the details of these terms of reference, we advise you to contact Josiane Kandalaft at [josiane.kandalaft@gmail.com](mailto:josiane.kandalaft@gmail.com).

### **3. Type of service, duration and place of execution**

These terms of reference and the winning proposal will define the conditions of the service as a contract of provision of services from the notification of the order until 31<sup>st</sup> of March, 2023. The service will be carried out in Zgharta-Ehden, Lebanon.

The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

### **4. Base budget of the service**

The maximum budget for this service is €5.920,00 (all taxes included).

Any offer exceeding this amount will be rejected.

It is understood that the budget includes all of the costs that the successful bidder is required to

pay for the normal fulfilment of the services contracted such as general expenses, financial costs, insurance, transport and travel expenses, remuneration for the staff under its control and all verification and job costs.

## **5. Price of the contract and economic conditions**

The administrative details of the Contracting Body are:

ASSOCIACIÓ MEDCITIES AND/OR MEDCITÉS  
C / 62. 16-18. EDIFICI B, ZONA FRANCA  
08040 BARCELONA – CATALONIA - SPAIN  
Tax number (VAT): ESG66401258

The contract price is the one established by the award of the tender, in line with the offer submitted.

2 invoices are required according to the following details:

- 50% of the total amount after 10 training sessions services provided
- 50% of the total amount after all foreseen 23 training sessions services provided and delivery of the printed material.

Invoices must contain at least the following information:

- Name, full address and tax identification number of the supplier
- Complete MedCities data
- Invoice number
- Invoice date
- Budget code and project name indicated in the header of this document
- Description of the service provided
- Detail of the amount of the service and taxes (if any)

The payment term of the invoice will be: bank transfer around 30 days after the date of the invoice (bank account details are required) and always after internal favourable report issued by the General Secretariat of MedCities at the end of each phase.

The service provider will be directly responsible for paying the local or national taxes applied to the services except if the service provider is fiscally domiciled in Spain, whereupon the current tax law in respect of personal income tax (IRPF) will be applied.

Invoices must be sent either by post to the offices of the General Secretariat of MedCities or, if they are in digital format, to [contact@medcities.org](mailto:contact@medcities.org).

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

MedCities may require information from the service provider regarding its compliance with obligations relating to social security contributions and the payment of taxes.

Those non-EU service providers will be required to present a certificate of tax residence within 7 calendar days of the award of the service. If the aforementioned document has not been provided to MedCities within 7 days, the contract may be terminated.

## **6. Participation requirements**

Those bidding for the service can be individuals or companies that have the full capacity to carry out the work, that are not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

## **7. Confidentiality clause**

The information that the service provider will have access to in order to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts in respect of this confidentiality clause, the service provider must, in all cases, request the consent of MedCities.

## **8. Ownership and authorship of the work**

The ownership and authorship of any service provision work carried out belongs to MedCities. As owners of the study, any use or mention of it in publications, articles, interviews, conferences, etc. must have the express authorisation of MedCities.

## **9. Termination of the service**

By giving notice of one month, the service can be terminated by either party before the date indicated in Point 3 of these terms of reference for objective reasons or for the reason described in the last paragraph of point 5 of this terms of reference.

## **10. Submission of offers**

The offer must be sent to the following email address: [contact@medcities.org](mailto:contact@medcities.org)

- Proposal submission period: 10 working days from the date of these terms of reference.
- The subject line of the email should specify "Service offer for provision of general logistics for trainings of the Lasarmed pilot project implemented in Zgharta-Ehden, Lebanon"
- It is essential that the submission should clearly indicate: business name, address, phone number, email address and the Fiscal ID Number (VAT – tax number) of the bidding company.

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that the candidate can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- Detailed offer of the services.
- Economic proposal: candidates must submit an economic proposal in euros that either they or their representative must sign. The prices offered should include any type of tax, charge or fiscal ruling of a European, state, autonomous community or local nature as indicated in Points 5 and 6 of these terms of reference.
- List of similar and relevant projects undertaken by the working team or company involved have collaborated undertaken and, if applicable, international experience.

In the event that additional information is required to present the offer, we invite you to contact MedCities by writing to the email address [contact@medcities.org](mailto:contact@medcities.org). Only written questions about clarifications of the presentation of offers will be answered.

MedCities may request additional information related to the proposal if it deems it appropriate. If this is the case, the proposals that require clarification must be answered within a reasonable period established by the evaluation team.

#### **11. Assessment criteria**

The most advantageous offer will need to be evaluated bearing in mind the cost-effectiveness ratio in accordance with the overall proposal. The assessment could take the price-quality ratio into account.

MedCities guarantees equal treatment of the people/companies bidding and will keep their offers confidential.

The person/company adjudicated as the successful bidder will be notified within a period of 5 working days from the final submission date for offers.

Barcelona, 24<sup>th</sup> November 2022

Josep Canals Molina  
MedCities Secretary General