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CONTRACT NOTICE

INVITATION FOR SUBMISSION OF REQUESTS TO PARTICIPATE IN A TENDER

II.1.1) Information Notice Title:

**PROCUREMENT FOR SERVICE CONTRACT FOR TRANSPORTATION OF PERSONNAL
EFFECTS OF STAFF OF THE OACPS SECRETARIAT TO THEIR FINAL DESTINATIONS**

II.1.1) Information Notice Reference Number: ACP/41/036/2025/AFRH

I.1) Name and address Contracting Authority

Official name: The Organisation of African, Caribbean and Pacific States (OACPS)

Postal address: Place Rogier, 16

Town: Brussels

Postal Code: 1200

E-mail: rose.tsuma@acp.int

copy ; Motooa.Rammoneng@acp.int ; florence.makosso@acp.int

Internet address: www.acp.int

II.1.1) Title:

Procurement for Service Contract for transportation of personal effects of Staff of the OACPS Secretariat to their final destinations

II.1.3) Type of contract

Services

II.1.4) Short description of the contract

This call for tender is for a service to the Secretariat in its responsibility as+ the employer to comply with the provisions of the Staff Regulations regarding the shipment of the personal belongings of the staff during the recruitment and at the end of their services.



- Specific objective(s)

The specific objective of this contract is:

To provide the Secretariat with a qualified service provider for the shipment of personal belongings and household of staff from various countries to their destination points securely, efficiently and within reasonable timelines.

- **Activities to be carried out:**

- The contractor will provide the OACPS Secretariat with at least one staff member who will be primarily responsible for tasks related to the implementation of the contract.
- Within two days of receiving an "order for services", the contractor will acknowledge receipt of the order and contact the participants on the list.
- The Contractor will propose to the OACPS Secretariat the most advantageous shipping route (after comparing the price of at least three potential options for each participant);
- The most advantageous quotations will be provided to the Secretariat as soon as possible after the OACPS Secretariat has placed an "order for services".
- The contractor must be able to provide the services during normal working hours (9:00 am to 5:30 pm Monday to Friday) except during public holidays. During office hours, the Contractor staff must always be reachable by telephone, e-mail or voice mail via the internet without call charges.
- The Contractor will have to guarantee the necessary resources to support the volume of activities by phone and e-mail during normal office hours. Thus, replacement of staff for any reason (illness, leave, training, etc.) must be foreseen by the Contractor.

II.1.5) Estimated total value

Value excluding VAT: EUR **250,000** Currency: **Euro**

IV.1.1.) Type of Procedure

Open

II.1.6) Information about lots

This contract is divided into lots: no



II.2.3) Place of performance

Geographical zone benefitting from the action: OACPS Secretariat, Brussels, Belgium

II.2.5) Award Criteria

Price is not the only award criterion, and all criteria are stated only in the procurement documents.

II.2.14) Additional information

Repetition of similar services

Provided they are in conformity with the basic project, new services or works consisting in the repetition of similar services or works, may be entrusted up to 50 % of the initial contract to the initial contractor by negotiated procedure without prior publication of a contract notice.

IV.2.2) Time limit for submission of tenders or requests to participate.

Date: 04/04/2025

Local Time: 17:00

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: Two months from the date stated for receipt of tender

IV.2.7) Conditions for opening of tenders

Date : 9 April /2025

Local time : (Central European Time : 11:00

Place: Place Rogier 16, 1200 Brussels Belgique

Brussels, 5 March 2025





Additional information about the Contract Notice

Procurement for Service Contract for transportation of personal effects of Staff of the OACPS Secretariat to their final destinations

Nature of contract

Global price

1. Programme title

Service Contract for transportation of personal effects of Staff of the OACPS Secretariat to their final destinations

2. Financing

Budget line-Grant Contract

3. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)¹ See Annex A2 of the practical guide.

For this contract award procedure, financed by NDICI geographic programmes, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 28 of Regulation (EU) N° 2021/947.

Participation is also open to international organisations.

4. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

¹ Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe, amending and repealing Decision No 466/2014/EU and repealing Regulation (EU) 2017/1601 and Council Regulation (EC, Euratom) No 480/2009; OJ L 209, 14.6.2021, p. 1–78.

5. Number of requests to participate or tenders

No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which

that person has participated will be excluded.

6. Grounds for exclusion

Candidates must submit a signed declaration, included in the request to participate form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG)**. Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates 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.

7. Sub-contracting

Sub-contracting is allowed.

8. Number of candidates to be short-listed

On the basis of the request to participate received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.

9. Short-list alliances prohibited

Any tenders received from tenderers having a different composition than the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

10. Provisional date of invitation to tender

April 2025

11. Provisional commencement date of the contract

Juin 2025

12. Period of implementation of tasks

3 Years

The contract may be renewed once for a maximum period of three years.

13. Language of the procedure

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

14. Additional information

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in EUR

Additional information related to the submission. As appropriate.

SELECTION AND AWARD CRITERIA

15. Selection criteria

Capacity-providing entities

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 which 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 candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate 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:

Economic and financial capacity (based on item 3 of the request to participate form. In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

- the average **annual turnover of the candidate or tenderer for the years 2022, 2023 and 2024 must exceed EUR 83,000** the annualised maximum budget of the contract i.e., the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed two times the estimated annual contract value, except in duly justified cases motivated in the tender dossier)]; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

2) Professional capacity (based on items 4 and 5 of the request to participate form for service contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- at least 3 permanent staff are/have been working for the candidate in the current year (2025) and the three previous years (i.e. 2022, 2023 and 2024) in fields related to this contract: Service Contract for Transportation of personal effects of Staff of the OACPS Secretariat to their final destinations

Please adapt Table 4 “Staff” of the application form in order to reflect the number of staff for the above-mentioned fields and for each year.

3) Technical capacity (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for service contracts). The reference period which will be taken into account will be the last three years from submission deadline.

- The candidate has provided services under at least 5 contracts each with a budget (i.e. value of the signed contract, incl. any amendment) of at least 50,000 EUR in the field of international shipping of personal belongings and transportation of cars etc.).

For each contract used as a reference, the candidate must have implemented it as leader (implementation of a minimum of 50% of the overall contract value). Projects used for reference for the technical capacity criterion 16.3.1. must have been implemented at any moment during the reference period (December 2022 –December 2024).

References should demonstrate the candidate’s technical capacity to meet the following criteria:

- **Experience:** Proven experience in international shipping, especially with personal belongings and the transportation of cars;
- **Capacity:** Ability to manage large-scale shipments, including handling 20- and 40-foot containers and vehicle transportation;
- **Licensing and Compliance:** The tenderer must have all required licences and certifications for international shipping and customs clearance;
- **Insurance:** Adequate insurance coverage for the transport of personal belongings and vehicles;
- **References:** Demonstrated experience with similar projects, preferably with international organisations;
- **Fleet:** The tenderer must have the infrastructure and fleet (e.g., trucks, sea/air transport) capable of handling both containerized cargo and vehicle transport.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

- the highest number of projects that meet criterion 3.1;
- the highest cumulated value of the projects that meet criterion 3.1.

Additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.

16. Award criteria

Best price-quality ratio.

PARTICIPATION

17. Requests to participate format and details to be provided

Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

The request to participate must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

18. How requests to participate may be submitted

Requests to participate must be submitted in English exclusively to the contracting authority in a sealed envelope.

- 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, to:

Contact person: Rose TSUMA

The Organisation of the African, Caribbean and Pacific States (OACPS)

Place Rogier, 16

B-1200 Brussels

[Email :rose.tsuma@acp.int](mailto:rose.tsuma@acp.int)

Tééphoné : 0032 2743 0656

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:

Contact person: Rose TSUMA

The Secretariat of the Organisation of the African, Caribbean and Pacific States (OACPS)

Place Rogier, 16

B-1050 Brussels

Email : rose.tsuma@acp.int

Tephoné : 0032 2743 0656

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.

19. Deadline for submission of requests to participate

The candidate's attention is drawn to the fact that there are two different systems for sending Requests to participate: one is by post or private mail service, the other is by hand delivery.

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip², but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

The deadline for submitting requests to participate is Friday 4 April 2025 at 17:00 hours.

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

20. Clarifications on the contract notice

Any request for clarifications must be made in writing to the Contracting Authority at the email address³ *mentioning the publication reference of this contract notice at the latest 10 days before the deadline for submission of requests to tender*. This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called "Additional information to the contract notice."

Clarifications will be published on the website of the Contracting Authority at <http://www.acp.int> at the latest 5 days before the deadline for the submission of requests to participate. The website will be updated regularly and it is the candidates responsibility to check for updates and modifications during the submission period.

² It is recommended to use registered mail in case the postmark would not be readable.

³ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

21. Outcome of the evaluation

By submitting a request to participate candidates accept 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 request to participate form.

22. Alteration or withdrawal of requests to participate

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.