

Support for Independent Media in the Southern Neighbourhood

GUIDELINES AND CONDITIONS

General terms and conditions for participating in the invitation to tender

Submission of a tender implies acceptance by the tenderer of the terms and conditions laid down in the documents making up this invitation to tender: the guidelines and conditions, the specifications, and the application form. The above documents lay down the terms and conditions governing this invitation to tender and complement each other.

- All documents are available at the following location: <https://www.mediasupport.org/news/open-call-for-tenderers-for-support-to-independent-media-in-the-middle-east-and-north-africa/>
- Tenders must be submitted via email to OpenProcess@mediasupport.org

Before submitting a tender, tenderers must take all the steps required to gain a proper understanding of the scale and nature of the subject of the invitation to tender and of any potential difficulties. In submitting a tender, tenderers acknowledge that they are aware of the risks and problems in connection with performance of the contract.

Your tender should be valid for no less than 30 days from the deadline for receipt of the quotation. International Media Support (IMS) will strive to notify all suppliers of the outcome of their tenders by 7 March.

The specifications relating to the contract and the application form are appended to this invitation. The specifications lay down all the documents to accompany the tender submission, including documents substantiating economic, financial, technical and professional capacity.

This invitation to tender does not entail any obligation on the part of IMS; that will arise only when the contract is signed with the successful tenderer. Likewise, submission of a tender shall in no way entitle a tenderer to the award of the contract or a part thereof. Until the contract is signed, IMS may cancel the procurement procedure, without candidates or tenderers being able to claim any compensation for any expenses incurred, including any travel costs. Where applicable, the reasons for that decision will be stated and communicated to all the tenderers.

The Contract will be awarded to the Supplier offering the best value for money with reference to the selection criteria. The successful Supplier will sign a Contract, which will include adherence to the IMS Code of Ethics.

Under IMS' Anticorruption Policy Suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. IMS will reject a bid, if it determines that the Supplier has engaged in corrupt, fraudulent, collusive, or coercive practices.

Tenderers will be informed in writing of the decision taken on their tender. Further, tenders will remain the property of IMS and where the supplier's proposal leads to a contract between IMS and the Supplier, it is a requirement, that IMS acquire all rights and sole property to any material produced under such a contract. Expenses incurred in connection with preparing and submitting tenders will be borne by tenderers and may not be reimbursed.

The follow-up to responses to the invitation to submit a tender will entail the registration and processing of personal data (e.g., name, address, CV). Such data will be processed in accordance with Regulation (EU) No 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). Unless otherwise indicated, the replies to questions and the personal data requested are necessary for the evaluation of tenders, in accordance with the specifications in the invitation to submit a tender and will be processed solely by IMS for that purpose. Upon request, tenderers may obtain details of their personal data and they may rectify any personal data which are inaccurate or incomplete.

Additional information on tender

Tenderers who wish to obtain additional information about the tender documents should submit their questions solely in writing via email to OpenProcess@mediasupport.org

No response will be given to any request for additional information received less than six working days before the closing date for submission of tenders. The contracting authority will not respond to oral questions, questions submitted after the deadline or questions which are incorrectly addressed.

The relevant replies will be published on the same site prior to the deadline for sending replies below.

Content and presentation of tenders

Tenders may only be submitted using the draft application using Microsoft Word-format in English, and it is hereby specified that the working language will be English

Following the structure of the application, all tenders must include the following sections:

- PART I of the application: Methodology proposed (weight 40% - max 40 points) - the quality and relevance of the methodology proposed for fulfilling the outputs of the three lots (see application form)
- PART II of the application: Experience of the organisation (weight 40% - max 40 points) – the technical and professional merits of the staff and organisation and proven track record of similar activities to those stipulated in the tender material (see application form)

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

Time limits and procedures for the submission of tenders

- Deadline for receiving questions: 22 February
- Deadline for uploading replies: 25 February
- The closing date for the submission of tender: 28 February 12.00 CET

It will not be possible to submit a tender after the time limit for submission given. The confidentiality and integrity of tenders will be maintained until the opening of tenders. A tender received after the deadline for submission of tenders will be rejected. The submission receipt provided by IMS with the official date and time of receipt of the tender (timestamp) constitutes proof of compliance with the deadline for submission of tenders.

Notification of results

IMS will inform all unsuccessful tenderers, simultaneously and individually, by electronic means, that their tender has not been accepted.

Simultaneously with the notifications of rejection, IMS will communicate the award decision by email to the successful tenderer, stating that this does not constitute an obligation on the part of the institution. The contract will not be signed until a period of 7 calendar days elapsed from the notification of the result.

Upon written request - by e-mail - any unsuccessful tenderer whose tender is compliant with the procurement documents may obtain additional information about the grounds for the rejection of his tender. Only tenderers who have submitted an admissible tender may obtain information about the characteristics and relative advantages of the tender chosen, together with the name of the tenderer awarded the contract. However, some information will not be communicated if doing so would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between them.

Complaint's procedure

Tenders can submit a complaint in situations where they consider that an error has been made in the administration or a factual error in the assessment of the application, or if the assessment of the application otherwise has been inconsistent in relation to the guidelines and specifications of IMS.

Applicants must submit their complaints to OpenProcess@mediasupport.org. The complaint must include the full application and the answer from IMS. Further, the applicant must disclose a written statement with a concrete explanation of why the complaint has been filed. IMS will assess the complaint as fast as possible. If IMS decides that the complaint is valid, the application will undergo a revised assessment.

Therefore, if necessary, after the results have been notified and before the contract is signed, IMS may suspend the signing of the contract for additional examination if this is justified by the requests or comments made by unsuccessful or aggrieved tenderers or by any other relevant information received. The requests, comments or information concerned must be received during the 7 calendar days commencing the day after the date of simultaneous notification of the rejection and award decision. All tenderers must be informed of any suspension decision within three working days thereof.

Following the additional examination arising from suspension of the procedure, IMS may confirm its award decision, modify it or, if necessary, cancel the procedure. The reasons for any further decision must be stated and communicated in writing to all tenderers in contention.

Conflict of Interest

Any existing or potential conflicts of interest must be brought to the attention of IMS.

IMS (International Media Support)

IMS' support of public-interest journalism in conflict affected, fragile and transitional states has benefitted over 60 countries. With more than 500 national partnerships established, IMS's approach centres on three areas: participating in and building international and regional coalitions; linking local impact and knowledge from its country or regional programmes to global policy and standards development; and ensuring knowledge transfer and sustained local partner involvement in global discussions.