



EU4BCC: CONNECTING COMPANIES

TERMS OF REFERENCES

TENDER FOR THE RECRUITMENT OF A SERVICE PROVIDER (travel and accommodation)

FOR THE IMPLEMENTATION OF A

STUDY VISIT

for a DELEGATION OF SMEs from the Eastern Partnership Countries visiting the TORINO FASHION WEEK 2023

TERMS OF REFERENCE

1. Background Information of the EU4Business Connecting Companies Project

Within the EU4Business initiative, Eurochambres, the Association of European Chambers of Commerce and Industry, signed a grant contract n° ENI/2019/411-865 in 2019 to implement the project 'EU4Business: Connecting Companies' (EU4BCC) in cooperation with 5 sectorial consortia.

EU4BCC global objective is to support sustainable economic development and job creation in the EaP countries by helping SMEs grow - especially by promoting trade, encouraging inward investment and fostering business links with companies in the EU.

EU4BCC specific objective is to strengthen the capacity of EaP BSOs and local business associations in promoting trade relations with the EU through 59 actions to be implemented in five economic sectors:

- i) Bio/organic Food
- ii) Creative Industries
- iii) Textile
- iv) Tourism
- v) Wine

Sectorial Consortium (SC) is a set-up for each identified sector. It is composed of European Union (EU) Chambers of Commerce and EaP Chambers of Commerce.

The **Textile Sectorial Consortium (TESC)** is composed by 4 members. They are Chambers of Commerce located in 4 different countries and they are very active and focus on the textile sector working closely with entrepreneurs, SMEs, startups and fashion designers, experts dealing with the Textile and fashion industry.

In addition, 3 members out of 4 are members of the Enterprise Europe Network (EEN) where they are active partner among the Sector Group Textiles that gathers EEN members' experts on the sector that work closely to support their local clients providing new services and events helping them to boost and to innovate internationally.

The EEN network, co-financed by the European Commission, is committed to support companies and entrepreneurs to grow and to innovate internationally with dedicated service of business development. In that regards the Textile consortium promote the project among the international network of sectorial contacts facilitating the cross cultural connections among textile industry, promoting the project and giving more visibility to activities :

The members of the Textile consortium are:

- **Unioncamere Piemonte** (Regional Union of the Chamber of commerce of Piedmont Region _ (Italy) that is the Lead partner
- **Kaunas Chamber of Commerce, Industry and Crafts** (Lithuania)
- **Chamber of Commerce and Industry of Yerevan** (Armenia)
- **Chernihiv Regional Chamber of Commerce and Industry** (Ukraine)

Main objective of the Consortium is to monitor the activities envisaged under the project for beneficiaries and implemented by EU or Eastern Partnership (EaP) Business Support Organizations or Chambers of Commerce supporting SMEs operating within the Textile sector.

Main objectives of the TESC will be:

- **Promoting** new activities under the Eu4BCC project
- **Monitoring** the projects' proposal
- **Supporting beneficiaries** (information/requests/ doubts/ guidelines)
- **Checking** final reports and feedback

2. Contracting authority

As Coordinator of the TESC, Unioncamere Piemonte will act as Contracting Authority for this action. Unioncamere Piemonte is the Regional Union of the Chambers of commerce of Piedmont Region (Turin, Italy) . It serves and represents the interests of the Regional Chamber System and pursues the Chamber common goals. As member of the Enterprise Europe Network (<https://een.ec.europa.eu>) , that works to support the internationalization and innovation of SMEs, Unioncamere Piemonte supports and promotes the general interests of the economic system and fosters initiatives that favour the development and internationalization of the region's economy as well as the competitiveness of its enterprises.

Contact Details of the person in charge for this Initiative:

Ms. Federica Leonetti

Mail: innovazione@pie.camcom.it

Unioncamere Piemonte

Via G.Pomba, 23

10123 Turin, Italy

3. Information about the study visit

One of the activities within the EU4BCC project is to implement a **STUDY VISIT** addressed to **SMEs** coming from **EaP** countries. The Study Visit will include:

- **1 Brokerage event (B2B face to face event)** between SMEs from EaP and SMEs from EU, in one of the countries of the EU
- **1 Workshop /seminar** with local Stakeholder speaker
- At least **2 company visits at local manufacturing textile and fashion brands**
- Attendance to the **Torino Fashion Week 2023**.

The activity aims to facilitate the creation of international collaborations between SMEs from the EU Member States and the Eastern Partnership countries: Armenia, Azerbaijan, Georgia, Moldova and Ukraine.

Duration: The study visit shall take place between **25 and 30 June 2023**.

Location:

- Italy (Turin) : during the **Torino Fashion week 2023** : 27th June - 3rd July 2023

The study visit will be organised **in the framework of Torino Fashion week 2023**, allowing participants to discover the event and to join conferences and seminars on related sectoral topics.

During this event, the TeSC will organise B2B meetings between the 25 EaP SMEs and EU SMEs .

Participants will register to a B2B platform (Torino Fashion Match¹) where pre-scheduled meetings will be arranged. The B2B platform is already in place financed under EEN project and this is the 8° edition of the event.

The pre-scheduled meetings will allow them to create international collaborations and to create new international contacts.

4. Overall objective of the tender

The overall objective of the tender is to **select a service provider to book the travel and accommodation in Turin** for the 26 participants that will take part in the study visit.

5. Requested services

- Search and book transportation for 25 EaP SMEs and 1 coordinator travelling from Brussels (train, bus, and/or flights to and from Milano or Torino, Italy)
- Search and book accommodation for 26 participants in Torino (Italy) : it is required to foreseen accommodation in the Turin center area , closed to Railway station Torino Porta Nuova, for logistic reasons
- Support and liaise with VISA application procedures for the EaP SMEs, if required.

The Textile Consortium will:

- Organise the B2B matchmaking for the participants (take in charge the b2b activity working closely with clients, management of the b2b platform, location and all the related facilities)
- Promote the event and gather the 25 SMEs from EaP countries
- Support participants with the B2B platform
- Organise meetings with EU SMEs
- Monitor and accompany participants during the event
- Management of TALKs sessions
- Support the implementation of the Company visits / seminars and the general programme where the delegation is involved
- Support the delegation during the Torino Fashion Week activities and during the b2b sessions

¹ <https://torino-fashion-match-2023.b2match.io/page-751>

6. Budget

Overall budget is: € 25.000

- Round trip travel arrangements for 25 EaP SMEs to Torino (Italy)
- Round trip travel arrangements for 1 Eurochambres representative
- Accommodation in a Hotel for 26 people in Turin

7. Timing of the service

The Activity will take place between 25 June – 30 June 2023. Participants should travel back to their countries no later than 30 June.

8. Eligibility, Selection and award criteria

Exclusion Grounds:

The applicants submitting a proposal should not be involved whatsoever in the EU4BCC project. This means that the organisation cannot be involved in any of the following:

- Sectorial Consortia
- Board of the Sectoral Experts
- Implementing BSOs
- Final beneficiaries

Eligibility

The candidates shall be:

- Commercial or non-commercial legal entity;
- Registered in one of the Member States of the EU, or the one of the five countries of the EaP (Armenia, Azerbaijan, Georgia, Moldova or Ukraine) Selection Criteria Legal entity must fulfil the conditions indicated in the present Call for Tender. The legal entity submitting the offer shall possess following technical and financial capacities:

We are looking for organizations/travel agencies working with SMEs and entrepreneurs at local level providing them services related to travel and accommodation.

- Organizations must also have experience in the travel sector, preferably with EaP countries
- Organizations should deal and help participants with VISA applications

Technical and professional capacity:

- The tenderers should be able to provide evidence of similar previous experiences, in particular, in organising travels and accommodation. Experience with the EaP countries is preferred.

- The tenderer should have a solid team to implement the activities. The selected tenderers may be requested to send the proof of the expertise of the proposed team.

Economic and financial capacity of the tenderer:

As the present Terms of Reference is implemented under the EU contract, the tenderer should have the necessary financial capacity to finance part of the activities taking into account that the balance will be paid after acceptance of the necessary supporting documentation.

The applicant is requested to provide balance sheets for the last 2 financially closed years.

Selection Criteria

- At least 2 years of experience in the travel sector

Award Criteria

- Ratio cost/quality
- Commitment on the quality of all the services provided

Tenders will be evaluated on the basis of the following award criteria and their weighting:

- 1. Quality - 60%
- 2. Price - 40% (The price considered for evaluation will be the total price of the tender).

Evaluation grid:

Maximum 100 points :

- Organisation and methodology: 60 points
 - Quality control measure: 10 points
 - Previous experience/portfolio of the entity : 10 points
 - Team : 10 points
 - Budget : 10 points
-
- Only tenders with average scores of at least 70 points qualify for the financial evaluation. Any tender falling short of the 70-points threshold is automatically rejected.
 - As a result, the technical and financial scores will be added together to determine a best cost/quality ratio.
 - The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the Contracting organisation during the procedure.

9. Visibilities

The service provider will have to comply with the visibility rules relevant to the EU4BCC project. See **Annex 4**: visibility rules.

10. General Data Protection Regulation

Contracting body undertakes to process the candidate data in line with the provisions of the GDPR²

11. Tenderer(s) offer

- The tenderer(s) offer **MUST** be written in English which is the working language of the grant contract.
- The tender must include a technical offer and a financial offer.
- The budget should be proposed in EUR. The offer should include the following documents:
 - Tender submission form (See **Annex 1**)
 - Filled in Organisation and Methodology (See **Annex 2**)
 - Proposed budget (See **Annex 3**)
 - CVs of **the proposed team**

12. Application and Deadline

Applicants are invited to submit offers for the organization of the STUDY VISIT during the **Torino Fashion week 2023 BY EMAIL** at the following email address innovazione@pie.camcom.it by the **29 May 2023** (17:00 CET) at the latest.

Tenderers should use the following subject when sending the application email:
Proposal STUDY VISIT at the TORINO FASHION WEEK 2023 ENI/2019/411-865.

- By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.
- The proposal shall include the following budget items (**ANNEX 3**) : Travel, accommodation, local transport.
- Price quotations should be made in EUROS with VAT for companies based in the EU.

Applicants are invited to submit a proposal for the organization of this activity by the deadline

² Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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) available at : [CL2016R0679EN0000020.0001.3bi_cp 1..1 \(europa.eu\)](https://eur-lex.europa.eu/eli/reg/2016/679/oj)

29th MAY 2023, filling ANNEX 1 .

13. SELECTION TIMELINE

- Invitation to tender: 23 May2023
- Deadline to submit the offers : **29 May 2023**
- Evaluation of the offers: 30 May 2023
- Notifying candidates : 31 May 2023
- Signature of the service contract : **1 June 2023**

14. Other – Financial & Additional Information

Modalities of payment will be the following:

- 70% after signature of the service contract and receipt of the invoice
- 30% after the approval of the final report following the implementation of the activities

LEGAL FRAMEWORK OF THE CALL FOR TENDERS

The present call for tenders is launched within the framework of the EU Grant contract ENI/2019/411-865 (see **Annex 5** for more details)

Annexes included in this Terms of References:

- Annex 1: Tender submission form template
- Annex 2: Organisation and Methodology template
- Annex 3: Proposed budget template
- Annex 4: EU4BCC Visual Identity Guide
- Annex 5: General conditions for the EU4BCC grant contract