



Aquaculture Advisory Council

Invitation to Tender

AAC secretariat Services

1 November 2020 – 31 October 2023

Open Tender Procedure

PROCEDURE FOR THE SELECTION OF SECRETARIAT OF THE AQUACULTURE ADVISORY COUNCIL (AAC)

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PROCEDURE FOR THE SELECTION OF THE AAC SECRETARIAT

1. **Introduction**

The AAC was established in 2016 with the core objective to contribute to the development and promotion of the EU aquaculture sector. This objective will be achieved by preparing and providing advice on subjects and issues related to the above-mentioned topic on behalf of the whole value chain (primary producers, traders, exporters, importers to/from third countries, processors, wholesalers, distributors, retailers), and consumers as well as other interest groups affected by the CFP and CMO (environmental or development non-governmental organisations, consumer organisations, etc.) to the EU Institutions, particularly the European Commission.

The AAC is a membership organisation; its members representing the value supply chain: primary producers) processors, traders, suppliers, retailers, workers (60%) and other interest groups (40%) such as environmental and development non-governmental organisations.

The AAC delivers its aims through a series of consultative groups; the General Assembly, an Executive Committee, 3 Working Groups and a varying number of temporary issues-based sub working groups. The General Assembly appoints the Executive Committee which can have up to 20 members. The Executive Committee manages the activities and the advice provided by the AAC.

In the Executive Committee 60% of the seats are allocated to the value supply chain and 40% to the other interest groups. The work of the Executive Committee is reinforced by the Working Groups which consider particular subjects of interest to the AAC and make recommendations on possible courses of action to the Executive Committee. The Working Groups allow a wider participation of members, including any sort of experts relevant to the topic in discussion.

AAC is funded through a membership system and a contribution from the European Commission and associated member state government departments.

Further information regarding AAC and its activities can be found [here](#).

The AAC must sign a new contract for secretariat services for a period of up to 3 years. The duration of this contract would be from 1 November 2020 until 31 October 2023. The awarding of the contract will, among other things, depend on the renewal of the Specific Agreement signed with the European Commission on an operating grant. Applications from organisations based in all member states are welcome but a Brussels based secretariat would be an advantage.

The European Commission's Financial Regulations require that any contracts in excess of €15,000 must comply with public procurement rules. As such, a tendering process has been initiated. The role of the secretariat is set out in the AAC Rules of Procedure in article 15. The tasks to be fulfilled by the secretariat are detailed in annex A.

The working languages of the AAC are English, French, Spanish and Italian.

2. Procedure

1. An invitation to tender will be published online. A document called 'Tender Specifications for the Selection of a secretariat of the AAC (see Annex A)' will be sent to all interested parties as well as an explanatory note describing the background and the procedure. Interested parties will be expected to respond to the AAC Chair by the scheduled deadline.

2. In order to tender for this position, interested parties MUST fill out the template Application form (Annex B 1) and the other forms as provided under Annex B. The form with regard to the selection criteria Annex B.2 seeks relevant information from the organisation on what experience they have gained in similar roles. Only applicants who fulfil the selection criterion will be considered for further evaluation.

Candidates must also fill the financial offer in Annex B.3.

3. The AAC Executive Committee will assess the applications at its meeting of the 16 July 2020.
4. The organisation which scores the highest points after this assessment shall be put forward as secretariat of the AAC and shall be ratified by consensus by the Executive Committee.
5. If the Executive Committee cannot ratify a decision by consensus, a vote will be taking place.
6. The Executive Committee's recommendation will have to be approved by the General Assembly at its meeting of the 08 September.

Annex A

Tender Specifications for the award of the contract for a secretariat of the AAC

A1. Object and submission

This is an open procedure for the selection of secretariat of the AAC.

Tenders must be submitted by e-mail no later **than 12.00 noon Sunday 31 May 2020 to ojeda@apromar.es** the tender must be titled:

“AAC Tender - Confidential For the Attention of Mr Javier Ojeda”

Tenders must be submitted in English and in Word format.

A2. Task description

The tenderer should present a team, which shall include at least an executive secretary and a financial officer.

The AAC secretariat is tasked with the day-to-day running of AAC. It is not responsible for policy decision-making, which is the preserve of the AAC's decision-making bodies.

More specifically:

18. The secretariat shall be appointed for an agreed term, in the first instance for three years, by the Executive Committee and shall act impartially and without bias in furthering the objectives of the AAC.

19. The secretariat shall be responsible for and lead the daily work of the AAC.

20. The secretariat, guided by the Chairperson of the AAC, receives nominations for new members of the General Assembly. The Executive Committee shall endorse any such nominations and present them to the General Assembly.

21. The secretariat shall keep the accounts of the AAC and prepare the accounts for the Annual General Assembly in conformity with the Belgian law. The secretariat shall also arrange for certified auditing of the accounts and for satisfying any reporting conditions laid down by providers of funds, in particular the European Commission.

22. The secretariat shall manage the annual membership fees renewal for its members.

23. The secretariat shall liaise with potential and factual funding sources to achieve funding of the AAC.

24. The secretariat shall arrange meetings of the General Assembly, Executive Committee and Working Groups. The Executive Committee shall decide on budgetary arrangements related to this.

25. The secretariat is responsible for following up on the decisions taken during the AAC meetings.

26. The secretariat shall liaise with the Chairperson of the AAC and the Chairpersons of Working Groups to produce timely and accurate reports on the AAC's activities.

27. To further the objectives of the AAC the secretariat shall maintain a register of members.

28. The secretariat shall maintain a website for the AAC and any other social media.

29. The secretariat may, with the approval of the Executive Committee:

- a) Employ and pay any person to supervise, organize and carry out the work of the AAC;
- b) Engage and pay fees to professional and technical advisors or consultants to assist in the work of the AAC;
- c) Bring together in conference and work in liaison with representatives of other organisations, Member States, the European Commission, the European Parliament, other statutory authorities and relevant experts;
- d) Assist in promoting or carrying out, research, surveys and investigations and, where appropriate, publish or disseminate the results;
- e) Arrange and provide for or join in arranging and providing for the holding of exhibitions,

seminars and meetings;

f) Identify areas of potential focus for the AAC;

g) Organise activities and produce materials for the promotion and dissemination of the AAC activities and recommendations

The secretariat shall also:

- comply with all Commission's financial and administrative rules and guidelines;
- prepare the application form for the annual renewal of the Specific Agreement;
- prepare the mid-term and annual reports of the AC and submit them to the Commission under the contractual delays;
- prepare draft work programmes to be discussed with the members;
- draft letters, compile members' contributions or prepare short reports;
- relay information received from the Commission and other players to the AC members in a timely manner;
- reply to requests received from the Commission and the Member states - after consultation of the AC members;
- manage applications for membership, ensure the representativeness of the AC and take appropriate measures to promote applications from underrepresented members;
- manage and update the AAC website and other social media.

The work of the secretariat will be evaluated periodically by the AAC members. It is expected that the secretariat seeks to adapt its work accordingly.

A3. Selection Criteria (see templates provided under Annex B.1 and B.2)

In order to tender for this position, interested parties must fill out the Application form in Annex B.1. Furthermore, the candidates must fill out the template as provided under B.2. This application form seeks relevant information from the candidates on what experience they have in similar roles.

Organisations must be legal entities with experience in management of tasks required. Only applicants, who fulfil the selection criteria, will be considered for further evaluation.

To be in line with the EU objectives to tackle the climate emergency, the organisation must explain how it plans to reduce carbon footprint of its activities and the AAC's. The secretariat organisation must commit to social equality (handicap, cultural, gender approach...).

A4. Award Criteria (see templates to be provided Annex B.3. and B.4)

The contract will be awarded to the tenderer offering the best value for money having regard to quality and price, based on the following award criteria.

A.4.1. Quality of the tender

A maximum of 100 points will be awarded for the quality of the tender. The criteria for the assessment of the quality are:

	To be provided	Maximum	Threshold
Criterion No 1: Please fill template B.3.1.	Written text detailing your knowledge of the role of AAC and its secretariat, demonstrating how your running of the Ssecretariat can further the aims of AAC.	35	20
Criterion No 2: Please fill template B.3.2.	Information on the resources you will make available, providing an estimate of the time commitment envisaged and the staff functions to be made available	65	45

Only the tenders having reached a minimum number of points required for each of the criteria for the assessment of the quality will be considered for the financial evaluation.

A.4.2. Financial evaluation

The financial value of the tenders that passed the quality examination will be determined by calculation of the price index as follows: (lowest price tender/price of the tender in question) x 100.

Fees per task	Number of units in a year	Price
Staff Costs (specify for each person of the team)		
Office Costs		
Other Costs		

The calculation of the yearly cost of the offer will be the additions of the multiplications:

number of days by daily price for each kind of task

A. 4.3. Overall Evaluation of Tenders

The calculation to assess the candidate offering the best quality/price ratio, with a weighting between technical capacity and financial value will be achieved by multiplying:

- the result of the technical evaluation (number of points) by 0.7
- the result of the financial evaluation (price index) by 0.3

The two results will be added together and the candidate with the highest score at the end of the process will be put forward to the Executive Committee for approval.

Annex B Tender Application Form and Tender Templates

B. 1. Tender Application Form

Application form to be completed by each interested candidate

Name: _____

Address: _____

Email: _____

Phone number: _____

I hereby declare that the attached information is accurate and in accordance with the facts.

.....

Signature of the applicant

.....

Date

B.2. SELECTION CRITERION

Please outline previous experience of providing secretariat services. Please clearly identify the body(ies) for which you have provided secretariat services, the nature of its/their business, the length of time you provided these services, the start and end dates of your contract, and what your responsibilities included.

Only applicants, who fulfil the selection criterion, will be considered for further evaluation.

	MINIMUM LEVEL	Response
Name of organisation to which secretariat services have been provided	Minimum of 1 Organisation	
Business type of organisation to which secretariat services have been provided	Relevant to fisheries and/or to the marine environment	
Average Number of members in organisation to which secretariat services provided	10 members	
Number of years providing secretariat services	6 months	

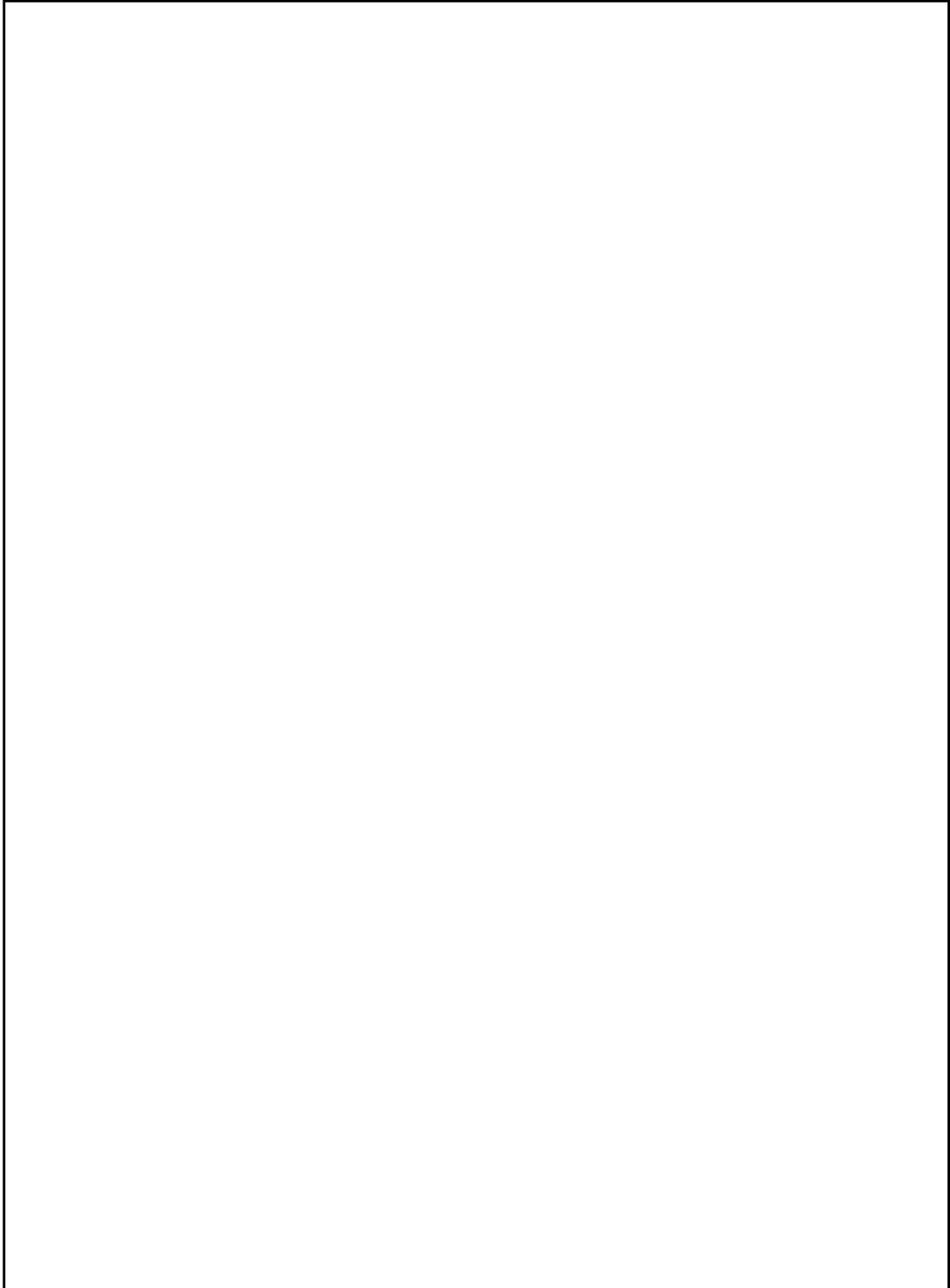
Additional information you would like to provide to back up your experiences above.

Please provide **at least 2 references**, which we can contact to verify the information above

	Reference 1	Reference 2	Reference 3
Name			
Job Title			
Address			

B.3 Templates to be provided with regard to the Award Criteria

B.3.1. Please provide written text detailing your knowledge of the role of AAC and its secretariat, demonstrating how your running of the secretariat can further the aims of AAC.

A large, empty rectangular box with a thin black border, intended for the respondent to provide written text as requested in the question above. The box occupies most of the page's vertical space below the question.

B.3.2. Please set out the resources you will make available to provide the AAC secretariat.

A large, empty rectangular box with a thin black border, intended for the user to provide details on the resources available for the AAC secretariat. The box occupies most of the page's vertical space below the question.

B.4. Financial offer

Please complete the following table of fees.

Fees must be quotes in EURO.

	Per Year		
	Column 1	Column 2	Column 3
Fees per task	Estimated Number of days/items in a year period	Price per day/item	Total (Column 1 x 2)
Staff Costs (specify per person)			
Travel and Subsistence Costs			
Office Costs (if applicable)			
Other Costs (if applicable)			