Adapted invitation to tender for logistics coordination of The MediaLab Environment Project

Invitation to tender launched in an adapted procedure in accordance with Article R.2123-1 of Public Procurement Code

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1. About CFI

CFI, the French media development agency, provides support to media organizations as development actors across several continents. A subsidiary of France Medias Monde and an operator of the French Ministry of Europe and Foreign Affairs, the agency is currently working on around 30 projects that fall under three major programs: Media and Governance, Media and Business, Media and Development.

2. Background

2.1 The Project: MediaLab Environment

The project MediaLab Environment aims to support the inclusion of environmental issues in the media production of 6 countries of the Mediterranean region: Jordan, Lebanon, Egypt, Tunisia, Algeria, Morocco. To meet that goal, several activities will include awareness, training and support for content production, exchanges and capitalization.

The main activities are the following:

- **Investigations for the elaboration of 6 thematic news reports** by 6 journalists who will be trained by experts and monitored by an editorial coordinator;
- **Audio and video coverage on environment through a solution journalism lens**, by 30 journalists trained by experts and monitored by media partner, with an award for the 5 best reportages;
- **Production of educational videos on environmental issues** addressed to children, by 6 media trained and monitored by experts.
- **Conduction of a study on environmental journalism** in the 6 countries of the project.

2.2 Specific objective

This tender aims to define the need for the logistical organization of the mediaLab project seminar on March 16th and 17th, 2020 for 16 people in Amman, Jordan.

3 Target groups and geographical areas

**Number of participants:** 16 people

**Possible countries of origin of participants:** Morocco, Algeria, Tunisia, Egypt, Lebanon, France
4 Expected outputs of the consulting firm

4.1 Logistical implementation

International transport and visas
- The service provider must deal with local authorities to manage logistical issues: visas, individual information (copies of passports, documents to provide, prohibited food, medical precautions, etc.), order international transport.
- The service provider must book and send to each of the participants the flight tickets round-trip (cc CFI) from their countries. Direct flights if possible, a one maximum stop, in eco class, according to EU rules.
- **The service provider is also responsible for getting and centralizing all boarding passes (outward and return) and transmitting them to CFI.**
- After acceptance of the flight plan by the participant, all modifications of the ticket will be taken in his charge.
- In case of absence at departure, except for visa reasons, any change will be paid by the participant.
- All visa fees / refunds will be included in the cost of the visa procedure and the provider will be responsible for refunds from participants.

Welcome and local transport
- The service provider will provide all necessary information to CFI in order to organize the transport of the participants during their stay and in particular:
- **Airport / hotel transfers:** organize the reception and transfers on the day of arrival and the day of departure. The provider is required to welcome and transfer to the place of residence all participants in the program as and when they arrive.
- Hotel / event place transfers, if too far for walking.
- The service provider will provide local transport: from home to the airport

4.1 Other deliverables

The provider must deliver:
- A presentation of the proposed services
- A logistic sheet
- A practical guide: details of the organization of the stay, addresses and important contacts, map of the city where the event is organized, telephone numbers of contact persons and emergency numbers. It must be sent electronically before departure and delivered in paper format upon arrival to the participants.
5 Selection of offers

CFI will evaluate the offers according to the following criteria and rating system:
Ticketing service / 5
Visa Service / 5
Local transfer service / 5
Provision of logistics sheets for each event / 5
Financial offer / 5

Total rating is out of 25.
The proposal with the highest score will be selected.

6 Timeframe and assignment duration

The mission begins on the date of signing the contract and ends on the date of receipt of the final invoice.

7 Deadlines and payment

Offers must include:

A presentation of the candidate structure
A detailed technical proposal
A detailed cost proposal

The costs must be excluding taxes. CFI requires a firm fixed price for the duration of the contract.

8 Submission of the offer

Offers must be sent by e-mail no later than February 24 2020, at 12 pm, to the following addresses: cbk@cfi.fr and lrn@cfi.fr.

9 Payment schedule

The payment of the services will be done at the end of the event, through a bank transfer, within a period of 30 days, end of month, as from the reception of the invoice.
A deposit of 40% will be paid at the signing of the service contract.
60% of the payment will be done at the end of the event, within 30, days upon receipt of the final invoice.

10 Consultancy Contract

The terms upon which the consultant will be engaged are as per the consultancy agreement.
11 Security

This assignment requires a particular attention to security.

12 Termination, collateral and transfer of contract

12.1 Receivership or compulsory liquidation

In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider's business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

12.2 Termination owing to non-performance

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider's expense and risk shall be borne by the service provider.

12.3 Collateral and transfer of contract

It is possible to provide collateral for the contract in accordance with the applicable common law; this can be implemented using a Dailly form.
Any transfer of the contract requires the prior written agreement of CFI.

13 Legal disputes

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.

To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint.

If the disagreement persists after this amicable procedure, the parties may commence litigation.

The contract concluded between CFI and the service provider shall be subject to the provisions of French commercial law.

The language of this contract is French.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the French version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to an ordinary judge and more specifically to the Commercial Court of Nanterre (France).

Approved by the company
Approved by the representative of CFI
CEO
Mr Marc Fonbaustier

Place: Issy-les-Moulineaux
Date: 12/02/2020

Stamp and signature  Stamp and signature