



INTERREG V-A Italy-Malta Programme
Programme part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



Terms of Reference (ToR)

Travel and insurances expenses for

100 voucher beneficiaries

“Support Services to Communication Activities”

**PROJECT C2-2.2-112: “MOVE ON - MOBILITÀ TRANSFRONTALIERA
ATTRAVERSO L’EROGAZIONE DI VOUCHER”**

ITALIA-MALTA PROGRAMME 2014-2020

31 December 2021

Subject

Public selection procedure related to the provision of support services in the implementation of the following project activities:

- Round trip flights from Malta to Palermo or Catania Airports for 25 voucher beneficiaries;
- Round trip flights from Palermo or Catania to Malta Airports for 75 voucher beneficiaries;
- Flight cancellation insurance and COVID -19 Travel Insurance for all the 100 voucher beneficiaries;
- Third party liability insurance and accidents at work for 25 voucher beneficiaries during the mobility experience lasting 6 months in Sicily;
- Third party liability insurance and accidents at work for 75 voucher beneficiaries during the mobility experience lasting 6 months in Malta;

The services are necessary for the implementation of the activities entrusted to the company HERMES Corporation Limited located in Triq Saint Vincent, 7 - SLM1448 Sliema – MALTA E-mail: info@hermesjobs.com (hereafter HERMES) under the PROJECT C2-2.2-112: “MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L’EROGAZIONE DI VOUCHER” and, in particular, of those falling within WPCCommunication – Activity C.3.

The PROJECT C2-2.2-112: “MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L'EROGAZIONE DI VOUCHER” is an EU territorial cooperation project co-financed by the EU under the Interreg V-A Italy-Malta 2014 - 2020, Priority Axis 2 “Competitiveness of small and medium-sized enterprises”.

The "MOVE ON" project aims to promote a better equilibrium in the cross-border labour market by supporting cross-border mobility pathways for young people and recent graduates.

In particular, the project will promote job placement internships, through the provision of vouchers and related support services (administrative, management, user assistance, promotion, information, dissemination and capitalization of results).

The recipients of mobility vouchers will be identified through a public-evidence procedure and will fall into the following categories: not-employed, unemployed, disadvantaged people.

Expected results:

Provision of 100 vouchers for cross-border mobility paths for employment internships of young and new graduates located in in the cooperation area (approximately 75 in Sicily and 25 in Malta).

The overall objective of the project is to promote employment opportunities for young people by promoting mobility processes within the cross-border area.

The project activities will carry out:

- 100 internships at 50 micro, small and medium-sized enterprises
- 2 national agreements between companies and stakeholders participating in the project
- 1 cross-border network between companies and stakeholders participating in the project

Project Lead Partner:

ASS.FOR.SEO. Società Consortile ar.l.

Project Partners:

HERMES Corporation Limited

Associated Partners:

1-Università degli Studi di Palermo – Dipartimento di Scienze Psicologiche, Pedagogiche, dell'Esercizio fisico e della Formazione

2-Sicindustria – Associazione Industriali delle Province di Agrigento, Caltanissetta, Enna, Messina, Palermo, Ragusa, Trapani

3-Camera di Commercio Industria Artigianato e Agricoltura di Palermo ed Enna

4-Istituto di Formazione Politica “Pedro Arrupe” – Centro Studi Sociali

5-Centro Siciliano Sturzo

6-North Harbour Ltd.

7-Platinum Development Ltd.

8-ST Hotels Ltd.

9-ST Properties Ltd.

10-Regione Siciliana – Assessorato della famiglia, delle politiche sociali e del lavoro – Dipartimento della famiglia e delle politiche sociali

The project duration is 24 months (Start Date: 02.11.2020 - End Date: 01.11.2022) with a total budget of: 2.840.000,00 € ERDF Contribution of which: 2.414.000,00 €.

Within this framework, HERMES is selecting a supplier/travel agency/tour operator/external company to which it will subcontract some service related to the implementation of communication activities of which it is responsible. In particular, the services that will be related to carrying out on behalf of the HERMES of communication activities will include:

- Round trip flights from Malta to Palermo or Catania Airports for 25 voucher beneficiaries;
- Round trip flights from Palermo or Catania to Malta Airports for 75 voucher beneficiaries;
- Flight cancellation insurance and COVID -19 Travel Insurance for all the 100 voucher beneficiaries;
- Third party liability insurance and accidents at work for 25 voucher beneficiaries during the mobility experience lasting 6 months in Sicily;
- Third party liability insurance and accidents at work for 75 voucher beneficiaries during the mobility experience lasting 6 months in Malta;

To these ends, by means of market research HERMES will identify a qualified suppliers/consultants evaluating the cheapest compliant offer (Price Award). The contract will be awarded to the tender offering the lowest quotation.

To these ends, by the official publication of the present Term of Reference and after comparing all the offers received, HERMES will identify a qualified supplier/travel agency/tour operator/external company and evaluating the cheapest compliant offer (Price Award). The contract will be awarded to the tender offering the lowest quotation.

Description of the Service

1. Objectives of the contract

The main objective of the contract is to contribute to the goals of the MOVE -ON project by subcontracting services that are necessary for the implementation of the tasks forming part of the activities that the HERMES needs to carry out within the project.

The services will be accomplished through the execution of the tasks as described in the following paragraph.

2. Detailed description of the tasks to be performed and deliverables to be achieved

Travel and insurances expenses for 100 voucher beneficiaries.

Public selection procedure related to the provision of support services in the implementation of the following project activities:

- Round trip flights from Malta to Palermo or Catania Airports for 25 voucher beneficiaries;
- Round trip flights from Palermo or Catania to Malta Airports for 75 voucher beneficiaries;
- Flight cancellation insurance and COVID -19 Travel Insurance for all the 100 voucher beneficiaries;
- Third party liability insurance and accidents at work for 25 voucher beneficiaries during the mobility experience lasting 6 months in Sicily;
- Third party liability insurance and accidents at work for 75 voucher beneficiaries during the mobility experience lasting 6 months in Malta;

The 25 voucher beneficiaries that from Malta will go to have their mobility experience in Sicily, whose name and details will be communicated in the next weeks will leave in three different period, presumably on February, March, April 2022.

The 75 voucher beneficiaries that from Sicily will go to have their mobility experience in Malta, whose name and details will be communicated in the next weeks will leave in three different period, presumably on February, March, April 2022.

The departure period may be change due to COVID – 19 pandemics and/or due to a potential extension of project activities after a formal decision of the main Programme bodies.

Other specifications

To ensure the quality of the service, the Contractor shall guarantee appropriate and consistent standards in its execution. Moreover, the Contractor must produce task related documents and communication in a high-level English.

Contractual and financial terms

The fees will be paid in no. 3 installments on presentation of a duly-issued and detailed invoices.

Other conditions for the payments:

- Satisfactory acceptance of services;
- Submission by the Service Provider of a detailed invoice/claim for expenses.

Reporting

The Contractor must report to HERMES about the achievements of the entrusted tasks, by providing electronic flight tickets and copy of insurances.

Payment Instructions

The payment term for the invoices will be: Bank transfer within 30 days after the acceptance of the original invoice. The bank account details will be asked to the Contractor. HERMES maintains the right to require additional fiscal documentation if considered needed. The tax legislation in force at the date of acceptance of the offer will be applied.

The Awarded Provider shall submit to HERMES both an electronic (by emailing to info@hermesjobs.com) and the original hard copy of the invoice/claim for expenses.

The invoices have to include the following information:

Header: Hermes Corporation Limited, Triq Saint Vincent, 7 - SLM1448 Sliema – MALTA
VAT code: MT 21070234

Object: “Provision of support services to communication activities – Travel and insurances expenses for 100 voucher beneficiaries PROJECT C2-2.2-112: “MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L’EROGAZIONE DI VOUCHER”
Interreg V-A ITALIA-MALTA PROGRAMME 2014-2020 – ”

Description: Details of the service provided.

Hermes is not in the condition to pay in advance the invoice.

Duration

The contract is expected to be signed in January 2022. Execution of the tasks is to start upon the entry into force of the contract, which will take place from the date on which it is signed.

Selection Criteria, Evaluation and Award Procedure

1. Eligibility

- Citizens in possession of her/his full civil and political rights;
- Against the applicants, no charges shall be pending such as disqualification, prohibition, suspension or decadence, or even indictments, pending convictions and / or preventive measures, pursuant to current legislation;

2. Experience and required skills and qualifications of the Applicant

- The Applicant should have the following experience and skills:
 - Minimum 5 years’ experience in selling travel products (flight tickets and insurance products);
- Applicant shall have full technical ability to perform the service described in this ToR.
- Having VAT number (or availability to request a VAT number in October 2021).

3. How apply

All interested bidders should submit a quotation respecting the following requirements.

Instruction to Proposers	Specific Requirements
Deadline for the submission the offer	15 January 2022 – by 15:00 PM. (Rome time GMT+1). Any offers received after this date and time will not be accepted

How to submit the offer	The candidate must send in PDF format to the following e-mail address: info@hermesjobs.com with the following subject: "Travel and insurances expenses for 100 voucher beneficiaries - support services to communication activities – PROJECT C2-2.2-112: "MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L'EROGAZIONE DI VOUCHER" Interreg V-A ITALIA-MALTA PROGRAMME 2014-2020". <u>The application must include the following documents in English language:</u> - Economic quotation in Euro included VAT (taking to account that the amount available for this service is € 400,00 included VAT per single voucher beneficiarie).
Language for submitting the offer	English only
Currencies	EURO (€)

The sending of the offer does not in any way constrain HERMES to request the service in question.

4. Invitation, selection, evaluation and award criteria

As a subcontractor, HERMES will award the service on the basis of the lowest price, following the procedure specified below:

- HERMES after receiving all the offers, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition, will carry on in comparing the economic offers.
- Information about the present procedure is published in HERMES's official website (<https://www.hermesmalta.com/>)
- Bidders shall send their offers **no later than 15:00 of January 2022** to the email address indicated above. Offers received after the aforementioned deadlines will not be evaluated.
- Offers shall be sent in Euro and VAT included.
- As a first step, HERMES will assess if the bids meet the eligibility requirements and the experience and required skills of the applicant. Secondly, HERMES will evaluate the offers on the basis of the lowest price.
- The maximum amount payable for the services described above may not exceed the amount of **€ 400,00** (four hundred euros), included VAT per single voucher beneficiaries. Any higher offers will be declared ineligible.

Other issues

HERMES will proceed to award the tender even in case a single valid candidature is received, in the case that it is considered appropriate and convenient.

If two or more offers of the same amount will be received, HERMES will contact the bidders and conduct interviews via telephone, in order to better evaluate the offers.

HERMES, as a contracting entity, reserves the right not to proceed with the awarding of contracts if no offer is convenient or suitable in relation to the subject of the contract, without the bidders having nothing to claim, not even as a pre-contractual liability.

All the charges and risks relating to the activities and obligations necessary for fulfilling the contract, being considered part of the agreed remuneration, shall be borne by the Contractor.

The Successful bidder assumes full and direct management liability for the services and supplies entrusted to him/her, thereby freeing up HERMES.

It will directly, criminally and civilly, respond for the damages to people and things caused in the execution of the services and supplies, and will bear the full and exclusive charge for any compensation, without the right to recourse or remuneration from HERMES.

Consequently, the Contractor exonerates HERMES from these responsibilities, undertaking to relieve it of any request that, for this reason, should be presented.

The results of the present selection procedure will be communicated within 5 working days after the deadline for submission of bids to all bidders.

A service contract will be concluded with the selected bidder, which must contain all the parts indicated in this tender.

Contacts

In case additional information is required to submit the proposal, we kindly invite you to contact HERMES by writing to the following e-mail address info@hermesjobs.com

Only relevant questions in writing concerning clarifications of the tender will be answered.

ATTACHMENTS

Quotation form



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**ATTACHMENT
QUOTATION FORM**

Notes to Bidders: Please complete this form demonstrating substantial responsiveness to the specifications described in the Terms of Reference.

To:
HERMES Corporation Limited
Triq Saint Vincent, 7 - SLM1448 Sliema – MALTA
info@hermesjobs.com

Place, Date:
Ref. No.:
(To be filled by HERMES)

In compliance with our “**Terms of Reference (ToR) Travel and insurances expenses for 100 voucher beneficiaries - support services to Communication activities. PROJECT C2-2.2-112: “MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L’EROGAZIONE DI VOUCHER” - Interreg V-A Italy-Malta 2014 - 2020**”,

I, the undersigned _____, legal representative of
_____, registered _____ office
address _____
_____, Vat number _____ intend to submit a
bid/proposal in response to the above-mentioned Request of Quotation.

I, the undersigned, declare that:

The organisation I represent is/ I am legally established at the following address _____;

- There are no administrative, crime or judicial pending charges against the company/myself;
- The organisation I represent has/ I have full technical capacity to implement the service as described in the Notice;
- The organisation I represent is/I am specialised in innovative communication services;
- I guarantee to be capable of producing all communication in high-level English and of providing proficiency in written and spoken English.
- I have examined the ToR fully (Subject, Background, Description of the Service, Other Specifications, Reporting, Duration, Selection Criteria, Evaluation and Award Procedure, Invoicing and Payment Instructions, Contacts);

My best quotation for the implementation of the services required is: _____ €
(VAT included).

The undersigned offers to provide the services in accordance with the request described in the **“Terms of Reference (ToR) Travel and insurances expenses for 100 voucher beneficiaries - support services to communication activities. PROJECT C2-2.2-112: “MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L’EROGAZIONE DI VOUCHER” - Interreg V-A Italy-Malta 2014 - 2020”**. In case of positive assessment, the undersigned accepts and agrees to sign an assignment letter for the provision of the services required.

Best regards,

Place and Date

Signature and Stamp
