



Tender to 'Develop Guidelines for Cruise Terminal Investment, Planning and Design'

Release Date: **September 14th, 2015**
Deadline for Submissions: **November 6th, 2015**
Opening Date: **November 11th, 2015**
Final Selection: **November, 2015**

For additional information please contact:

Dr. Thanos Pallis
Secretary General, MedCruise
Email: thanos.pallis@medcruise.com

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TENDER INVITATION

Tenders are invited by MedCruise, the Association of Cruise Ports in the Mediterranean and its adjoining seas:

CONSULTANCY SERVICES FOR A REPORT AND GUIDELINES ON CRUISE TERMINAL INVESTMENT, PLANNING AND DESIGN'

1 INTRODUCTION

The Competition Authority (Authority) is the Association of Mediterranean Cruise Ports (MedCruise), an international association of cruise ports and port operators established in Rome on the 11th of June 1996, currently based in Spain, and with a geographic sphere of influence ranging from Georgia to the Portuguese Atlantic Islands. MedCruise's mission is to promote the cruise port industry in the Mediterranean and its adjoining seas. MedCruise assists its members in benefiting from the growth of the cruise industry by providing networking, promotional and professional development opportunities.

Today, MedCruise has grown to 71 regular members representing over 100 ports in the Mediterranean and its adjoining seas, including the Black Sea, the Red Sea and the Near Atlantic, plus 31 associate members, representing other associations, tourist boards and ship/port agents.

Amongst the objectives of MedCruise:

- To promote the Mediterranean area as a cruise destination and more specifically the MedCruise members.
- To increase the efficiency of cruise member ports by exchanging information relative to cruise passenger traffic, new tourism developments in geographical areas where cruise ports are located, new techniques or technologies on cruise ports development, organisation, administration and management.
- To increase the efficiency of member ports by providing information on industry developments; statistics; and best practices related to cruise port development and management.
- To formulate common positions, policies or plans on questions of common interest on cruise-related policies to present to policymakers at regional and international forums.
- To develop and foster good relations and collaboration among all cruise ports of the world and the cruise industry.
- To achieve a well balanced Association serving ports of different sizes, and from diverse regions, countries and cultures.
- To provide its members marketing, networking and professional development tools and forums.

2 PURPOSE OF THE TENDER

MedCruise seeks to offer its members a **Report and Guidelines for Cruise Terminal Investment, Planning and Design** that will enable cruise ports in the Mediterranean and its adjoining seas that are members of MedCruise to create best strategies in order to invest in building new cruise terminals or recovering old ones for cruise operations.

MedCruise is requesting a proposal from a Consultant to prepare a written Report including Guidelines on cruise terminals investment, planning and design.

3 RESEARCH AND REPORT OVERVIEW

Port Authorities, or other relevant bodies managing a port in the Mediterranean and its adjoining seas, are facing a number of challenges including the following one:

- How to improve cruise operations in a growing and changing cruise industry, including:
 - Larger cruise ships using existing port facilities and demanding new ones,
 - Mass market, and/or specialised cruise-ships operations.

Therefore, Port Authorities invest in building new cruise terminals, modernising existing ones, or recovering old ones for cruise operations.

To turn the whole MedCruise area in a more attractive cruise destination for cruise companies, terminal investment, planning and design, decisions must be consequent and part of a strategic plan. Especially as:

- Different realities, political issues and different levels of experience in the comparatively new cruise business, that is constantly changing, makes it necessary to have guidelines in order to help Port Authorities decide their strategic plan.
- Several models are available, as ports differ between them - i.e. there are historical ports, small ports, ex-industrial ports etc.
- Different entities might undertake responsibilities for developing or upgrading relevant infrastructures – i.e. port authorities, other public or private bodies responsible for the management of the cruise port, third parties, or other institutions etc – rising questions on the optimal balance between public and private involvement and the funding requirements in each of these cases and how to achieve it.
- Various options exist as regards planning, design, choice of cruise terminal location and investment issues (public vs private/ public and private), funding requirements and how to do it.
- Cruise operations for transit and turnaround operations differ, as do the operation in different types of terminals.

- There are key questions referring to the size of the terminal, conditions applied in the port, services provided to cruise-ships (home port vs. port of call; one floor or more; conveyor belts or not; etc.).

In addition, there are several requests to make sustainable the cruise operations and other transport modes operations that take place in the port or are linked with the port.

Thus, the Report and the accompanying Guidelines will identify the most successful model in each case and, by addressing the relevant questions, assist MedCruise port members in their cruise terminal investment, planning and design decision processes.

4 SCOPE OF THE REPORT

The study aims to produce a Report of Best Practices and develop Guidelines that will advise and help Port Authorities or any other organisation managing a cruise port in the Med and its adjoining seas that is member of MedCruise to invest, design and plan the development of cruise terminals.

The guidelines will need to take in consideration the different needs of the various types of operations, terminals and cruise ports.

5 RESEARCH AND REPORT OBJECTIVES

The Report, to be completed within six (6) months after the contracting day, will include:

- A detailed analysis of the different models and possibilities to design and plan cruise terminal development,
- Examples of best practices applied worldwide depending on the size and structure of each port.

This report aims to elaborate the steps to have success in the cooperation of stakeholders, depending on the reality of each port in terms of governance and actors involved (cruise companies, stakeholders, Port Authorities etc), as well as types of operations, and existing terminals, in order to result in the best cruise terminal design, planning and return-on-investment possible.

6 DELIVERABLES AND SCHEDULE

The Consultant shall provide the following progress reports summarizing progress in this work, outlining problems and constraints encountered, and presenting issues for MedCruise’s decision, as required.

Deliverables and Progress Report

| | |
|---------------------------------------|--|
| Initial Draft Report [two (2) months] | Copies of an initial draft report covering all progress shall be submitted to Board of Directors within two (2) months after the awarding of the tender to the Consultant. |
|---------------------------------------|--|

| | |
|--|--|
| Final Draft Report [four (4) months] | Prior to the final report, the Consultant will submit to Board of Directors a final draft report in English. MedCruise will comment on this final draft report to guide the Consultant's final deliverables. |
| Final Report [six (6) months] | Deliverable of the 'Report of Best Practices' and 'Guidelines for Cruise Terminals, Investment Planning and Design' |

The selected Consultant will present the final Report at the MedCruise General Assembly to follow the successful completion of the work, with travelling and accommodation expenses covered by MedCruise.

7 PLANNED SCHEDULE OF TENDER EVENTS

MedCruise is issuing an open tender to requiring all Interested Parties to follow the following procedures and meet the following deadlines:

Questions and Answers: before **September 30th, 2015.**

Submittal of expressions of Interest: before **November 6th, 2015.**

Between the Release Date (September 14th, 2015) and the Opening Date (November 6th, 2015), Interested Parties may submit any questions specific to this proposal solely by email, to Thanos Pallis, thanos.pallis@medcruise.com (MedCruise Secretary General). Email responses to the questions posed during this period will be provided to all Interested Parties.

Deadline for Submission: **November 6th, 2015.**

The Tender shall be received no later than November 11th, 2015, at the MedCruise Secretariat offices, by fax, post or email. Addresses and fax are as follows:

Dr. Thanos Pallis,
Secretary General
MedCruise Association
10, Akti Miaouli Str. (Office 233)
185 38 Piraeus
Greece
Fax: (+30) 210 4550 286
E-mail: thanos.pallis@medcruise.com /or secretariat@medcruise.com

Opening Date: **November 11th, 2015.**

Final Selection: **November, 2015.**

MedCruise reserves the right to reject any or all Tenders and the decision taken shall be final.

8 TENDER PRESENTATION

The Tender shall be divided into two distinct parts marked “Technical Proposal” and “Financial Proposal”.

8.1 The Technical Proposal

The Technical Proposal shall include the following:

- (a) The Cover Letter, if any.
- (b) A detailed analysis of the proposed method of approach for the completion of the research.
- (c) A detailed programme for the implementation of the various parts of the research and deliverable preparation including a detailed time-table which will address the time of commencement after award as well as submission dates of the initial draft report, final draft report and final deliverable and toolkit.
- (d) A plan of the on-site cruise terminal visits and meetings with MedCruise member ports executives and cruise lines executives.
- (e) Any additional information that may be considered relevant and helpful in the evaluation of Consultants’ technical proposal, including samples or descriptions of similar projects carried out. Tendering Consultants must have carried out at least three similar projects.
- (f) CVs of Staff who will carry out this work.
- (g) Full details of all resources to be utilized.
- (h) Subcontracting. If the tendering Consultant Company intends to either subcontract part of the work or realise the work in cooperation with another consultant, it shall indicate in its offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. In all cases, overall responsibility for the work remains with tendering Consulting Company.
- (i) An account of the information and other support facilities that may be required from MedCruise sources.
- (j) A brief presentation of the Consulting Company.
- (k) A statement from the Consultant Company’s legal authority or adviser stating that the tendering Consultant Company understands that to be eligible to participate in the awarding of a Contract, the Consultant Company must not be in any of the following exclusion grounds:
 - i. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - ii. they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
 - iii. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - iv. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the

- country of the contracting authority or those of the country where the contract is to be performed;
- v. they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
 - vi. following another tender procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

8.2 The Financial Proposal

The Financial Proposal shall include the following:

- a) The Tender duly completed and signed by the tendering Consultant Company.
- b) An all inclusive fixed amount to be charged for the services to be provided by the Consultants including preparation, presentation and submission of the research.

9 INFORMATION FOR TENDER PREPARATION

Prior to the submission of Tenders and in spite of details contained in the tender documents, the Consultants shall investigate the nature of the research. They should in general obtain for themselves information covering all matters, which may in any way affect the financial equilibrium of the Contract.

10 TENDER PREPARATION COSTS

MedCruise shall not be responsible, nor pay for any expenses or loss, which may be incurred by any tendering Consultants in the preparation and submission of the Tender.

11 AGENCIES

Tenders submitted under agency agreement shall specify the name and country of principal and shall carry a declaration of authority to submit such Tender.

12 PRICES

Tendered prices shall be quoted in Euros. Prices quoted in the Tender shall be fixed for the entire contract period. The maximum price accepted shall be 40.000€.

13 PAYMENT TERMS

Payment will be made as follows:

- (a) 30% upon completion of the first draft of the report.
- (b) 70% upon satisfactory completion of the study and submission of the final report.

14 TAXES

All taxes, levies and duties whatsoever, shall be paid by the Consultants. Any such charges, if included in the tendered sum, should be separately disclosed.

The Consultants must make their own enquiries and ascertain whether they may be liable to Spain Income Tax or need to register with the Spanish VAT Authorities. Any such taxes, if any, will be paid by the Consultants.

15 REFERENCES

Tendering Consultants shall list in their Tenders a list of organizations to which they have supplied the same type of Services, which they are now offering. The overall consultancy period shall be given in each case.

In addition, Tendering Consultants shall provide any available data with respect to the results of the services supplied. Such data shall be evidenced by letters, certificates or any other documents of similar type issued by the various companies.

Tendering Consultants should note that all references relating to the offered services will be relied upon in the evaluation of the Tenders.

16 TENDER EVALUATION

The evaluation of the Tenders shall be carried out in two stages using Numerical Criteria (weights) which reflect the relative significance assigned by the Authority to each section of the Tender.

These predetermined criteria will facilitate the accurate evaluation of compliance of each Tender with the Authority's requirements.

In the first stage of the evaluation, ONLY the Technical Proposals will be opened and evaluated.

| Evaluation Criteria | Maximum Score % |
|---|------------------------|
| • Understanding of the scope and objectives | 25 |
| • Proposed Consultants Profile and Relevant Experience | 20 |
| • Proposed Methodology, analysis of work and scientific methodology approaches, coverage of the scope and objectives of the study | 35 |
| • Organisation of work, time schedule, coordination mechanisms, quality assurance | 20 |
| Total Technical Evaluation Score | 100 |

16.1 Technical Evaluation

The technical ability of each Tenderer is evaluated with the Technical Evaluation Score (TES) of each Tenderer that is calculated by the formula:

$$TES = \frac{TTES}{TTES_{\max}} \times 100$$

where $TTES_{\max}$ = the Total Technical Evaluation Score of the best Technical Evaluation Score from all proposals.

The result of the first stage of evaluation will be a prequalification of those Tenders that comply with the requirements having scored the following minimum points:

- 60% in each Evaluation Criterion,
- 75% of the Total Technical Evaluation Score.

During the technical evaluation process, if a Tender scores less than 60% in any of the Evaluation Criteria or less than 75% of the Total Technical Evaluation Score, the Tender will not be further evaluated.

In the second stage of the evaluation, the Financial Proposals of ONLY the pre-qualified Tenders will be opened.

16.2 Financial Evaluation

For the comparative scoring of the economic offers that will be judged acceptable, is calculated the Score of Economic Offer (SEO) each Tendering Consultant Company as follows:

$$SEO = \frac{\text{LowestEconomicOffer}}{\text{EconomicOfferTenderer}} \times 100$$

where the Economic Offer Tendering Consultant Company is the total amount with which the Tendering Consultant Company will perform the study, non inclusive the VAT.

It is understandable that the Tendering Consultant Company with the Lowest Economic Offer will score 100 on its Financial Evaluation (SEO=100).

16.3 Evaluation of the Tenders

At this final evaluation stage the calculation of the Most Favourable Tender (MFT) is performed through the following formula:

$$\text{MFT} = (\text{TES} \times 0,6) + (\text{SEO} \times 0,4)$$

The tender is awarded to the Tendering Consultant Company with the highest score.

17 TENDER ACCEPTANCE

The acceptance of a Tender shall constitute a binding Agreement from the date of dispatch of the telex, telegram or fax containing the acceptance of the Tender. MedCruise is not bound to accept the lowest or any other Tender.

18 OTHER INFORMATION

Once the Tender is awarded to the selected Consultant Company, MedCruise will prepare a Contract in accordance with this Terms of Reference document. Prior to the approval of said Contract, the selected Consultant Company must indicate its banking details, its VAT number, the name and position of the person authorised to sign the Contract, and the following documents as described below:

Evidence to be provided by the selected Consultant Company prior to Contract approval:

1. MedCruise shall accept as satisfactory evidence that the selected Consultant Company is not in one of the situations described in point 8.1.k(i), 8.1.k(ii) or 8.1.k(v) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
2. MedCruise will accept as satisfactory evidence that the selected Consultant Company is not in the situation described in point 8.1.k(v) above, a recent certificate issued by the competent authority of the State concerned. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Potential Contractor(s) that do not provide such documents will not be taken into consideration for award of Contract.