

# Market Advisory Council

## Invitation to Tender

## MAC Secretariat Services

1 October 2017 – 30 September 2020

## Open Tender Procedure

## **PROCEDURE FOR THE SELECTION OF SECRETARIAT OF THE MARKET ADVISORY COUNCIL (MAC)**

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## PROCEDURE FOR THE SELECTION OF THE MAC SECRETARIAT

### 1. Introduction

The MAC was established in 2016 with the core objective to contribute to the development of the EU Market of fishery and aquaculture products. This objective will be achieved by preparing and providing advice on subjects and issues related to the abovementioned topics on behalf of the whole value chain (primary producers - catching, aquaculture-, 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 MAC is a membership organisation; its members representing the value supply chain: primary producers (including catching and aquaculture sectors); processors, traders, suppliers, retailers, workers and other interest groups (environmental and development non-governmental organisations and consumers).

The MAC 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 focus groups. The General Assembly appoints the Executive Committee which can have up to 25 members. The Executive Committee manages the activities and the advice provided by the MAC.

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 MAC 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.

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

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

The MAC is looking to appoint a Secretariat for a period of up to 3 years (art. 26 of the Statutes). The duration of this contract would be from 1 October 2017 until 30 September 2020. 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. Article 26 of the MAC Statutes stipulates that:

*26. Secretariat of the MAC: 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 MAC.*

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

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initiated to select an organisation to act as Secretariat for the MAC. The role of the Secretariat is set out in the MAC Rules of Procedure in articles 18-26. The tasks to be fulfilled by the secretariat are detailed in annex A.

## **2. Procedure**

1. An invitation to tender will be published online. A document called 'Tender Specifications for the Selection of a Secretariat of the MAC (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 MAC 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. An independent evaluation committee of the MAC Executive Committee Chair and Vice Chairs will assess the applications and score the positions through a written procedure (please see Annex A for scoring system). The Evaluation Committee will be expected to prepare their recommendations for approval by the Executive Committee on the 15 July.
4. The Evaluation Committee will report to the Executive Committee and inform the membership of the outcome of the scoring, the members will be made aware of the ranking of the positions.
5. The organisation which scores the highest points after this assessment shall be put forward as Secretariat of the MAC and shall be ratified by consensus by the Executive Committee.
6. If the Executive Committee cannot ratify by consensus the recommendation of the Evaluation Committee, a new procedure will be held without taking into account the results of the procurement evaluation.

**Annex A**  
**Tender Specifications for the award of the contract for a Secretariat of the MAC**

**A1. Object and submission**

**This is an open procedure for the selection of Secretariat of the MAC.**

Tenders must be submitted by e-mail no later than **12.00 noon Tuesday 22 August 2017** to [bestuur@visfederatie.nl](mailto:bestuur@visfederatie.nl). The tender must be titled

“MAC Tender - Confidential For the Attention of Mr Guus Pastoor”

Tenders must be submitted in English and in Word format.

**A2. Task description**

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

The MAC Secretariat is tasked with the day-to-day running of MAC. It is not responsible for policy decision-making, which is the preserve of the MAC'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 MAC.

19. The Secretariat shall be responsible for and lead the daily work of the MAC.

20. The Secretariat, guided by the Chairperson of the MAC, 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 MAC and prepare the accounts for the Annual General Assembly. The Secretariat shall also arrange for certified auditing of the accounts and for satisfying any reporting conditions laid down by providers of funds. The Secretariat shall liaise with potential and factual funding sources to achieve funding of the MAC.

22. 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.

23. The Secretariat shall liaise with the Chairperson of the MAC and the Chairpersons of

Working Groups to produce timely and accurate reports on the MAC's activities.

24. To further the objectives of the MAC the Secretariat shall maintain a register of members.

25. The Secretariat shall maintain a website for the MAC.

26. 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 MAC;
- b) engage and pay fees to professional and technical advisors or consultants to assist in the work of the MAC;
- 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 MAC.

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;
- 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 MAC website.

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

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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.

#### **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:

|  | <b>To be provided</b>  | <b>Maximum</b> | <b>Threshold</b> |
|--|--|----------------|------------------|
| Criterion No 1:<br>Please fill template B.3.1. | Written text detailing your knowledge of the role of MAC and its Secretariat, demonstrating how your running of the Secretariat can further the aims of MAC. | 35             | 20               |
| Criterion No 2:<br>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<br>(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.

|  | <b>MINIMUM LEVEL</b>                                   | <b>Response</b> |
|--|--|-----------------|
| 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 organisations                                       |                 |
| Number of years providing Secretariat services                                   | 6 months   |                 |

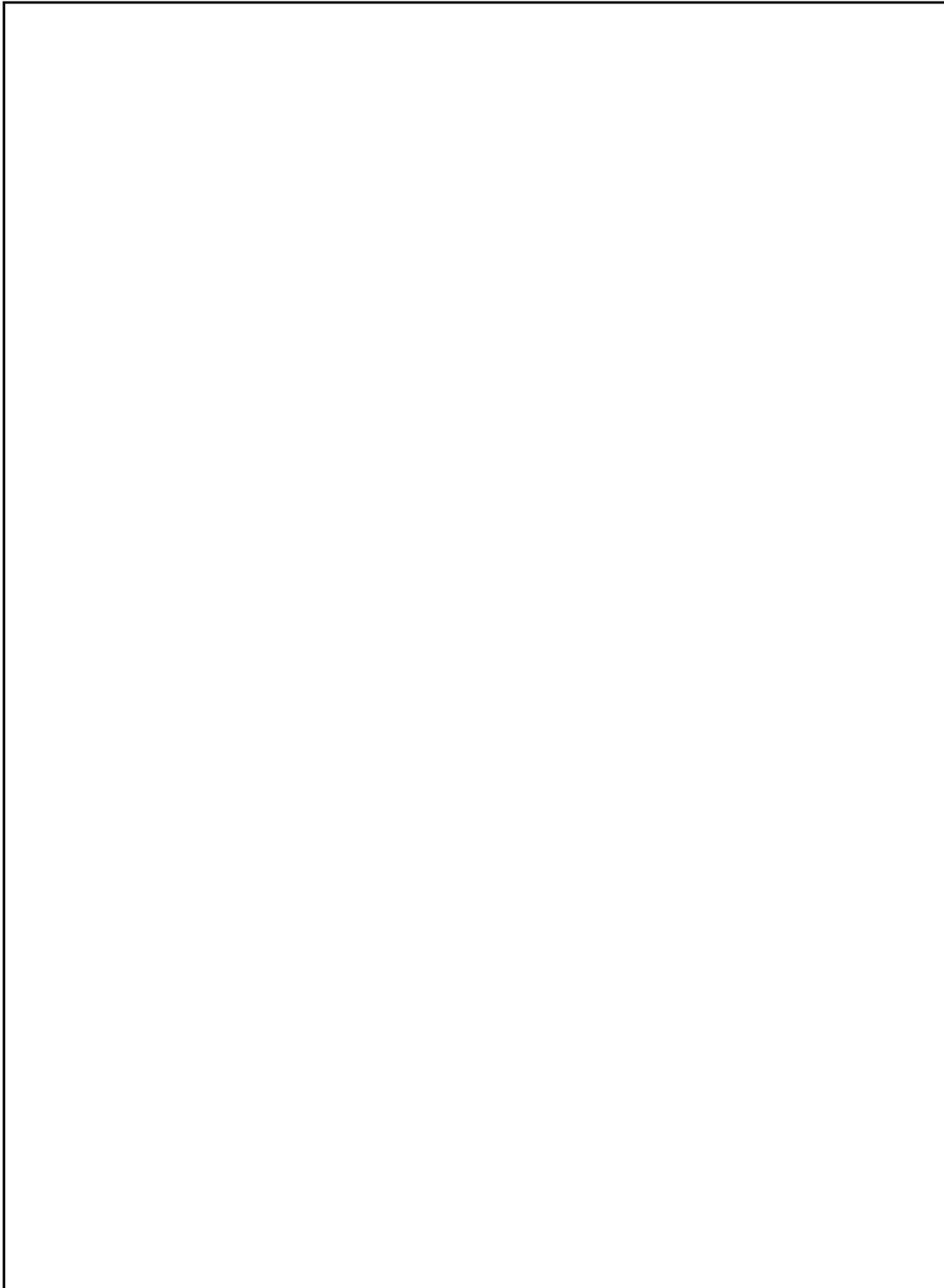
**Additional information you would like to provide to back up your experiences above.**

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

|                  | Reference 1 | Reference 2 | Reference 3 |
|------------------|-------------|-------------|-------------|
| <b>Name</b>      |             |             |             |
| <b>Job Title</b> |             |             |             |
| <b>Address</b>   |             |             |             |

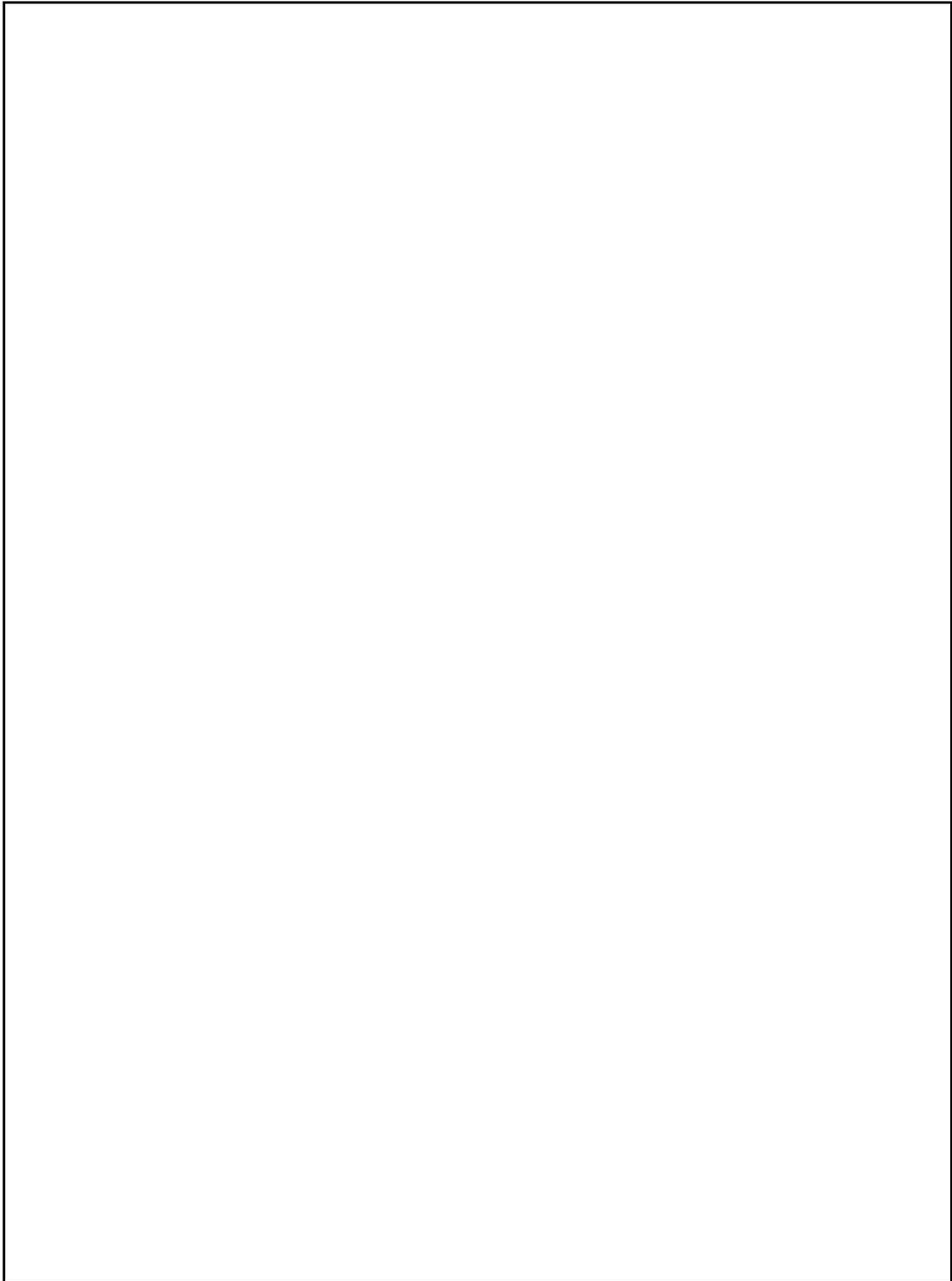
### **B.3 Templates to be provided with regard to the Award Criteria**

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



B.3.2. Please set out the resources you will make available to provide the MAC Secretariat.

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#### 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)      |   |                    |                      |