

# CALL FOR QUOTATIONS

## Contract for regional logistics and activities manager

**IMPORTANT:** This document has no contractual value. CFI can at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to pursue the project without any justification. CFI reserves the right to modify all or part of the elements of the present document or to conclude a similar contract with the service provider of its choice. No company will be able to raise any complaint on this subject nor claim any indemnity whatsoever.

**CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: March 27, 2024 at 06:00(GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**

Email to the following address: hamza.dridi@cfi.fr

with the subject line “Office and activities manager”

### TABLE OF CONTENTS

- 1. BACKGROUND..... 1
- 2. PUPORSE OF THE CALL FOR QUOTATIONS ..... 2
- 3. ESTIMATED TERM ..... 3
- 4.PLACE OF SERVICE PERFORMANCE] ..... 4
- 5. TOTAL ESTIMATED VALUE ..... 4
- 6. CONDITIONS FOR SENDING PROPOSALS ..... 4
- 7. SELECTION OF PROPOSALS..... 5

**1. BACKGROUND**

**1.1. Introduction to CFI**

**Canal France International : a government agency to support media**

CFI actively promotes the development of media in sub-Saharan Africa, the Mediterranean and the Levant. We are committed to working together with media organizations to promote dialogue between

local authorities and citizens so that people can be as informed as possible. Combating disinformation, protecting the environment, and promoting human rights and gender equality underpin everything we do. CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

## **1.2. Context of the Call for quotations**

The Qarib program supports social cohesion and positive democratic developments by advancing the representation of marginalized voices, especially those of women, in national and regional discourses through support to media in Jordan, Lebanon, Iraq, and Palestine. The Qarib program promotes the improvement of journalistic and editorial capacity and increases the media's reach and ability to engage with their audiences. Supporting the viability of the media is also one of the cornerstones of the program. In addition, the Qarib program strengthens media and information literacy as well as media education, and actively supports organizations that combat dis- and misinformation and fake news, especially on social media.

Qarib is a regional program funded by the French Development Agency (AFD) and implemented by the French Media Development Agency (CFI).

The purpose of this Call for Quotation is to define the contractual terms of the future contract, hereinafter referred to as the "contract", subsequently concluded between CFI and the selected service provider. The terms of the contract set forth in this Call for Quotation are provisional/informative and may be subject to unilateral modification by CFI prior to its conclusion.

## **2.PUPORSE OF THE CALL FOR QUOTATIONS**

### **2.1. Purpose**

The purpose of this Call for quotations is to identify one or more service provider(s) capable of ensure the logistical and administrative functioning of the CFI office in Amman as well as the organization of local and regional project events. This Call for quotations does not constitute a promise of award of the future contract to any applicant company.

The Contract between CFI and the chosen service provider(s) will be a service contract<sup>1</sup> governed by the provisions of the [French Public Procurement Code](#).

### **2.2. Estimated services of the contract**

#### **2.2.1. Description of the services**

The services entrusted to the provider will be:

- Identify office supply needs, plan and manage full order circle;
- Identify, coordinate and negotiate with suppliers;
- Monitor stock levels, quality of goods, costs and delivery times;
- Logistics support for events and conferences organized by CFI, including hotel reservations, venues for meetings/workshops and transport; –

---

<sup>1</sup> Pursuant to Article L. 1111-4 of the French Public Procurement Code

- Support CFI guests and experts and consultants in logistical matters such as transport, accommodation and any other relevant matters to ensure successful completion of their missions;
- Preparing and keep record of bills and expenses of the office needs;
- Comply with CFI rules, local laws, safety and health regulations.
- Participating at and contributing to the weekly meetings of the Qarib team
- Ensuring the close cooperation and exchange with the Qarib Program Director
- Report to Qarib program management team any updates throughout the implementation of the program.

2.2.2. Estimated deliverables and due dates

<b>PERIODIC DELIVERABLES</b>	
<b>Type of deliverables</b>	<b>Due dates</b>
Monthly Reports The service provider must submit, on monthly bases,	First week of every month
Monthly Detailed Time Sheets	First week of every month
<b>FINAL DELIVERABLES</b>	
<b>Type of deliverables</b>	<b>Due dates</b>
Final report	End of the service

Deliverables will have to be written in English.

The language of communication for this service, meetings and all deliverables shall be English.

Any deliverable not written in English will be rejected by CFI, and the service provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

**3. ESTIMATED TERM**

The term of the contract will be 21 (twenty-one) months.

The contract will not subject to renewal.

#### **:4.PLACE OF SERVICE PERFORMANCE**

Services will be performed in Amman in Jordan.

Working meetings and discussions may take place at CFI's registered office (Issy-les-Moulineaux), at CFI office in Amman or by video conference.

#### **5. TOTAL ESTIMATED VALUE**

##### **5.1. Amount and form of prices**

The maximum amount of the contract is 39 400 euros (thirty-nine thousand and four hundred €) excluding tax.

The services of the contract will be paid for using an overall price set out in the estimated and signed quotation of the applicant company.

#### **6. CONDITIONS FOR SENDING PROPOSALS**

##### **6.1. Content of proposals**

Any incomplete proposal will be rejected by CFI without the possibility for the applicant company to complete it.

Each applicant must submit a complete proposal that includes all of the following documents and information or CFI will not consider the proposal:

- 1) A cover letter** (*Maximum of [2] A4 one-sided pages excluding appendices*)
- 2) A resume**
- 3) A quotation**

**for an overall price contract:** In its quotation, the service provider states the all-inclusive fixed amount that it is proposing in respect of its bid. This amount is contractual.

All of these documents are written in English by the applicant company or its proposal will be eliminated by CFI.

##### **6.2. Conditions for sending quotations**

Applicant company must submit their proposal to the address indicated on the cover page of this Call for quotations.

Complete proposals will be sent to reach the destination **before the deadline indicated on the cover page of this Call for quotations.**

Only proposals received at the latest on the closing date and time specified on the cover page of this Call for quotations will be received. Proposals received or delivered after this date and time will not be opened.

Once selected, the service provider will provide CFI with additional documentation.

**6.3. Quotations validity period**

The quotation validity period is sixty (60) calendar days from the quotation’s submission closing date.

By responding to this Call for quotations, the applicant company is deemed to have unconditionally accepted conditions. Its application and offer shall undertake the entire period stipulated in this article. The applicant company cannot withdraw before this period expires.

**7. SELECTION OF PROPOSALS**

Criteria		Weighting
<b>Criterion 1</b>	<b>Technical value of the bid</b>	<b>80%</b>
Sub-criterion 1.1	Understanding of the challenges and expectations and the Terms of Reference (ToR)	20
Sub-criterion 1.2	Quality of the proposed methodology and processes	20
Sub-criterion 1.3	Skills and detailed references of the candidate	40
<b>Criterion 2</b>	<b>Value of the bid price</b>	<b>20%</b>
	Price	20

**END OF CALL FOR QUOTATIONS**