

# SERVICE PROCUREMENT NOTICE

## Contract title

**Establishment of the Master Plan of the Citadel of Damascus**

**Damascus, Syria**

**1. Publication reference:**

**AID006935/01/04Citadel PMU/TD/06**

**2. Procedure**

Restricted

**3. Programme**

**Italian Syrian Cooperation Program AID006935/01/04**

**4. Financing**

Financing agreement between the Government of Syria and the Government of Italy

**5. Contracting Authority**

**General Directorate of Antiquities and Museums (DGAM) Ministry of Culture, Syria**

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Global price contract

**7. Contract description**

In framework of the Syro-Italian Cooperation Program financed by the Directorate General of Cooperation to Development - Italian Ministry of Foreign Affairs, the General Directorate of Antiquities and Museums (DGAM)( Contracting Authority), will make establish and adopt a Master plan of the Historical Citadel of Damascus (35 000 mq) in order to implement an effective policy for the Rehabilitation the Citadel compound, not only as an essential urban element of the town, but also as symbolic cultural and social element contributing to the national identity awareness.

The relevant service global price contract will be attributed, through restricted procedure, to a first class specialist team with high experience in the field architectural restoration/urban planning and economics.

## **8. Number and titles of lots**

**1 lot**

## **9. Maximum budget**

197 442 EUR

## **10. Scope for additional services**

Not applicable

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# **CONDITIONS OF PARTICIPATION**

## **11. Eligibility**

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of candidates] which are Italian or Syrian Citizens. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

## **12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (ie, the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

## **13. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated may be excluded.

## **14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

## **15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in the format of the declaration attached to application format.

## **16. Sub-contracting**

Sub-contracting will be allowed and, the maximum percentage of the contract value which may be sub-contracted will be 20%.

## **17. Number of candidates to be short-listed**

On the basis of the applications received, between 4-8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

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## **PROVISIONAL TIMETABLE**

### **18. Provisional date of invitation to tender**

March 18<sup>th</sup> 2008

### **19. Provisional commencement date of the contract**

May 06<sup>th</sup> 2008

### **20. Initial period of execution**

6 months

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## **SELECTION AND AWARD CRITERIA**

### **21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of candidate (based on item 3 of the application form)
  - the average annual turnover of the candidate must exceed the maximum budget of the contract.
  - the averages of cash and cash equivalents at the beginning and end of year are positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)

The objective of this criterion is to examine whether or not the candidate:

- has a professional certificate appropriate to this contract, such as University Degrees and PHD, Professorship
- at least 3 staff currently work for the applicant in fields related to this contract; and
- at least 20% of all staff working for the candidate this year in fields related to this contract are permanent

- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)

The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):

- has sufficient expertise and experience to be able to handle the proposed contract
- the candidate has worked successfully on at least three projects with a budget of at least that of this contract in fields related to this contract in the past.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- 1) specific professional experience in the area
- 2) number and quality of executed similar projects

## **22. Award criteria**

As specified in the tender dossier annexed to the letter of invitation to tender which will be sent to short-listed candidates.

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# **APPLICATION**

## **23. Deadline for receipt of applications**

**March 16<sup>th</sup> 2008**

Any application received after this deadline will not be considered.

## **24. Application format and details to be provided**

Applications must be submitted using the standard application form, attached to this procurement notice, whose format and instructions must be strictly observed.

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

## **25. How applications may be submitted**

Applications must be submitted in English exclusively to the Contracting Authority:

- EITHER by recorded delivery (official postal service) or hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**Eng. Elias Butros**

**General Directorate of Antiquities and Museums**

**Rue Qasser al Heir, Damascus, Syria**

- Or by e-mail to the following address:

[info@nmdcsyria.org](mailto:info@nmdcsyria.org)

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope or e-mail cover letter containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

## **26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) must be marked 'Alteration' or 'Withdrawal' as appropriate.

## **27. Operational language**

All written communications for this tender procedure and contract must be in English.

## **28. Additional information**

The names of short listed candidates will be published on the project website within one week after the deadline for reception of applications. The invitation letter, accompanied with the tender dossier, will be forwarded to the short listed candidates. within 7 days from the short list publication, by post service and e-mail.

## **29. Date of publication of contract forecast**

Same date of the publication of this procurement notice

## **30. Legal basis**

This contract is financed under the Intergovernmental Agreement and its Annexes signed on November 2004 by the Government of the Italian Republic and the Government of the Syrian Arab Republic concerning the establishment and the implementation of the cultural project ' Renovation and Reorganization of the National Museum of Damascus and Rehabilitation of the Citadel of Damascus'.