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IN THE MEDITERRANEAN

**PUBLIC NOTICE OF PROCEDURE OF SELECTION THROUGH COMPARISON FOR GRANTING A THIRD PARTY ACTIVITIES TO A PROVIDER FOR TRAINING AND CERTIFICATE IN THE SUBJECT OF MANAGEMENT OF DESTINATION MANAGEMENT ORGANIZATIONS (DMOs)**

**STRATEGIC PROJECT ENPI CBC MED “SUSTAINABILITY AND TOURISM IN THE MEDITERRANEAN - S & T MED “  
CUP F89B14000270006 – CIG ZF01AEF252**

**the Rector  
in his Role of Responsible Officer**

**WHEREAS** that the University is the holder of a share of the funding allocated for the Strategic Project called “Sustainability and Tourism in the Mediterranean” (S&T MED) within the Operational Programme ENPI CBC Mediterranean Basin from 2007 to 2013;

**HAVING RECARD TO** the note prot. n. 12582 of 10 August 2016 the Beneficiary and Lead partners of this project, the Ministry of Cultural Affairs and Tourism, with which they highlighted the need to launch a notice for selection through comparison for granting a third party activities provider to train for certification of management of Destination Management Organizations (DMOs);

**HAVING CONSIDERED** that, the University for Foreigners “Dante Alighieri”, based in Reggio Calabria, acting as strategic partner of the project “Sustainability And Tourism in the Mediterranean – S&T MED”, funded by the Operational Programme ENPI CBC Mediterranean Sea Basin 2007-2013, Grant Contract n. 143/6 of 23 January 2013, and Addendum no. 846/28 of 12 May 2014, n. 52/1455 of 07.29.2015, n. 13/84 of 01/13/2016, which aims to promote the dissemination of economic developments resulting from a sustainable tourism in the local communities of the three marine protected areas located in the partner countries of Jordan (Aqaba Marine Park), Tunisia (Municipality of Mahdia ) and Italy (Marine Protected Area Peninsula of Sinis - Isola di Mal di Ventre), deemed it necessary to grant to third parties for the provision of training activities relating to the capacity building activities, since the lack inside the University of training internal staff with specific skills requested;

**HAVING CONSIDERED** the need to proceed urgently with the notice of selection through comparison for granting a third party activities provider to train for certification of management of Destination Management Organizations (DMOs)son;

**NOTICE**

The University for Foreigners “Dante Alighieri” informs that a comparative procedure for the granting to third parties of training activities for the purpose of management certification of Destination Management Organizations (DMOs.) is ISSUED for the awarding of a financial contribution, under the



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Strategic Project “S&T MED Sustainability and Tourism in the Mediterranean”, funded by the ENPI CBCMED 2007-2013 program (CUP F89B14000270006 - CIG ZF01AEF252), As better specified below:

<b>Public Authority</b>	University for Foreigners “Dante Alighieri” in Reggio Calabria
<b>Typology of the activities</b>	Specialized training activities for certification of management of Destination Management Organizations (DMOs).
<b>Place of the activities</b>	Cagliari, at the headquarters of the Autonomous Region of Sardinia (S&T Med Project Partner)
<b>Typology and characteristics of the activity</b>	The University for Foreigners “Dante Alighieri” of Reggio Calabria intends to grant to third parties the training activities to the delivery of capacity building activities for the certification of management of Destination Management Organizations (DMOs), provided in S&T MED project specified as follows.
<b>Description of required activities</b>	<p>In light of the above defined and based on project activities related to capacity building for DMOs, the activities that is requested shall include:</p> <ul style="list-style-type: none"> <li>- the provision of training activity for capacity building to facilitate the start-up processes of DMOs, as well as transfer a structured management methodology, sustainable and certified for the management of the DMOs.</li> <li>- the specialized training activities for 15-18 participants selected by the project partners in the context of responsibilities and the role they play in the implementation of the respective DMOs. local (Aqaba, Sinis, Mahdia);</li> <li>- the training will be conducted in English, being destined to the Mediterranean partners, for an estimated duration of three days.</li> <li>- training must include the release of an international certification on the issues of managerial management of tourist destinations, after the end of course exam.</li> </ul> <p>The topics covered in the training for the acquisition of management certification DMO are: management models and planning of sustainable tourism product, leadership, organization, communication, planning, monitoring, policy for sustainable tourism, risk management, benefits management, business planning, stakeholder management, application of sustainability indicators (socio-cultural, environmental, economic).</p>



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<b>Addressee of this notice</b>	<p>Can participate in the selection of this notice, economic operators that carry out training and educational activities accredited to issue a management certification under the sustainable tourism. It will be presented the resume of the activities performed by the operator as well as the curriculum vitae of each professor that the operator intends to use for training activities.</p> <p>The promoter who will be granted the provision of training activities will have to manage the whole process of capacity building from the classroom training, the provision of training materials, the management of participants (registration attendance, tutoring, assessment), the release of the final certification with the information indicated in the agreement.</p> <p>The proponent must submit the documentation indicated at the bottom of this notice, together with a capacity building project that will respect the mandatory requirement relating the duration, expected in 3 days in total and articulated in 24 hours of lectures.</p> <p>In order to ensure better organization of the course, it is necessary to point out the technical equipment needed in the classroom.</p> <p>The University reserves the right to request changes to the project if this is chosen for implementation.</p>
<b>Products and expected results</b>	<ol style="list-style-type: none"> <li>1) Registration and attendance sheets;</li> <li>2) Training materials for capacity building DMO activity (either one concerning the lectures that one related to individual study);</li> <li>3) Final examination with certification issue;</li> <li>4) Final report for the project capitalization activities.</li> </ol>
<b>Period of development of courses and activities</b>	<p>The activity will have to be paid within the first 10 days of September 2016, in close collaboration with the project staff of the person who will be granted the training and the granting administration that is in charge of the capacity building activities, which this University for Foreigners "Dante Alighieri" of Reggio Calabria.</p> <p>The activities of capacity building under concession must be completed by 30 September 2016.</p>
<b>Contribution</b>	<p>The total estimated amount for the delivery of the activities detailed above is € 13.115,00 (thirteenthousandonehundredandfifteen/00), excluding VAT if due, and including costs related to travel and accommodation expenses for the personnel, as well as the certification to be issued.</p> <p>All suggestions for improvement and additions constituting the training offer of the proposer will be included in the downward price, if offered.</p> <p>The payments will be made in the presence of a fiscal invoice with the information required in the agreement, with the following deadlines:</p> <p>50% at the conclusion of the workshop;</p> <p>50% to the validation of the final report by the Head of Procedures Act.</p>



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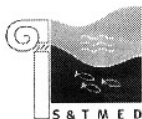


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<p><b>Criteria for bid selection and relative score</b></p>	<p>The bid evaluation will be carried out by a special Commission on the basis of the following criteria:</p> <p><b>A) Technical bid evaluation (maximum 80 points out of 100):</b></p> <ul style="list-style-type: none"> <li>• the proposer's experience and qualification of teachers indicated: max 30 points;</li> <li>• methodological approach and proposed program: max 30 points;</li> <li>• possession of quality certification in the field of management training for activities related to sustainable tourism: max 20 points;</li> </ul> <p><b>B) Economic evaluation of the offer (max 20 points out of 100):</b></p> <p>The Commission will restart the 20 points available on the basis of the following formula:</p> $X = 20 \times P_i / P_o$ <p>where:</p> <ul style="list-style-type: none"> <li>• X = total coefficient attributed to the competitor i;</li> <li>• P<sub>i</sub> = bid price cost lower;</li> <li>• P<sub>o</sub> = price offered by the i competitor.</li> </ul> <p>The result of the formula will be rounded to two decimal places.</p> <p>The score for each bid will be determined by the sum of the partial scores obtained in the elements set out in paragraphs A) and B) will be awarded the concession of the training activities the proponent that has obtained the highest overall score. In the case of tenders which have an equal score, the University will prefer the proponent who has submitted a technical offer that he received a higher rating. It should be noted that the present negotiations are not binding, however, the University granting the requested supply, while it is considered binding on the proponent.</p> <p>The award of concession of training activities will be communicate to the attention of interested parties as required by law.</p>
<p><b>Features of the concession</b></p>	<p>The relationship between the parties is linked to public interest objectives / General Collective, established by the European Community and shared by the Italian State.</p> <p>The ratio is determined unilaterally by the University for Foreigners "Dante Alighieri" of Reggio Calabria "as granting administration and is functional to that interest.</p> <p>The contribution takes a grant value and will be protected by an underlying agreement to be concluded within five days of notification of award.</p> <p>The reference CIG is inherent in contracts of adhesion to framework agreements or conventions amount of less than € 40,000.</p>



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## HOW TO PARTICIPATE:

Proponents must send via e-mail PEC to the following address:

[protocollo.unistrada@legalmail.it](mailto:protocollo.unistrada@legalmail.it)

specifying in the subject the following entry: Comparative Procedure for Capacity Building Activities DMO - STRATEGIC S&T MED ENPI CBC MED – CIG ZF01AEF252.

The offer scanned in PDF format will be as follows, as an attachment to the email:

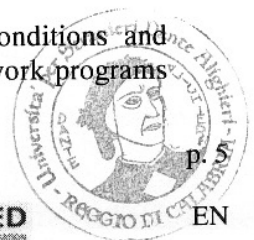
- Application for participation in the notice, provided the PEC the proponent on which to receive communications related to this notice, signed by the legal representative of the proponent, with attached:
  - a. Training project for n. 24 hours, to be delivered in days. 3, is intended to 15-18 participants, containing, **the price offered**, excluding VAT, if due, the following documents:
    - i. The program of the training days with details of courses to be delivered and their duration;
    - ii. The program of each course to be delivered;
    - iii. The curriculum vitae of each professor that the operator intends to use.
  - b. Substitute statutory declaration made, in accordance with articles. 47 and 76 of Presidential Decree no. 445 of December 28, 2000(See model Annex 1):
    - i. that the proponent has complied with the obligations relating to the payment of social security contributions for employees in accordance with current legislation;
    - ii. that the promoter operates in full compliance with current environmental regulations, the housing and urban planning, safety and health protection in the workplace, in the field of equal opportunities and of national collective bargaining;
    - iii. that the proposer is not in the difficult conditions as defined by Reg. (EU) No. 651/2014, art. 2, paragraph 18;
    - iv. that the promoter operates in the full and free exercise of their rights, not being in a state of dissolution or liquidation and is not subject to bankruptcy proceedings, compulsory liquidation and receivership;
    - v. that the proponent has complied with the obligations relating to the payment of taxes and fees in accordance with current legislation and do not have records of outstanding payment which fall within the cases provided for in Article 48 / bis of Presidential Decree no. 602/1973, paragraph 1;
    - vi. that will not apply in respect of the proposing, none of the grounds for exclusion under Article. 80 of Legislative Decree no. 50/2016;
    - vii. engaging:
      - 1. to communicate all changes concerning the data contained in the application form and accompanying documentation which would pertain after its presentation;
      - 2. to produce all the additional documentation that the University for Foreigners Dante Alighieri “in Reggio Calabria might deem necessary for the inquiry has been completed and the following technical and administrative monitoring;
      - 3. to accept and respect without reservation the terms, conditions and requirements contained in the Notice and to respect the work programs set out in the training project;



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IN THE MEDITERRANEAN



4. to sign a special agreement that regulates the manner and to the contribution delivery times.
- viii. authorizing the University for Foreigners “Dante Alighieri” in Reggio Calabria and any other subject formally delegated to perform all the technical and administrative investigations deemed necessary by them in the discovery phase.
- c. Declaration made, in accordance with articles. 47 and 76 of Presidential Decree no. 445 of December 28, 2000, demonstrating the history, at least three years, experience with similar projects by theme, subject and / or the type of intervention, with details of at least three customers, projects or contracts and description of the activity and the type and the indication of accreditation for the issuance of a certification under management of sustainable tourism.
- d. Authorization statement, according to art. 13 of Legislative Decree no. 196/2003 (see Annex 2) signed by the legal representative of the proponent;
- e. Photostat copy of a valid identity document of the signatory, the legal representative of the proponent, duly signed in original.

**Time-limit for receipt of requests to participate:**

Tenders must be received, excluding penalty, by 12.00 of the day August 31<sup>st</sup>, 2016.  
To this end, it shall prevail the delivery time for email PEC.

**Who to contact:**

Prof. Carmelo Caserta  
University for Foreigners “D. Alighieri” in Reggio Calabria  
Via del Torrione 95  
89135 Reggio Calabria (RC)  
e-mail: [caserta@unistrada.it](mailto:caserta@unistrada.it)

**Forms attached:**

- 1) Substitute model referred to in point Declaration b) attachments to the offer;
- 2) Authorization statement according to art. 13 of Legislative Decree no. 196/2003 referred in subparagraph d) of Annexes to the offer.



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## MODES OF CARRYING OUT THE ACCOUNTING OPERATIONS

### Appointment of the Evaluation Commission

The Responsible Officer, in the person of the Rector, by a decree issued on the same day of the deadline for receiving requests of participation, after that term, appoints the Commission of Evaluation of Proposals between the personnel involved in the activities related to the project, depending on their expertise.

Commission meetings will also take place electronically. In its first meeting the members shall appoint a President and a Secretary.

### Conduct of the Evaluation Operations:

The assessments is open to the public sitting and will be held on August 31, 2016 at 16.00 at the classroom MEDALics, located on the first floor of the university building in Reggio Calabria - Via del Torrione 95. This notice has therefore convening value.

The session will involve the legal representatives of the proponents who submitted offer or individuals specifically delegates.

During the session, the Commission will:

- Print only the email received by the email PEC [protocollo.unistrada@legalmail.it](mailto:protocollo.unistrada@legalmail.it) with the object indicated in this notice received before the expiry of the notice;
- examination of the administrative documentation contained in the Annex;
- immediate verification of meeting the requirements for admission and the adoption of the necessary consequential measures;
- evaluation of economic and technical offers presented by assigning the scores indicated in this notice;
- the composition of a ranking in order of overall score, with the same score will be chosen the proposer who has submitted the technical offer that he received a higher rating.

At the end of operations, the Commission shall, without delay, to the Responsible Officer, the minutes signed by all the members, except for those that has participated electronically, for which it will be attached to the minutes the correspondence email confirming the presence and approval of verbal, stating in an unequivocal manner, the proponent awarded the grant.

By decree the Responsible Officer, after verifying the validity of the procedures adopted by the Commission, will be awarded to the proponent indicated by Commission, for the acquisition of training activities for the purpose of management certification of Destination Management Organizations (DMOs.).

In the same decree it will be indicated and authorized the managing internal staff for inspection with the scope to verify the compliance of the offer indicated by the proposer during the training days.

The award of the final contribution will be notified to the PEC stated in the application on the same day to all participants.

Within days. 5 Communication from the proponent is obliged, on pain of loss of the adjudication, to sign an agreement that regulates the timing and procedure for granting the financial assistance for the training activities and the information that must be indicated in the certification.

### Exclusion of proponents:

In addition to the reasons already mentioned in this notice constitutes reasons of exclusion from the assessment procedure for the award:

- presentation after the deadline of the offer;
- lack of one or more requirements of participation in the procedure;
- lack, incompleteness or substantial irregularities of the economic offer;
- any other cause of exclusion provided for by law.

The causes of exclusion operate by law and are not remediable deficiencies.

The University for Foreigners "Dante Alighieri" of Reggio Calabria reserves the right to:



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- no award, in case none of the proposal submitted will be valuated as suitable or convenient;
- award the contract even in the presence of a single proponent, provided valid and cost-effective in relation to the object of the grant;
- suspend or not to award the procedure in self-defense based on public interest.

The assistance granted will be withdrawn if the proponent awarded:

- does not sign a special agreement that regulates the timing and procedure for granting the contribution to the training activities within days. 5 by the communication;
- do not realize the project on time and as agreed.

In case of revoke of the grant the beneficiary must return the amounts already paid.

The data collected will be processed in accordance with the effects of the provisions of Legislative Decree no. 196/2003, exclusively under this procedure, according to the information accepted by the proponents.

### Responsible Officer

Prof. Salvatore Berlingò

Rector of the University for Foreigners "Dante Alighieri" in Reggio Calabria

Tel. +39 0965 3696299 Fax +39 0965 3696301-

Email PEC: [protocollo.unistrada@legalmail.it](mailto:protocollo.unistrada@legalmail.it)

An appeal against this notice and against any act connected to it and consequently are open to appeal before the Regional Administrative Court of Calabria within 60 days of the communication to the proponents.

It is also permissible in self-defence application addressed to the Responsible Officer.

The submission of self-defence NOT automatically suspend the period to make redress. The University for Foreigners "Dante Alighieri" is not obliged by law to cancel or rectify the act or to give an answer to the instance.

Reggio Calabria august 16th, 2016



Il Rettore  
(Prof. Salvatore Berlingò)

*Salvatore Berlingò*



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ATTACHMENT 1

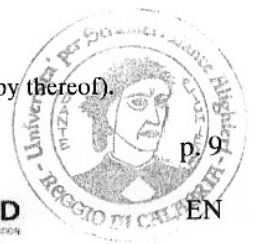
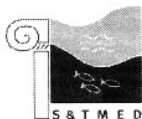
Dear  
University for Foreigners  
"Dante Alighieri" in Reggio Calabria  
Via del Torrione 95  
89125 Reggio Calabria (RC)

The ..... undersigned  
born in the date of ..... in the place of  
.....(.....), with Fiscal Code  
..... resident in the locality  
of ..... (.....), at in the street / square  
.....n. ...., for this delcaration  
acting as1 ..... of the firm  
.....  
with registered office in the locality of ..... Prov. ....  
ZIP Code ..... in the street / square.  
..... n. ....  
Telephone....., Fax ....., email  
address PEC (Certified Email) .....

aware of the criminal liability that may be incurred in case of false statements, pursuant to art. 76 of Presidential Decree 28 December 2000, n. 445, in relation to the proposal presented to rely on notice Audience selection through comparative procedure for granting to third parties of training activities for the purpose of management certification of Destination Management Organizations (DMOs.), DECLARES, under its responsibility:

- i. to be in compliance with its obligations relating to the payment of social security contributions for employees in accordance with current legislation;
- ii. to operate in full compliance with current environmental regulations, the housing and urban planning, safety and health protection in the workplace, in the field of equal opportunities and of national collective bargaining;
- iii. we are not in difficult conditions as defined by Reg. (EU) No. 651/2014, art. 2, paragraph 18;
- iv. to operate in the full and free exercise of their rights, not being in a state of dissolution or liquidation and is not subject to bankruptcy proceedings, compulsory liquidation and receivership;
- v. to be in compliance with its obligations relating to the payment of duties and taxes under current legislation and do not have records of outstanding payment

<sup>1</sup> Legal representative or special attorney (in the latter case, attach the power of attorney or a certified copy thereof).



which fall within the cases provided for in Article 48 / bis of Presidential Decree no. 602/1973, paragraph 1;

- vi. that will not apply in respect of the undersigned nq, none of the grounds for exclusion under Article. 80 of Legislative Decree no. 50/2016;
- vii. engaging:
  - 1. to communicate all changes concerning the data contained in the application form and accompanying documentation which would pertain after its presentation;
  - 2. to produce all the additional documentation that the University for Foreigners Dante Alighieri "in Reggio Calabria might deem necessary for the inquiry has been completed and the following technical and administrative monitoring;
  - 3. to accept and respect without reservation the terms, conditions and requirements contained in the Notice and to respect the work programs set out in the training project;
  - 4. to sign a special agreement that regulates the manner and to the contribution delivery times.
- viii. authorizing the University for Foreigners "Dante Alighieri" in Reggio Calabria and any other subject formally delegated to perform all the technical and administrative investigations deemed necessary by them in the discovery phase.

Place and date, .....

The Legal Representative<sup>2</sup>

.....

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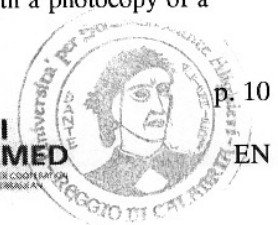
<sup>2</sup>In accordance with Article 38 - paragraph 3 of the DPR 28/12/2000 n. 445, authentic signatures of the query statement or any other document that provides, can not only in the usual manner, be carried out together with a photocopy of a valid identity document of the signatory.



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**ANNEX 2**

**DISCLOSURE PURSUANT TO ART. 13 OF LEGISLATIVE DECREE N ° 196/2003**

Under Article 13 of Legislative Decree. No. 196/2003 on the protection of persons and other subjects regarding the processing of personal data, the processing of data that is entrusting us will be based on principles of fairness, legality and transparency and protection of your privacy and your rights.

We inform you that:

1. The data you provide will be used in the implementation of the Public Notice of selection through comparative procedure for granting to third parties of training activities for the purpose of management certification of Destination Management Organizations (DMOs.);
2. The data will be handled manually and by computer;
3. The provision of data is mandatory, as functional to the Notice Public participation referred to in point 1 and referred to this declaration and any refusal to provide such data could lead to non-acceptance of the award instance;
4. The data controller is the University for Foreigners "Dante Alighieri" of Reggio Calabria - Via del Torrione 95, 89125 Reggio Calabria at any time you can exercise your rights towards the data controller under Article. 7 of Legislative Decree n. 196/2003.

The / undersigned / a, acquired the information provided by the data controller in accordance with Article 13 of Legislative Decree No. 196/2003, in its capacity as interested, give my consent to the processing of personal data, sensitive and not sensitive, for the purposes outlined in the statement.

Place and date, .....

The Legal Representative

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