



Market Advisory Council (MAC)

Invitation to Tender

Administrative and Financial Support Services

1 October 2023 – 30 September 2026

Open Tender Procedure

Market Advisory Council
Rue de la Science 10, 1000 Brussels, Belgium
secretary@marketac.eu
T: +32(0)2 230 30 70



PROCEDURE FOR THE SELECTION OF ADMINISTRATIVE AND FINANCIAL SUPPORT SERVICES FOR THE MARKET ADVISORY COUNCIL (MAC)

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SELECTION PROCEDURE

1. Background

As foreseen by Article 43 of the Common Fisheries Policy Regulation, the MAC was established in 2016 with the core objective of contributing to the development of the EU market of fishery and aquaculture products. This objective is achieved through the preparation and provision of advice to the European Commission and to the EU Member States on matters relevant to the market, including new legislative, regulatory or legal measures.

The MAC is a stakeholder-led organisation composed of representatives of the entire fishery and aquaculture value chain (primary producers, processors, traders, retailers, trade unions) and other interest groups (environmental and development NGOs).

The MAC is composed of different bodies, namely a General Assembly, an Executive Committee, three Working Groups, and a varying number of temporary issues-based Focus Groups. The General Assembly, composed of representatives of all the members, 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% are allocated to the other interest groups. The work of the Executive Committee is assisted by the Working Groups that consider specific topics of interest and make recommendations on possible courses of action. The Working Groups allow a wider participation of members, plus the possibility of exchanges with experts.

The MAC is funded through a membership system, an annual contribution from the European Commission (as a body pursuing an aim of general European interest), and voluntary contributions from Member States.

Further information concerning the operations of the MAC can be found [here](#).

2. Introduction

In line with the Rules of Procedure, the Executive Committee appoints and dismisses the Secretariat. The Secretariat is responsible for and leads the daily work of the MAC.

The MAC is looking to contract administrative and financial support services to assist the appointed Secretary General in the work. The duration of the contract would be from 1 October 2023 to 30 September 2026. The awarding of the contract will depend, among other factors, on the renewal of the grant agreement with the European Commission.

Under the applicable financial guidelines, the European Commission recommends that the Advisory Councils follow public procurement rules.

Therefore, the contracting authority must invite to tender a minimum number of candidates depending on the value of the contract as explained in the table below:



Value	Amount	Minimum number of candidates to be invited	<i>Ex ante</i> publicity
N/A	€0.01 - €1000	None- no procedure – payment against invoice	Not obligatory
Very low value	€1000.01 - €15 000	At least one	Not obligatory
Low value	€15 000.01 - €60 000	At least three	On Internet
Middle value	€60 000.01 – Directive threshold	At least five	On Internet

The procedure is still valid if not all invited candidates submit a tender, as long as at least one tender passes all criteria and can lead to contract signature.

Even if there is only one tender, there must be an evaluation assessing if it passes all criteria.

2. Procedure

- a) An invitation to tender will be published online, which will include a document with the tender specifications, including a description of the background and procedure (Annex A). Interested parties will be expected to respond to the MAC Chair by the selected deadline.
- b) In order to tender, interested parties must fill out the template application form (Annex B.1) and the other forms as provided under Annex B. The form on 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 (Annex B.3).
- c) An independent Evaluation Committee composed of the MAC Chair, the MAC Vice Chairs, and the Chairs of the Working Groups 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 20 September 2023.
- d) 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.
- e) The organisation which scores the highest points after this assessment shall be put forward for ratification by the Executive Committee.



Annex A

Tender Specifications for the award of the contract

A1. Object and submission

This is an open procedure for the selection of administrative and financial support services to the Secretary General of the MAC.

Tenders must be submitted by e-mail no later than **12.00 noon Thursday 17 August 2023** to yobana.bermudez@conxemar.com. The tender must be titled:

“MAC Tender - Confidential for the Attention of Ms Yobana Bermúdez”

Tenders must be submitted in English and in Word format.

A2. Task description

The tenderer shall present the responsible financial and administrative officer (around 0.5 time) or, alternatively, a financial officer (around 0.3 time) and an administrative officer (around 0.2 time), plus the corresponding operational requirements.

The Secretariat is responsible for and leads the daily work of the MAC, acting impartially and without bias in furthering the objectives of the MAC. The services provider is expected to assist the Secretary General, under their direct instructions, with the following tasks:

a) Administrative tasks:

- Reception of nominations of new members of the General Assembly
- Organisation of the meetings of the General Assembly, the Executive Committee, the Working Groups, and the Focus Groups
- Potential organisation of additional events (e.g., exhibitions, seminars, workshops)
- Note taking and minute drafting of the abovementioned meetings and events
- Preparation of the annual work programme and of the annual technical report
- Assistance in promoting or carrying out, research, surveys and investigations, and when, appropriate, publication or dissemination of the results
- Maintenance of a register of members
- Management and updates to the official website
- Non-certified translation of working documents (English, French, Spanish)
- Identification of areas of potential focus for the MAC
- Compliance with the European Commission’s administrative rules and guidelines

b) Financial tasks:

- Keeping of the accounts (in coordination with an external accountant), including

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presentation of the accounts in General Assembly and Executive Committee meetings

- Preparation of the annual budget, including presentation of the draft version in General Assembly and Executive Committee meetings
- Preparation of the application form for the annual renewal of the grant agreement and of the framework partnership agreement with the European Commission
- Liaising with potential and factual funding sources
- Coordination of the annual external certified audit of the accounts
- Engagement and payment for professional and technical advisors or consultants
- Compliance with the European Commission's financial rules and guidelines

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

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 tasks. 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:

	To be provided	Maximum	Threshold
Criterion No 1: <i>Please fill template B.3.1.</i>	Written text detailing your knowledge of the role of MAC and its Secretariat, demonstrating how you would assist the Secretary General with the administrative and financial tasks.	35	20
Criterion No 2: <i>Please fill template B.3.2.</i>	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 (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 0.5
- the result of the financial evaluation (price index) by 0.5

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 in the provision of administrative and financial support services. Please clearly identify the body(ies) for which you have provided similar 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.

	MINIMUM LEVEL	Response
Name of the organisation to which services have been provided	Minimum of 1 organisation	
Business type of the organisation to which services have been provided	Relevant to fisheries and/or to aquaculture policy areas	
Average number of members in the organisation	10 members	
Time providing services to the organisation	5 months	

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



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

	Reference 1	Reference 2	Reference 3
Name			
Job Title			
Address			



B.3 Templates to be provided regarding the Award Criteria

B.3.1. Please provide written text detailing your knowledge of the role of MAC and its Secretariat, demonstrating how you would assist the Secretary General with the administrative and financial tasks.



B.3.2. Please provide information on the resources you will make available, providing an estimate of the time commitment envisaged and the staff functions to be made available.



B.4. Financial offer

Please complete the following table of fees (fees must be quotes in EURO):

	Per Year		
Fees per task	Estimated Number of days/items in a year period	Price per day/item	Total (Column 1 x 2)
Staff costs (for each person of the team)			
Office costs (if applicable)			
Other costs (if applicable)			