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APPLICATION FORM
Call for a Service provider to support in
the final financial report (WP1) and support in the technical report of WP6 leader(WP6)

–TECHLOG project ENI CBC MED

Project title:	TECHLOG - Technological Transfer for Logistics Innovation in Mediterranean area
Contract no.:	TECHLOG B_A.2.1_0175
Service:	<ul style="list-style-type: none"> • Support in preparing the final financial report (WP1) • Support in WP6 technical report of (WP6)
Location of the assignment (Target areas):	Alexandria
Duration of the implementation:	November/January 2023
Project Overall objective:	To strengthen research-industry links by supporting technology transfer in a real-life environment in order to make it functional to the growth and modernization of the Mediterranean transport economics.
Project Specific objectives:	To establish a permanent Cross-Border EU-Med space, inspired by Open Innovation, where research organizations and (trans)port industries co-create, test, and share new Technology Transfer Initiatives based on advanced simulation technologies to lead innovation and growth in EU-Med Med(trans)port sectors.
Tender objectives	This invitation to tender to Service providers hereon referred to as the tenderers, to apply for support in the development of the final financial report including all financial technicalities such as all related expense verification, documentation, response to claims etc., and the technical report of WP6 as AASTMT is WP6 leader.
<p>1) Service provider Tasks</p> <p>a) Service 1 : Support in preparing the final financial report (WP1)</p> <p>I. Review all expenses in the previous years from 6/7/2023 to 31/12/2023.</p> <p>II. Support to prepare the final report and the supporting documents including the Co-finance and calculate the actual administrative cost.</p> <p>III. Review all supporting documents linked to all cost categories.</p> <p>IV. Analysis of all expenses under the cost categories (HR, Equipment, External services, Travel)</p> <p>V. Prepare any claims linked to resubmitted expenses.</p>	



- VI. Preparation of the supporting documents for the re-submitted expenses including the expenses that were ineligible in the previous years (if any).
- VII. Revise and prepare the Tax documents and get an authorized certificate from the Tax authority in Egypt.
- VIII. Revise and prepare the social charge documents to be sent to the relevant Ministry in Egypt.
- IX. Solve any pending issues with the Tax authority and Ministry of Solidarity.
- X. Prepare the final financial report (30 months June 2021- December 2023 to be submitted to the AASTMT Council).
- XI. Prepare the final financial report to submit to the Lead Beneficiary.
- XII. Calculate the correct amount of co-finance.
- XIII. Prepare the final balance at the partner level.
- XIV. Prepare the final payment based on the final balance.
- XV. Prepare any documents related to Project closure at the partner level.

b) Service 2: Support in WP6 technical report of (WP6)

- XVI. Support the consolidation of all information of WP6 from all partners (Information will be gathered by AASTMT).
- XVII. Support the preparation the final technical report of WP6 as AASTMT is WP6 leader.

2) Procedure:

On the basis of the offers and of the service providers' profiles received and in compliance with the stated requirements a short list of service providers will be compiled. AASTMT has the right to select the service provider with the specific and adequate skills required according to the evaluation of the selection committee. The selected service provider on the shortlist will be contracted with reference to the mentioned requirements based on the skills and experiences declared and meeting the required evaluation criteria shown in the next section.

Note: For this tender, AASTMT has the right to select two service providers or one service provider to provide the required services (the final financial report (WP1) and the technical report of WP6 leader(WP6)

3) Experience / selection and award criteria	The offers will be evaluated technically and financially by the selection committee. Service provider to support in the final financial report (WP1), the award criteria will be as follows:	
	Criteria for specific tenders	Maximum number of points to be awarded
	Experience in EU projects	15
	Experience in financial management	15
	Experience with Egyptian authorities	30
	Experience in final financial report preparation	25
	Financial offer	15
	TOTAL	100
The result of the evaluation will be the sum of the number of points obtained as a result of the evaluation of each criterion. Only those bids that will be awarded at least 75 points for the		



total will be considered.
 Note: The bidder should indicate its status Individual or Company

Selection and award criteria	The offers will be evaluated technically and financially by the selection committee. Service provider to support in the technical report of WP6 leader(WP6) ,the award criteria will be as follows:	
	Criteria for specific tenders	Maximum number of points to be awarded
	Experience in EU projects	10
	Experience in technical report writing	15
	Experience with Port Authority and port Enterprise in Egypt	25
	Readiness for on-site support (Alexandria, Egypt)	25
	Experience in Technology Transfer and Innovation	15
	Financial offer	10
	TOTAL	100
The result of the evaluation will be the sum of the number of points obtained as a result of the evaluation of each criterion. Only those bids awarded at least 75 points for the total will be considered. Note: The bidder should indicate its status as an Individual or Company		

1) Duration of service:

The service provider will start working from November 20, 2023, until January 31, 2024.

2) Deadline for application:

All applications should be received before November 17th, 2023, and to be sent to
Director of International Projects Management: Dr. Mahmoud Abd Elraouf:
Email: abdelrouf85@gmail.com
Dr. Sandra Haddad – AASTMT TECHLOG project coordinator
Email: Sandra.haddad@aast.edu / Sandra.haddad16@gmail.com



APPLICATION FORM:

Please identify the service you are applying for (1. Support in the final financial report (WP1) and 2. Support in the technical report of WP6 leader (WP6) or both)

Section 1: Service Provider information

- I. Applicant’s name:
- II. Date of registration (if applicable):
- III. Address:
- IV. Telephone number:
- V. E-mail:
- VI. Contact person:
- VII. List of previous experiences related to the scope of the TOR (financial and technical management and report writing satisfying the evaluation criteria in section 3):

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Section 2: Service Provider Experience

Declaration on the required selection criteria:I declare to:

- I. Will you apply as an individual or through Company
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- II. Number of experience years in the field indicated in this application form is.....
years.
- III. The financial amount required to carry out this tender including all required tasks mentioned in this application form is: Euros.

Declaration of non-conflict of interest:



I declare that I am not in a position of conflict of interest with respect to the activity subject to the expression of interest.

Please send the individual or company's profile, including all relevant information to this TOR, with this application form.

Date:

Name:

Signature: