

TABLE OF CHARACTERISTICS OF THE ADMINISTRATIVE CLAUSES SPECIFICATIONS

Adapted to the contents of Law 9/2017, of 8 November, on Public Sector Contracts (LCSP).

0. TITLE OF THE CONTRACT, PROCEDURE AND REFERENCE NUMBER

0.0 Nature of the contract: [Service](#)

0.1 Title of the specifications: [TECHNICAL ASSISTANCE IN ARCHITECTURAL AND ENGINEERING CONSULTANCY, AUTHORISED IN EGYPT, FOR PRELIMINARY TECHNICAL STUDIES, THE DRAFTING OF THE EXECUTION PROJECT, AND THE WORKS MANAGEMENT AND HEALTH AND SAFETY COORDINATION OF THE COMPREHENSIVE REFURBISHMENT WORKS OF THE HEADQUARTERS BUILDING OF THE CERVANTES INSTITUTE LOCATED AT 101 EL HORREYA RD, FOUAD ST, ALEXANDRIA, EGYPT.](#)

0.2 Procedure: [Simplified open procedure \(without value judgement\).](#)

0.3 Reference: [TSA0081339](#)

0.4 Country: [Egypt](#)

1. SUBJECT OF THE TENDER

1.0 Purpose: [The purpose of this contract is to provide a TECHNICAL CONSULTANCY SERVICE IN ARCHITECTURE AND ENGINEERING for the preliminary technical studies, the drafting of the Execution Project, and the Works Management and Health and Safety Coordination for the execution of the works. In short, the aim is to contract the necessary technical assistance that will allow the complete design process and the control of the execution for the refurbishment of the headquarters building of the Cervantes Institute in Alexandria \(Egypt\) to be carried out in accordance with the terms established by Law.](#)

1.1 Division into lots: [The tender is not divided into lots.](#)

Reason: [Separate execution would hinder the proper technical execution. Art. 99.3.b](#)

CPV Code of the contract:

[CPV: 71310000-4 \(+ info\)](#)

2. CONDITIONS OF EXECUTION

2.0 Essential conditions of execution



Grupo Tragsa (SEPI Group) - Head Office: Maldonado, 58 - 28006 Madrid - Tel.: +34 678 068 449 -

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- *Total or partial execution deadlines established in the specifications.*
- *The requirements contemplated in the solvency*

2.1 Special conditions of execution

- *Reduction of greenhouse gas emissions*

Method of verifying compliance: Invoicing will be by electronic means to reduce paper consumption.

3. BUDGET AND ESTIMATED VALUE

3.1 Budget Determined or Estimated: *The budget is determined.*

VAT or Indirect Tax Applicable in the country of reference (hereinafter VAT): *VAT applicable to this type of services.*

VAT rate: *10% VAT rate: 10% VAT rate: 10% VAT rate: 10% VAT rate: 10% VAT rate: 10% VAT rate: 10% VAT rate*

Offered in local currency: *The budget cannot be offered in local currency.*

The base budget of this tender in EUROS WITH VAT amounts to the sum o f :
89.831,03 €

The amount corresponding to VAT amounts to the sum of: *8.166,46 €*

Value of the Contract (Art. 101 LCSP):

The base tender budget in euros (EUR) EXCLUDING VAT is: *81,664.27 €*

Estimated amount of the extensions (if applicable) in EURO (EUR), NOT considering VAT is: *0 €.*

Estimated amount of modifications (if any) in Euro (EUR) WITHOUT VAT is: *0 €.*

Total value of the contract in euros (EUR) exclusive of VAT is: *81.664,57 €*

Observations: *Bids that exceed the base tender budget will not be accepted. Under no circumstances may the Unit Prices be exceeded, each being the maximum price for each unit. The bid must be presented in euros.*

The quotation offered shall be expressed in numbers and in letters; if there is a discrepancy between the value in numbers and in letters, the value in letters shall prevail. In the event of an arithmetical error in the total valuation of the bid, the proposed unit prices shall be taken into account. Any variation in the budget must be approved by TRAGSA's management prior to its execution.

This amount shall be understood to include the necessary accessory or complementary expenses related to the company awarded the contract for the correct execution of the object of these specifications, such as the equipment to be acquired, transport, travel expenses, allowances, accommodation and meals, insurance, taxes, customs expenses and any other cost.

3.2 Tables of Units and Prices

Summary of the budget / Table of units and prices / Lump sum: TECHNICAL ASSISTANCE IN ARCHITECTURAL AND ENGINEERING CONSULTANCY, QUALIFIED IN EGYPT, FOR PRELIMINARY TECHNICAL STUDIES, THE DRAFTING OF THE EXECUTION PROJECT, AND THE MANAGEMENT OF THE WORKS AND HEALTH AND SAFETY COORDINATION OF THE COMPREHENSIVE REFURBISHMENT WORKS OF THE HEADQUARTERS BUILDING OF THE CERVANTES INSTITUTE LOCATED AT 101 EL HORREYA RD, FOUAD ST, IN ALEXANDRIA, EGYPT.

Description	Quantity	Amount €
Chapter 1: Preliminary studies and tests of the existing structure.		13.545,45
<i>Geotechnical study of soils</i>	1	7.250,07
<i>Existing timber structure tests</i>	1	6.295,38
Chapter 2: Rehabilitation project of IC Alejandria		23.023,64
<i>Project design Administrative building: Refurbishment project CI Alexandria</i>	1	23.023,64
Chapter 3: Works management and S & S Coordination of the works		45.095,48
<i>Direction of the material execution of the works</i>	1	35.765,38
<i>Health and safety coordination</i>	1	9.330,10
Total Base Tender Budget (without VAT)		81.664,57

Observations: For the purposes of a better evaluation and economic assessment, bidders must take knowledge in situ of the state of the spaces, not being able to claim, for any reason, to invoke ignorance or the existence of unforeseen factors. During the period of publication of the tender documents, it will be possible to visit the facilities, by requesting an appointment by e-mail to Francisco Águila, faguila@tragsa.es

4. FORM, DEADLINE FOR PRESENTATION OF PROPOSALS AND COMMUNICATIONS

4.1 Form of presentation and communications

Procedure (judgement): SIMPLIFIED OPEN (without value judgement).

Tenderers must present the following envelopes and **contents** as indicated below:

- **Single envelope.** *Solvency Requirements. Criteria evaluated by means of a formula.*

Details of the Office Receiving Bids

Bids must be presented physically at the address of the Office Receiving Bids:

INSTITUTO CERVANTES ALEXANDRIA, EGYPT.
101 EL HORREYA RD, FOUAD ST.

All tender documentation must be in the following language: ENGLISH.

4.2 Deadline for submission

Deadline for submission of the tender: 7 August 2025, 12:00:00 UTC+03:00

Office hours for physical deliveries: Monday to Thursday from 10:00 to 12:00

For clarifications, bidders may contact: Name of contact: Lourdes García

Sánchez-Cervera / Sabela Fidalgo **Email:**lgarcia1@tragsa.es /

sfidalgo@tragsa.es

Tel: +34 678 068 449

Public opening act: 7 August 2025, 12:15:00 UTC+03:00

Remarks: Due to limited capacity, you must communicate by email your intention to attend the opening ceremony.

5. MINIMUM REQUIREMENTS AND SOLVENCY

Is Solvency required? Yes

The bidder must present the following documentation accrediting their capacity to act and the rest of the requirements requested:

5.1 Bidder's capacity to act, professional qualification and prohibition to contract.

- *Duly completed declaration of compliance with the minimum requirements for bidding (Annex II), including solvency equivalent to classification.*
- *Companies bidding in a joint venture must declare their commitment to formally form a joint venture if they are awarded the contract, under a single tax identification number.*
- *Non-Spanish companies from Member States of the European Union must be authorised to carry out the services covered by the contract in accordance with the legislation of the State in which they are established. When the legislation of the State in which they are established requires special authorisation or membership of a specific organisation in order to be able to carry out the service in question, they must prove that they meet this requirement.*

5.2 Economic and financial solvency:

Accredited by: *one of the means indicated (to be chosen by the tenderer).*

- *Turnover (VAT not included) referring to the best financial year of the last three closed financial years available (indicating which) of no less than: 57.165,2 €*

5.3 Technical solvency:

Attested by: *one of the means indicated (to be chosen by the tenderer).*

- *In the highest execution year of the last 5 calendar years, similar work has been carried out for an amount (VAT not included) of at least (see note 1): 57.165,20 €*

The fact of choosing 5 years as valid, instead of the 3 years stipulated for Service contracts, is due to the normally multi-annual nature of many Projects and Works, which would limit the number of creditable experiences.

5.4 Quality and Environmental Management: Environmental Requirements are not required.

5.5 Integration of solvency with external means: The bidder **CAN** rely on the solvency and means of another entity to accredit its solvency, and in this case, before the corresponding contract is formalised, it must present a written commitment signed by the latter indicating that during the execution of the contract it will have said solvency and means, and the entity to which it resorts is not prohibited from contracting, within the period indicated for the presentation of the documentation accrediting its capacity.

5.6 Assignment of means: The following means are requested to be assigned. A section will be included in Annex III of Attachment to declare whether or not it possesses them. Solvency is not considered.

Human Resources

A minimum number of personnel to be provided by the consultancy firm is established, being this, as a minimum, made up of:

- 1 Senior Project Architect with at least 15 years' experience, who has drawn up at least one project of similar characteristics.
- 1 Structural engineer or expert in Civil Works. Architect or engineer with at least 10 years of experience. This specialist must have participated in the drafting of at least one project of similar characteristics.
- 1 Building installations engineer with at least 10 years of experience. This engineer must have participated, at least, in the drafting of a project of similar characteristics.

The personnel registering the project, who must be the project architect or the structural specialist, must be registered with the Syndicate of Engineers and Architects of Alexandria or equivalent entity that allows them to register the project in Alexandria.

The personnel acting as site manager, who must be the project architect or the structural specialist, must be qualified for this purpose.

The entire team assigned to the contract must make at least one visit per month to the works.

Material resources

The Architectural and Engineering Consultancy will have a TECHNICAL OFFICE or BACK-OFFICE support team, in order to ensure the technical quality of this contract; it will provide technical and graphic support, as well as support in administrative tasks, invoicing, accounting, etc. He/she will provide support in drafting, design and calculation work; measuring, surveying and taking the necessary data, means of topography and photography or 3D scanner, preparation of renderings or 3D views, complementary work in the preparation of documentation and presentations to the client, reprographics and printing.

The Architecture and Engineering Consultancy will also have the computer, telematic, audiovisual and any other technological means necessary for the execution of the contracted work, as well as the necessary technological software and graphic tools that must be made available for the Project.

As part of the Back Office, he/she shall provide the necessary means to carry out communications in Spanish if necessary, and shall have the means to translate documents from Spanish to ENGLISH and vice versa, and shall be able to read and study technical documents generated in Spanish for their study, analysis and revision.

5.7 Business qualification: Business qualification is **NOT** required.

6. ASSESSMENT CRITERIA

The award criteria described below have been selected, as they are directly linked to the object of the contract, being formulated in an objective manner, with full respect for the principles of equality, non-discrimination, transparency and proportionality. In service contracts for intellectual services, the criteria related to quality must represent at least 51% of the score assignable in the evaluation of the bids (145.4 LCSP). The award criteria will be weighted as follows:

Cost-effectiveness criteria: Economic offer (30 points)	30 points
Criteria related to personnel: <ul style="list-style-type: none"> ✓ Accumulated experience of the main personnel assigned to the contract: (10 points) ✓ Specific experience of the main personnel assigned to the Contract in drafting projects: (20 points) ✓ Experience in the application of the Spanish Technical Code: up to (10 points) ✓ Specific experience of the main personnel assigned to the Contract acting as Works Manager: (10 points) 	50 points
Criteria related to Delivery or Execution: <ul style="list-style-type: none"> ✓ Increased frequency of on-site inspection visits (10 points). ✓ Reduction of execution times (10 points) 	20 points
TOTAL	100 points

6.1 Envelope of Criteria Automatically Evaluable Criteria by Formula

6.1.1 Cost-effectiveness criteria

PRICE: 30 points will be awarded to the most economical tender, the others being evaluated according to the result of the following formula:

$$P_x = P_{max} - 100 \left[\frac{O_x - O_{mb}}{O_{mb}} \right]$$

P_x = puntuación del ofertante, con un mínimo de cero puntos
 P_{max} = puntuación máxima
Siendo: O_x = importe de la oferta del licitador
 O_{mb} = importe de la oferta más económica

6.1.2 Qualitative criteria

A) Quality criteria: No criterion has been selected.

B) Personnel-related criteria:

- *Experience of the personnel assigned to the performance of the work: 50*

✓ *Accumulated experience of the main personnel assigned to the Contract: up to 10 points.*

The experience accumulated in the exercise of the profession by the main professional members of the technical team that the bidder will assign to the contract will be valued with up to 10 POINTS, in accordance with the following distribution:

Accumulated experience in the exercise of the Profession by the main components of the associated Principal Technical Team:	Maximum 10 points.
Project Architect: Accumulated experience	
Less than 15 years	Not valid
You will receive 1 point for each full year over 15 years, up to 5 points (i.e. up to 5 more years).	5 points
Installation engineer: Accumulated Experience	
Less than 10 years	Not valid
You will receive 2 points for every 5 full years over 10 years, up to 2 points (i.e. up to 5 more years).	2 points
Structural/Civil Works Expert: Cumulative Experience	
Less than 10 years	Not valid
You will receive 3 points for every 5 full years over 10 years, up to 3 points (i.e. up to 5 more years).	3 points

✓ *Specific experience of the main personnel assigned to the Contract in drafting projects: (20 points)*

Up to 20 POINTS will be awarded for the specific experience in the exercise of the profession of the main professional members of the technical team that the tenderer will assign to the contract, in the drafting of similar projects, in accordance with the following distribution:

Specific experience Associated Principal Technical Team in the same post of drafting Projects similar to the object of this tender, that is, a project for the refurbishment of a singular building of similar typology and characteristics:	maximum 20 points.
Project Architect: Specific experience	
Has not drawn up any similar project	Not valid
Has drafted 1 similar project	0 points
You will receive 1 point for each similar project you have drafted, up to 10 points.	10 points
Installations engineer: Specific experience	
Has not been involved in the drafting of any similar project	Not valid
Has participated in the drafting of 1 similar project	0 points
You will receive 1 point for each additional similar project in which you have participated in the drafting, up to 5 points.	5 points
Structures/civil works expert: Specific experience	
Not involved in the drafting of any similar project	Not valid
Has participated in the drafting of 1 similar project	0 points
You will receive 1 point for each further similar project in which you have participated in the drafting, up to 5 points	5 points

✓ *Experience in the application of the Spanish Technical Code up to 10 points.*

As the building is Spanish owned, it must comply with the requirements of the Spanish Technical Building Code, so having drafted or intervened in projects that comply with it will be valued.

Experience in the application of the Spanish Technical Building Code (CTE).	Points
Has not drafted or intervened in projects that comply with the CTE	0 points
Provides 1 case of experience	5

You will receive 1 additional point for each case of experience you submit, up to a maximum of 10 points

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✓ *Specific experience of the main personnel assigned to the Contract acting as Works Manager: (10 points)*

The specific experience in the exercise of the profession of the project architect or specialist in structures/civil works appointed as Works Manager will be valued with up to 10 POINTS, in accordance with the following distribution:

Specific experience of the personnel acting as Works Manager, in the execution of works similar to the object of these specifications, that is, a project for the refurbishment of a singular building of similar typology and characteristics:	maximum 10 points.
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Specific experience as Works Manager

Has not acted as Works Manager in any similar project.	Not valid
Has acted as Works Manager on 1 similar project	0 points
You will receive 1 point for each similar project on which you have acted as Works Manager, up to 10 points.	10 points

An updated, detailed and signed CV shall be provided for each of the professionals assigned to the Contract. In order to be able to contrast the accumulated experience. Tragsa may request the employment reports of the designated personnel for the formalisation of the Contract.

Criteria related to delivery/execution deadlines

✓ *Improvement of the deadline: up to 10 points.*

The total effective term for the preliminary studies, the testing of the existing structure and the drafting of the renovation project is 4 months (1 month for the preliminary studies and testing and 3 months for the Project) from Tragsa's order to the formalisation of the Deliveries.

The shortening of the overall deadline (in one or both phases) for the drafting of the Project will be assessed as follows:

Overall period for initial studies, tests and drafting of the project.	Points
Deadline>4 months	Not valid
Deadline=4 months	0

Points for reduction of deadline by 15 DAYS	5
Points for reduction of the deadline by 1 MONTH OR MORE	10

✓ *Improved visits by the assigned team, up to 10 points.*

The entire team assigned to the contract must make at least 1 visit per month to the works. The person acting as Director of the Works will visit them weekly and at TRAGSA's request. The extra visits of the whole team will be valued as follows:

IMPROVEMENTS IN THE PROVISION OF THE SERVICE		maximum 10 points.
Greater number of visits to be made by the team assigned to control the material execution of the works:	Number of on-site visits to the site	Points
Offer Attendance to the control of the execution of the works on site	<1/month	Not valid
Offer Attendance to the control of the execution of the works on site	=1/month	0
Offer Assistance to on-site supervision of works execution	2 or more per month	10 points

D) Improvements or additional services: No criterion has been selected.

6.2. Criteria Evaluable by Value Judgement No criterion has been selected.

7. ABNORMALLY LOW OFFERS

The low bid will be considered as abnormal, on the basis of the price offered, without evaluating other criteria. It will be considered abnormal low when the amount offered is 25% lower than the base bidding budget or when it is 10% below the average amount of the rest of the bidders. The validity of this amount offered must be justified.

8. AWARD

8.1 Documentation to be submitted to the Bid Receiving Office by the highest-ranked bidder

- *Tax Identification Number of the company in use in the country.*
- *National Identity Card of the entrepreneur or of the representative of the company signing the contract.*
- *Power of attorney of the representative of the company signing the contract.*
- *Deed stating the latest wording of the corporate purpose of the company signing the contract.*
- *Documentation accrediting Economic Solvency.*
- *Documentation accrediting Technical Solvency.*

- *If applicable, a document of commitment from the company that has assigned its resources to the execution of the contract or from the subcontractor on which the solvency of the successful bidder has been based, together with a declaration of compliance with the minimum requirements of the same and their accrediting documentation (Annex III).*

9. FORMALISATION OF THE CONTRACT

Once Tragsa has selected the most suitable bid, in consideration of the criteria indicated in this Folder, following publication of the award in the contracting profile of the Public Sector Contracting Platform and communication of this circumstance to the bidders, the successful bidder will be asked to formalise the corresponding contract.

If the contract is not formalised for reasons attributable to the successful bidder within the aforementioned deadlines, a penalty of 3% of the tender amount (excluding VAT) will be demanded as a penalty, to be paid against the provisional guarantee, if this has been constituted, or by requiring the supplier to deposit it.

In the latter case, the contract will be formalised with the next classified bidder upon presentation of the aforementioned documentation, within the aforementioned deadlines.

The contract will not be executed prior to its formalisation.

The contract will be formalised in a private document or in a public deed, if so requested by the successful tenderer. In the latter case, the costs arising from the formalisation of the contract and the execution of the public deed shall be borne by the successful tenderer. The formalisation of the contract will in any case be carried out in digital form.

A copy of the specifications and this schedule (CCP) will form part of the document formalising the contract and will be signed by the successful tenderer.

10. PRICE REVISION

The successful tenderer waives the right to revise the prices offered.

11. FULFILMENT OF THE CONTRACT

11.1 Execution:

The performance of the contract will take place in: [Alexandria, Egypt](#)

11.2 Remedying:

Time limit for rectification of deficiencies noted in the acceptance report: [15 days](#).

11.3 Confidentiality: [Not applicable](#).

11.4 Guarantee period: [Not applicable](#).

11.5 Intellectual property: Not applicable.

11.6 Insurance: Not applicable.

11.7 Regulation of personnel: Not applicable.

Clause 11 of the specifications, referring to the regulation of the subcontractor's personnel working in TRAGSA's offices. Not applicable.

12. GUARANTEES

12.1 Provision of guarantee: No guarantee is requested.

13. EXECUTION DEADLINES

13.1 Term: The term of the contract will be 13 months from the date of signature of the contract, without prejudice to any extensions that may be agreed, subject to the prior written agreement of the parties.

13.2 Execution: The contract execution period will be 1 month for the preparation of the preliminary Technical Studies, 3 months for the drafting of the executive project, 6 months for the Management of the works and Health and Safety coordination, and 1 month for the closure of the works and presentation of the As-Built documentation, counted from TRAGSA's commencement order for each phase, it being understood that this period has been met if the Reception/deliverable act has been approved by Tragsa/Tragsatec.

In addition to the above deadlines, Tragsa/Tragsatec reserves a period of 15 days to review the final documents for the review of the service/work carried out and the verification of the quality requirements demanded in these specifications.

13.3 Mandatory Extensions: Extensions are not mandatory (agreement between the parties is required).

13.4 Partial delivery periods: As indicated in the Particular Technical Specifications.

14. ADMINISTRATIVE PENALTIES

14.1 Penalties:

Partial non-fulfilment of the contract: Not applicable.

Defective fulfilment: Not applicable.

Non-compliance with the special/essential conditions of execution will carry the following penalties on the amount of the award: Not applicable.

If the contractor is in delay with respect to the total term or the partial terms established in the contract, for a cause attributable to it, Tragsa/Tragsatec may opt, in view of the circumstances of the case, without the need for prior notice to the successful tenderer of its incurrance in delay, to terminate the contract or to impose the daily penalty of the percentage indicated of the amount of the contract in delay. 0.1%.

Other penalties for late payment: Not applicable.

15. SUBCONTRACTING

15.1 Subcontracting regime:

Subcontracting is permitted.

Partial subcontracting of the services covered by these specifications is permitted with the exception of the following tasks considered critical and for the following reasons: The project architect must belong to the consulting firm awarded the work.

Infringement of the subcontracting conditions, the lack of accreditation of the contractor's aptitude or of the circumstances that determine the emergency or those that make subcontracting urgent will result in: termination of the contract if the main obligation of the contract has been breached.

15.2 Payments to subcontractors and suppliers: The main contractor is obliged to pay the subcontractors or suppliers the agreed price within the terms and conditions indicated in the specifications.

15.3 Verification of payment to subcontractors or suppliers: There is no verification of payment to subcontractors.

If so, it will be considered an "essential requirement of the contract" (section 2.0 of the CPC) and will be published in the tender notice, the main contractor will send Tragsa, upon request, a list of the subcontractors and suppliers that participate in the contract when their participation is perfected, together with the subcontracting or supply conditions of each one of them that are directly related to the payment. Likewise, at Tragsa's request, Tragsa will send proof of compliance with the payments to them once the service has been completed within the periods established by Law 3/2004, as applicable.

16. INVOICING AND PAYMENT

16.1 Frequency: As indicated in the Specific Technical Specifications.

16.2 Invoicing details:

The successful tenderer must send invoices with the details indicated (NIF, company name, physical or e-mail address, etc.):

Empresa de Transformación Agraria, S.A., S. M. E., M. P. (TRAGSA)

C\ Maldonado 58, 28006 Madrid

CIF: A-28476208

16.3 Possibility of advance payment: No

17. TERMINATION OF THE CONTRACT

17.1 Cause for termination of contract section i): No obligations in terms of Occupational Risk Prevention and Data Protection are requested.

18. ASSIGNMENT OF THE CONTRACT

18.1 Permission to assign the contract: The assignment of the contract is permitted under the terms stipulated in the specifications.

19. MODIFICATION AND SUSPENSION OF THE CONTRACT

19.1 Modifications envisaged: No modifications are envisaged.

19.2. Suspension of the contract: Yes

The suspension of the execution of the contract may be agreed by TRAGSA in accordance with Article 190 of the LCSP, or will take place at the request of the contractor in accordance with Article 198.5 of the aforementioned law (in those cases of payment delays of more than four months). In both cases a report will be drawn up, either ex officio or at the request of the contractor, in which the circumstances that have led to it and the actual situation in the execution of the contract will be recorded. Once the suspension has been agreed, TRAGSA will pay the contractor the damages actually suffered by the latter, subject to point 2 of Article 208 of the LCSP.