



**INVITATION TO TENDER P.A.F.C. No. 16/2018
FOR THE PRODUCTION
OF «PAFOS APHRODITE FESTIVAL 2019»**

Pafos
21 November 2018



**INVITATION TO TENDER (P.A.F.C. No. 16/2018)
FOR THE PRODUCTION OF “PAFOS APHRODITE FESTIVAL 2019”**

I. FACTS

1. “Pafos Aphrodite Festival” (henceforth “**The Festival**”) constitutes an annual cultural event organized by the Company “Pafos Aphrodite Festival Cyprus” (henceforth “**PAFC**”) at the Square of the Medieval Castle in Pafos (Kato Pafos Harbor) presenting three performances of an opera work.
2. The subject matter of this Invitation to Tender is the artistic production and staging of PAF 2019 on behalf of PAFC.
3. The procedure for the selection of the Producer for the 2019 Festival (henceforth “**PAF 2019**”) is conducted based on the following:
 - *Dates : Friday 30th, Saturday 31st August and Sunday 1st September 2019
 - *Venue : Pafos Medieval Castle Square
 - *Number of Performances : three
 - * Preferred opera : (a) *Macbeth* by Giuseppe Verdi
(b) The tenderer may propose an opera (or operas) of his own preference
- *Tenders must be submitted by : **Friday 21 December 2018, 2.00p.m**
4. The Festival has been established as a cultural event of international recognition with high preconditions for artistic performance and administrative efficiency.
In the context of the Festival the following operas were staged: *Aida* (1999), *Carmen* (2000), *Nabucco* and the drama *Zorba the Greek* (2001), *Turandot* (2002), *Tosca* (2003), *Rigoletto* (2004), *La Traviata* (2005), *Un Ballo in Maschera* (2006), *Il Trovatore* (2007), *Madama Butterfly* (2008), *Lakmè* (2009), *La Bohème* (2010), *Les Contes d’Hoffmann* (2011), *Otello* (2012), *L’Elisir d’Amore* (2013), *Così fan tutte* (2014), *La Cenerentola* (2015), *Don Giovanni* (2016), *Die Entführung aus dem Serail* (2017) and *Il Barbiere di Siviglia* (2018).
5. The tenderers, if they wish, can include in their proposal the participation of the Cyprus Symphony Orchestra or any other Orchestra of their choice. P.A.F.C. proposes the participation of Cypriot soloists who will be selected via auditions held by the production and who will satisfy the relevant requirements for participation in productions of high artistic level.
6. (a) Each performance will have a minimum capacity of 2.500 seats on metal tiers amphitheatrically arranged.
(b) The stage will be constructed in the area in front of the Medieval Castle which is there to form part of the stage scenery.

II. FRAMEWORK OF COOPERATION

1. In general:
 - (a) The organization which will be selected via the present Invitation to Tender (henceforth “**The Producer**”) will undertake the responsibility of the artistic production and staging of PAF 2019 as per a pre-agreed fee.
 - (b) PAFC will undertake the responsibility of the organization and administration of PAF 2019.
2. The Producer will undertake the obligation not to have a direct or indirect involvement in any presentation of a part or whole of the production which will be presented in the context of PAF 2019 within the territory of the Republic of Cyprus during the time period commencing from signing the Contract Agreement for PAF 2019 until the 31.12.2019.
3. The selected organization will be requested to sign a Contract Agreement relevant to the subject matter of the present Invitation to Tender.

III. PRODUCER SELECTION CRITERIA

Weight of Assessment: a) Technical Proposal: Artistic part 60%, b) Financial Proposal 40%

Unsealing the Technical Proposal Envelope

1. All tenders which satisfy the terms and conditions of the present Invitation will be evaluated by a committee of experts with academic or professional qualifications in opera/ melodrama or the wider field of classical music or with extensive relevant experience in the field. The Artistic Committee will evaluate the tenders as to their technical/artistic part and will express a precise point of view in the form of suggestion to the Company's Board of Directors.
2. All tenders which satisfy the terms and conditions of the present Invitation to Tender will be scored for their technical/artistic part according to the following evaluation criteria:

SELECTION SCORE

A/A	Evaluation Criterion	Marks
1.	Prominence of the prospective producer	0-10
2.	Prominence of the opera	0-20
3.	Skills of the participants (soloists, orchestra)	0-30
4.	Director's approach of the opera	0-20
5.	Scenographic approach of the opera	0-20
Marks Total: 100		

- 2.1 The scoring for each individual criterion will be the average of the scoring of the members of the Artistic Committee, rounded to two decimal digits.
- 2.2 The sum of the scoring of the individual criteria will constitute the final score of the technical/artistic evaluation (T).

Unsealing the Financial Proposal Envelope

3. For the scoring of the financial part of the proposals deemed acceptable, the comparative cost of each proposal is calculated as below:

$$K = \frac{\text{Financial proposal of the lowest tenderer} \times 100}{\text{Financial proposal under assessment}}$$

The total sum for which the tenderer intends to implement the agreement, not including VAT, is defined as Financial Proposal and the proposal with the lowest cost is defined as Financial Proposal of the Lowest Tenderer.

4. After the completion of the financial assessment the proposals will be classified in a descending order according to the proposed cost

$$L = T \times 60\% + K \times 40\%$$

where: T = the score of the Technical part assessment
 K = the comparative cost of the Financial Proposal

5. The contract will be awarded to the tenderer with the highest L score



IV. SUBMITTING THE TENDER

1. The tenders should be submitted in **two separate sealed envelopes stating on each of them a) Technical Proposal and b) Financial Proposal**
 - 1.1 Interested parties may print out a copy of the tender documents, free of charge, by visiting the Festival's website: www.pafc.com.cy
 - 1.2 The tenders should be submitted either in the Greek or English language.
 - 1.3 Interested parties may submit more than one proposal.
2. Each tenderer must necessarily enclose the bank receipt of a transfer for the amount of €80.00 to the bank account of Pafos Aphrodite Festival Cyprus which is non-refundable, and it concerns tender expenses. The bank account information is:

Bank of Cyprus, Paphos Main Branch, P.O. Box 60034, 8123 Paphos, Cyprus
Pafos Aphrodite Festival Cyprus
IBAN: CY39 0020 0681 0000 0001 0003 8200
SWIFT BIC: BCYPCY2N
3. The tenders must be submitted in a sealed envelope stating: "TENDER FOR THE PRODUCTION OF PAFOS APHRODITE FESTIVAL 2019" and must be placed in the Tenders Box of the Municipality of Pafos inside Pafos Town Hall, 28th of October Square, 8100 Pafos, Cyprus, **until Friday 21 December 2018, 2.00p.m**
4. The tenders must be free from any irregular corrections (erasing, deletion, additions etc.). In case of corrections, additions etc. these should be signed by the tenderer or a representative.
5. Tenders which have been submitted after the specified deadline or were posted on time but did not arrive at the designated place for submitting the Tenders on time will not be taken into consideration and will be considered past due.
6. All expenses and costs that may be paid by the Tenderer regarding the preparation and submission of the Tender will burden the Tenderer alone and will be included in the proposed costs (e.g. travel, accommodation and nourishment expenses of foreign personnel in Cyprus etc.). Irrespectively of the outcome of the present Invitation to Tender, the Contracting Authority bears no responsibility to cover any such expenses or costs or any other sort of expenses or costs of any Tenderer.
7. The contracting authority bears no responsibility and will provide no coverage of any type of expenses or losses that any tenderer may suffer by participating in visits or inspections of the venue of the Festival or by any other cause relevant to the tender.

Material to be included in the Tenders

According to the above, it is required to submit a tender within the specified time frame based on the commitment arising from the following attached documents:

A) Technical Proposal (Technical Envelop)

- (a) Entry Form
- (b) Preliminary drafts of the sets of the proposed production
- (c) Audio-visual material of the proposed production. In case the proposed production with the proposed opera work was not performed in the past then audio-visual material of performances of the specific orchestra and the specific soloists of the proposed production should be submitted instead
- (d) A concise profile-identity note of the candidate Producer should be submitted, necessarily including the following:

- Articles of Association with the official name translated in Greek or English, location and registered address if different. The name of association and address of the Tenderer or in the case the Tenderer is a joint-venture of physical or legal persons, the names of association and addresses of the members of the joint venture.
- Names of the chairman of the managing body (i.e. Board of Directors) and of the director of the proposed production
- Documentation regarding the proven experience of the candidate producer in relation to the subject of the Invitation, opera productions on open air stage
- Selected published articles, distinctions (awards, appraisals etc)

B) Financial Proposal (Financial Envelop)

- (a) Completed draft of the Contract of Agreement form ('Contract Agreement')
- (b) Form with the financial analysis of the production cost, which should be submitted in a sealed envelop ('Financial Analysis of the Producer Obligations that arise from the proposed Contract Agreement')

It is noted that any tenders which will not be accompanied by the above documents of the Technical and Financial proposals will not be taken into consideration.

V. INVITATION TO TENDER ANNULMENT

1. The Invitation to Tender may be annulled before the designated deadline for submitting the tenders for specific and justified reasons when decided by the Contracting Authority.
2. Annulment after the designated deadline for submitting the tenders may be decided upon one or more of the following reasons:
 - a) No Tender has been submitted within the designated time limit,
 - b) When the terms of the documents of the Invitation to Tender include terms or technical specifications to which none of the Tenderers can comply with or when these technical specifications exclusively lead to a particular organization,
 - c) When the costs in all Tenders which satisfy the terms and technical specifications of the Invitation to Tender documents are unrealistic or seem to be the outcome of prior communication and agreement which eliminates the definition of fair competition,
 - d) When the conditions under which the Invitation to Tender has been proclaimed have been differentiated to a degree where the subject matter of the Invitation to Tender is no longer necessary,
 - e) When another important, unpredictable reason which the Responsible Body deems justified appears and applies.

VI. ADDITIONAL INFORMATION-CLARIFICATIONS

Responsible for providing additional information or clarifications is the Manager of the Company, Mrs. Stella Shepi on:

Office no : 00357-26822218
Mobile no : 00357-99323453
Fax : 00357-26220221
E-mail : info@pafc.com.cy

Pafos, 21 November 2018