



The project is co-funded by the European Union, Instrument for Pre-Accession Assistance



Provincia di Ravenna

Annex A

## PUBLIC NOTICE

FOR A PRELIMINARY ASSESSMENT BY EXPRESSIONS OF INTEREST FOR THE ACTIVATION OF CHARTER FLIGHTS OR AEROTAXI FOR PASSENGERS AND GOODS IN THE PERIOD 2014-2015, INCLUDING ONE OR MORE AIRPORTS IN THE ITALIAN ADRIATIC COAST AND ONE OR MORE AIRPORTS IN SLOVENIA, CROATIA, BOSNIA HERZEGOVINA, ALBANIA AND GREECE, WHOSE START UP MIGHT BE SUPPORTED BY INSTITUTIONAL SHARES OF PROMOTION INFORMATION AND DISSEMINATION IN LINE WITH THE OBJECTIVES OF ADRIAIR PROJECT UNDER THE IPA ADRIATIC CROSS-BORDER COOPERATION PROGRAMME 2007-2013. CUP J69E1200137007

### THE HEAD OF ECONOMIC AFFAIRS AND EU Dept

Callback the Provincial Government resolution no. 278 of 26/09/2012 with which Adrian Air project was approved definitively, to which the Province of Ravenna participates as a partner, approving the scheme of arrangement between the partners,

### ANNOUNCES

**I. - Subject matter and purpose of the notice:** The Province of Ravenna, on the basis of the provisions of ADRIAIR Project funded by the IPA Adriatic Cross-border Programme, meant by this notice:

a) collecting expressions of interest by appropriate business entities (airlines, aerial work, travel agencies and tourism, tour operator) with its proposals for the creation of links, also on call by air taxi or charter flights between Italian airports in the provinces of Adriatic coast and airports in countries on the other side of the Adriatic that are part of the Adriatic-Ionian macro-region eligible under the IPA Adriatic Programme;

---

**Provincia di Ravenna** - Piazza Caduti per la Libertà, 2 - 48121 Ravenna - Tel. 0544 258111 Fax 0544 258070 - C.F. e P. IVA 00356680397

Sito web: [www.provincia.ra.it](http://www.provincia.ra.it) - posta certificata: [provra@cert.provincia.ra.it](mailto:provra@cert.provincia.ra.it)

b) carrying out promotion and dissemination to promote the development of air links, even on reservations for passengers and freight between one or more airports in the Italian Adriatic coast and one or more airports in Slovenia, Croatia, Bosnia and Herzegovina, Montenegro, Albania and Greece during the year 2014 and 2015, consistent with the provisions in the Project ADRIAIR aimed at activating connections with air taxi or charter flights between the two coasts of the 'Adriatic;

Stated that the administration does not undertake any obligation in respect of the continuation of its business negotiation, reserving the full right to institute any subsequent negotiations with the respondents believed, according to its technical evaluation of discretion, appropriate to 'carry out the required tasks.

Where emerged concrete manifestations of interest from eligible subjects (airlines, aerial work or travel agencies and tourism) for the development of such links is expressed willingness to promote, indirectly, the start up of these connections limited to 2014 -2015 with a public action of information and institutional promotion and dissemination of the Project Adriair in favor of all link proposals also on reservation considered valid and appropriate, set out in section IV of this notice. This public action will have a total value not exceeding €20,000.00 to better determined with specific acts, also based on the quality and characteristic of proposed connections (including airports actually involved in the connections) and for the implementation of which the Province of Ravenna will serve by means of specific races in compliance with applicable laws and regulations of Community companies or agencies specialized in promoting tourism and communication. The above action will be discussed, concerted and detailed with all those who will advance expressions of interest, to facilitate maximum synergy with their marketing activities, provided that such promotion and dissemination of institutional type absolutely excludes State aid in favor of private persons entrepreneurial.

## **II - Individuals eligible for the submission of the instance and of the project proposal:**

They are allowed to submit their own application and its development proposal and activation of these air connections for passengers or for passengers and cargo, airlines regularly authorized under the rules established by the Civil Aviation Authority or similar bodies in other countries involved in cross-border IPA Adriatic program, tour operators, travel agents (alone or in combination with each other) that are available to handle charter flights and air taxi services, even on booking to connect in a rhythmic way or upon request by air, airports placed on both sides of Adriatic established in Italy Slovenia, Croatia and Greece EU members or the EAC countries, Albania, Bosnia and Herzegovina, and Montenegro, involved in the cross-border IPA Adriatic Programme, the business Italian entities or other European countries with the necessary permissions, either individually or in consortium, pursuant to art. 15 of Directive 92/50/EEC. and art. 37 of Legislative Decree no. 163/2006.

"Airlines or working plane companies are those entities that operate aviation activities for people or mere who have regular inscriptions and documents required for business and techniques activities for aerial work.

Travel Agencies and Tourism are, companies duly authorized, engaged in the production, organization of trips and stays, brokerage firms, with direct sales to the public or without direct sale to the public, (Tour Operator), including the tasks of assistance and hospitality to tourists.

These activities can be carried out jointly or separately.

## **III. - Conditions and requirements for participation and eligibility:**

Participants must not be under penalty of exclusion, in any of the conditions referred to in Article 38 of Legislative Decree no. 163/2006 and subsequent amendments;

Participants must also:

-Have the technical and professional capacity referred to in paragraph IV letter. b) and ensure the following minimum system requirements:

1) Willingness to make flight connections for passengers and / or cargo booking even on charter flights or air taxi rhythmic annual or seasonal or request with specific tariff between airports in the Italian Adriatic provinces and airports of countries on the other side of the Adriatic that are part of the Adriatic-Ionian macro-region and that are eligible under the IPA Adriatic program;

2) Willingness to promote integrated packages of tourist areas located on the two sides of the Adriatic providing links to air taxi or charter flights between Italian airports and airports of countries on the other side of the Adriatic that are part of the Adriatic-Ionian macro-region ;

Air units employed must comply with the international conventions and EU directives that regulate the activity in question and must be certified by the appropriate technical body (eg the Civil Aviation Authority or similar) according to these conventions and guidelines and its crew must be in possession of the planned international certifications.

Individual firms and businesses specifically and temporarily grouped pursuant to art. 37 of Legislative Decree no. 163/2006 and subsequent amendments can advance expressions of interest.

In this first phase of the event of interest, these minimum requirements will also be made only through a self-certification signed and accompanied by a valid and suitable identity document.

The provincial administration will require to the subsequent subjects deemed suitable the regularity of meeting requirements, as well as about the professional suitability.

Stated that, the Province of Ravenna assumes no obligation with regards to the continuation of its action, of promotion dissemination and information described above, such action will eventually be developed only in relation to persons who will be confirmed suitable to all effects to the execution of the requested service.

#### **IV. - Methods of presentation of the petition and the project proposal:**

The expressions of interest referred to in paragraph I, shall be addressed in relevant stamp duty to the President of the Province of Ravenna and delivered by mail or by hand to the, Public Relations Office of the Province of Ravenna, Piazza Caduti per la Libertà 2/4 - 48121, no later **than 15 th May at 12,00 (cet)** , in a sealed envelope and countersigned on the closing flaps. Instances, the proposals and the related statements must be complete, undamaged, drawn up as required, signed by the legal representative and bearing, each, by a copy of a valid identity document.

The envelope sealed and countersigned on the closing flaps, should be sent, no later than the deadline indicated at the above address, by hand, or through authorized courier, or by registered post with acknowledgment of receipt, with the exclusion of any other means. Shall prevail exclusively that has been received, at maturity, the protocol of the organization. Any delays, missed deliveries or irregularities are to be charged to the sender or whoever it.

On the outside envelope containing the proposal must be affixed the identity of the sender, including the fax number (or all of the subjects in case of RTI, with the express indication of the parent company) and must be, under penalty of exclusion, the following wording:

**PUBLIC NOTICE FOR A PRELIMINARY ASSESSMENT BY EXPRESSIONS OF INTEREST FOR THE ACTIVATION WITH CHARTER FLIGHTS OR AEROTAXI FOR PASSENGERS AND GOODS IN THE PERIOD 2014-2015 INCLUDING ONE OR MORE AIRPORTS IN THE ITALIAN ADRIATIC COAST AND ONE OR MORE AIRPORTS IN SLOVENIA, CROATIA, BOSNIA HERZEGOVINA, ALBANIA AND GREECE, WHOSE START UP MIGHT BE SUPPORTED BY INSTITUTIONAL SHARES OF PROMOTION INFORMATION AND DISSEMINATION CONSISTENT WITH THE OBJECTIVES OF ADRIAIR PROJECT UNDER IPA ADRIATIC CROSS-BORDER COOPERATION PROGRAMME 2007-2013.CUP J69E1200137007**

**Provincia di Ravenna** - Piazza Caduti per la Libertà, 2 - 48121 Ravenna - Tel. 0544 258111 Fax 0544 258070 - C.F. e P. IVA 00356680397

Sito web: [www.provincia.ra.it](http://www.provincia.ra.it) - posta certificata: [provra@cert.provincia.ra.it](mailto:provra@cert.provincia.ra.it)

The deadline is no later **than 15 th May at 12,00 (cet)** .

Subsequent amendments to the proposals are accepted by the entrepreneur or as a result of an explicit request by the Province itself. Similarly, the partners involved in the project, are required to provide information and specifications at the request of the Province of Ravenna, performed for the sole purpose of obtaining clarification on the technical and operational terms of the proposal in order to better substantiate the technical and entrepreneurial reliability.

The proposal must be written in English or Italian.

The envelope, to fill out and close as described above must contain internally:

an **ENVELOPE "A - Administrative Documentation"** shall contain:

- a) the instance / declaration at the competent stamp, of which the **Model 1) annexed** to this notice, containing the following statements:
  - are not in any of the conditions for exclusion from participation in tenders laid down in art. 38 of Legislative Decree 12.04.2006, n. 163 and subsequent amendments;
  - the extremes entered in the Register of Companies at the Chamber of Commerce (or similar professional or trade foreign register) for activities related to the service requested, with indication of the business, and general qualifications of the persons nominated to represent and legally bind the company. In the case of grouping the condition must be met by all companies making up the group;
  - the indication of the legal representative or, limited to the case of a consortium, the tenderer to whom, in the case of entitlement to benefit will be conferred on the functions of the parent company and the commitment in the event of Eligibility, to conform to the discipline provided for by art. 37 of Legislative Decree no. 163/2006 and subsequent amendments and portions of the service to be carried out by individual companies;
  - to comply with all obligations towards their employees, according to the applicable laws relating to labor and social insurance, taking his load all charges related and related liabilities arising under the collective bargaining agreements in place and being in accordance with the rules governing the right to work of persons with disabilities (Law 68/99, Art. 17);
  - that the proposed availability of the services requested remains stationary for at least 1 year from the date of submission of the application / proposal;
  - that the proposal takes into account all the obligations under the provisions in force in Italy or in other countries involved in the field of working conditions, social security, health, safety and protection of workers;
  - that the company is not in a state of bankruptcy, liquidation, cessation of activity or of an arrangement with creditors, or any other equivalent situation in accordance with the laws of the country they live in and that it does not have any ongoing proceedings for the declaration any of the above situations;
  - that the company has complied with the obligations relating to the payment of social security contributions for workers;
  - that the company has complied with the obligations relating to the payment of taxes;
    - that in the exercise of business activities were not committed serious errors;
  - that the company was not guilty of gross negligence, breach of contract or bad faith in the performance of previous service, and in particular in respect of the Province of Ravenna, and that is not in progress, no controversy, or out of court, with the Province of Ravenna;
  - that do not exist at the expense of the legal representative or dependents of those who have powers of representation of the company / companies impediments to maintain relations with the PA. If more subjects are accompanied by representation the statement must be signed by all;
  - of not having been convicted by a judgment which has the force of res judicata for offenses which affect seriously on their professional conduct and crimes of a financial nature;
  - That against those provided at the time of participation in the event of interest, powers of representation, it is not the subject of proceedings or has not been issued a final court decision for

the application of preventive measures in art. 3 of Law No December 27, 1956. 1423 and subsequent amendments;

- to have read of this public notice, have also taken cognizance of ADRIAIR Project
- This declaration must be made using the model enclosed as Attachment 1 to this notice. In the case of group companies in the above model will be drawn up by each participating company.



b) **the technical and professional capacity of the Model 2)** annexed to this notice consists of:

- A statement of the legal representative, made in the forms of DPR n. 445/2000 or, for companies that are not established in Italy, suitable equivalent statement in accordance with the law of the State where they are established, stating:

- The experience gained over the last three years, possibly in the provision of services similar to those required by codest notice.

- That the company (state situation corresponding to reality):

- is the owner / lessee (specify) a fleet of aircraft for passenger and / or cargo, suitable for the smooth running of the service object of this notice;

- agrees to acquire even through rental or service contracts availability of aircraft for these services even in 'the field of integrated tourist packages. - That the company already has or is able to have the deadline for the start of the service object of the notice of a place of business in Italy or the EU, as well as staff, facilities and equipment suitable for the smooth running of the service covered by this notice;

- The entry in the commercial register in Italy or similar register abroad;

- to be certified firm as capable of performing the activities described in this notice by the contracting authorities or organizations recognized by such authorities;

- That the units used comply with the international conventions and EU directives that regulate the activity in question and who are certified by appropriate body according to these conventions and directives and that their crews are in possession of the planned international certifications

c) **A brief report explaining the basic characteristics of the aircraft** that will be used and the number of passengers that could accommodate and the mode of operation of the service that you intend to contribute (airports concerned, the period of activation of the connection, periodically or service specific request, packages connected etc.). activity in question, stating the manager / service provider. This report must comply the minimum requirements of this notice.

(the explanatory report may be submitted in free form on the letterhead of the firm / company and always included in envelope A)

d) the proposer's business requirements from the chart, showing any experiences similar to the one proposed;

e) a written undertaking to be submitted later on a suitable insurance policy (which may already exist), issued by insurance companies authorized to perform the surety, to cover third party liability with a maximum fit to the law.

An **ENVELOPE "B - Technical Documentation"** shall contain the elements listed below with a description of the manner in which the carrier intends to operate the service:

- Indication of the airports' Adriatic area where you intend to operate the air service or on which to develop tour packages;

- Declaration of technical / operational and financial Conditions and of year (under penalty of exclusion, except those expressly provided for in a different order):

- Size and type of the aircraft fleet to be activated;

- level of equipment in compliance with applicable laws;

- measures to ensure the regularity and punctuality of services;

**Provincia di Ravenna** - Piazza Caduti per la Libertà, 2 - 48121 Ravenna - Tel. 0544 258111 Fax 0544 258070 - C.F. e P. IVA 00356680397

Sito web: [www.provincia.ra.it](http://www.provincia.ra.it) - posta certificata: [provra@cert.provincia.ra.it](mailto:provra@cert.provincia.ra.it)

- compliance with international conventions and directives that regulate the activity in question and be certified by appropriate body according to these conventions and directives;
- Crews in possession of the planned international certifications;
  - compliance with international and Community standards in terms of safety, environmental performances and working conditions on board;
- indication of the type
- • Once you have specified the type, you must indicate the specific characteristics of the middle plane and the number of passengers and / or cargo transport.
- • Indicate whether you intend to carry out even for seasonal rhythmic connections or if you intend to perform services on call

In the case of integrated tourist packages offered by travel agencies or tour operators and eligible tourism indicate, however, of what aircraft you intend to use, indicating if possible the airline or airlines or airlines companies (with / and all the permissions of national law and international) of which you intend to use

- Marketing and promotion:
  - • The carrier must indicate briefly, even subsequently, the terms of sale and booking and illustrate its program for the promotion and marketing for the success of the service.

## V. - ACTIVITY 'OF THE BOARD OF EXAMINERS

Proposals received later than the time limits referred to in Section IV will be examined by a Board of Examiners appointed and constituted in accordance with Article 17 bis of the Rules of the contracts of the Province of Ravenna with the possible concurrence of the other partners in AdriaIR project.. the date of the establishment of this committee will be placed on the website of the Province of Ravenna ([www.provincia.ra.it](http://www.provincia.ra.it) Public Alerts page) within 15 days of the expiry of this notice.

The Commission shall carry:

- Ascertainment of the presentation, the regularity and timeliness of the submission of proposals, their openness, the finding, within them, the two envelopes A) and B), and the relative regularity;
- Ascertain the completeness, compliance and validity of the statements made, in accordance with the model in Question 1, evidencing possession of the requirements of paragraph IV "ENVELOPE A - Administrative Documentation";

The said Commission shall carry then, on the same day to the verification of the completeness and correctness of the proposal, statements and documents provided pursuant to paragraph IV "Envelope B - Technical Documentation";

- The technical-entrepreneurial correctness of the proposal with particular reference to the completeness of the information provided, the correspondence with the minimum requirements in the public notice, and the assessments of the certificates produced.
- The Commission may request additional information and documentation to the proponent subjects and has the power to grope consultation with the parties admitted, about how to organize the service in order to harmonize the various proposals and offer users the best possible opportunity for the transport.
- Finally, the Commission identifies the proposals, set out in alphabetical order, found acceptable from the point of view technical and entrepreneurial for the activation of link services covered by this notice, and that therefore have the requirements for the provision of information dissemination and institutional promotion planned in ADRIAIR project and with which will start the comparison to define and sign the following agreement.



**VI. FOLLOWING OBLIGATIONS FOR THE QUALIFYING PERSONS:** Once you have finished the work of the Commission, the subjects considered suitable to the link AIR activation that will be incurred indirectly and exclusively by an action for the promotion and dissemination activities consistent with the

goals and helpful to promote the start up will be required, within the time allowed, under penalty of exclusion from the action of promotion, to:

1) confirm, by signing with the Province of Ravenna a special agreement, the will to activate the services planned by this public notice and specified in the expression of interest respecting or improving the conditions of the initial proposal deemed appropriate by the Commission;

2) detail and circumstantiate no later than the signing of the Convention the modalities of operation of the service in order to make possible an effective public promotion and dissemination of institutional type of services offered, action of dissemination and promotion that despite being of responsibility of the Province of Ravenna will be agreed upon as far as possible with those who will advance expressions of interest in order to make this action the more effective for the project Adriaire and to promote the start-up and consolidation of the links proposed;

3) submit a certified private deed, pursuant to art. 37, paragraph 15 of Legislative Decree no. 163/2006 and subsequent amendments, which shows warrant special collective representation to the parent company;

4) submit, at the request of the provincial administration and in any case for the purpose of signing the Convention, the insurance cover suitable to the law for the performance of the service to guarantee users

## VII. - RULES AND GENERAL WARNINGS

1 - We do not will give over to the envelope do not result received by 12.00 on the day fixed in the Province of Ravenna and will be proven as is the protocol of the Province or in the case of impossibility to the immediate logging, URP arrival stamp . Will not be given progress to the likewise registered if they are not affixed on the same, the identity of the sender (including fax number and, in the case of RTI, the parent company) and the inscription indicating the subject of the notice. It is understood that the delivery of the envelope is at the sole risk of the sender if, for any reason, the same can not reach its destination in a timely manner.

2 - Likewise result in the exclusion from the tender the fact that the outer casing and the inner envelopes 2 (A and B) are not properly sealed and countersigned on the closing flaps.

3 - Are not permitted conditional proposals or expressed in an undetermined manner or by reference to another offer related to contract / notice.

4. - Variations are not allowed, if not improvement over the time limits specified in the service.

5. - The selected companies, within 30 days from the date of the notice, must submit all documents required for the purposes of the certification referred to in paragraph 4, and Article. 41 that Article. 42 of Legislative Decree no. 163/2006 and subsequent amendments. If from the findings and / or examination of the required documentation, it appears that the companies selected are not in possession of the requirements stated in the notice and at the time of participation, will not lead to the conclusion of the Convention.

The documents will have to be either originals or certified copy of the original in the ways and forms of law.

6. - Pursuant to and for the purposes of Art. 13 of Legislative Decree 196/2003, we inform you that any personal data collected under this procedure will be used only for the purpose of assessing eligibility for participation. The treatment will be through paper archives, in strict compliance with the law on privacy and the limits of what is strictly necessary to the objectives pursued in this procedure, except in each case for the person concerned the right to in art. 10 of Legislative Decree 196/2003. All required information must be provided compulsorily, failing which it may determine the impossibility for this administration to proceed with the evaluation of the tender. The data thus collected will only be disclosed to managers and in charge of the processing of this Administration, only for purposes strictly necessary in this proceeding, except in cases of judicial or administrative proceedings.

7. - This notice will be published in Roll Praetorian of the Province of Ravenna, added to the website of the Province of Ravenna ([www.provincia.ra.it](http://www.provincia.ra.it) Public Alerts page) and in Adriaire project website and will be **Provincia di Ravenna** - Piazza Caduti per la Libertà, 2 - 48121 Ravenna - Tel. 0544 258111 Fax 0544 258070 - C.F. e P.

IVA 00356680397

Sito web: [www.provincia.ra.it](http://www.provincia.ra.it) - posta certificata: [provra@cert.provincia.ra.it](mailto:provra@cert.provincia.ra.it)

transmitted to all partners in the Adriair project because it is published in institutional sites and spread everywhere considered useful and desirable, with particular reference to tourist sites, the sites of airports and travel agencies. Will also be sent to all airports currently operating in the Adriatic and business associations. Will be drafted a press release to the media that will have the widest possible dissemination.

8. - Responsible for the procedure: Dr. Alberto Rebucci - Head of the European Policies and Productive Activities Department. For more information contact: Dr. Alberto Rebucci during office hours - Telephone no. 0544/258150 Fax no. 0544/258 293.

Ravenna