

Title: Sponsor procurement to process the J-1 visa (120 visas) for trainees taking part in the ARGO Program.
Reference: CT201501
Maximum tender price: 84.000 € (including VAT) (700€/visa)
Proceedings: Negotiated procedure without publication
Open date: 19/01/2015
Close date: 29/01/2015
Contracting authority: FICYT
Notes:
 Procurement within the framework of the international ARGO Mobility Program managed by the FICYT (BOE-A-2014-8547) and funded by the Spanish Ministry of Education, Culture and Sports.

TENDER DATA		
1	Subject:	Invitation to bid for sponsor procurement to process the J-1 visa for candidates who participate in the ARGO Program.
2	Maximum tender price	84.000 € (700€/visa)
3	Execution time	From the administrative decision date until 31/08/2017
4	Particular services to provide	Processing of at least 120 6-month J-1 visas for ARGO candidates in the USA. The ARGO candidates will start their training between 01/03/2015 and 31/08/2017. During the term of the contract, the number of visas can be modified by 15%.
5	Time limit for submission of tenders	Date and time limit for bid submission: January 29 th , 14.00 pm
6	Contact for further information	Name: Floriane Nguyen Email: fnguyen@ficyt.es Phone: 0034 985 20 74 34
7	Bid submission	Bids must be sent to the FICYT office: C/ Cabo Noval 11-1C, 33007 Oviedo, Spain Also valid submission by e-mail: ficyt@ficyt.es
8	Procurement proceeding	Negotiated procedure without publication
9	Documentation to be submitted by bidders.	<ul style="list-style-type: none"> • Technical proposal • Financial offer
10	Assessment criteria	<ul style="list-style-type: none"> • Technical proposal • Financial offer <div style="text-align: right; font-weight: bold;"> 30% 70% </div>
11	Applicable legislation	Spanish Royal Legislative Decree 3/2011. Text of the Public Sector Contracts Law

TECHNICAL SPECIFICATION

Description of the request service:

The organization must be able to provide the FICYT management services of the J-1 Visas Program in order to operate as Sponsor of the ARGO Program participants in The United States for the *training* program (up to 18 months) and *internship* program (up to 12 months).

The organization must be able to provide the whole necessary documentation both to the hosting companies and to the ARGO participants allowing for the correct processing of the eligibility certificate-DS-2019 to obtain the J-1 visa.

The organization must be able to issue the DS-2019 to companies from the whole American territory and for Spanish graduates coming from any study field.

The FICYT shall assume the contracting of the insurance policy needed to process the ARGO participant's visa.

The time limit to issue the DS-2019 cannot be longer than 3 weeks from the receipt of the required documentation.

Additional services (optional):

- Previous experience in mobility programs,
- Promotion of the ARGO Program in The United States,
- Assistance during the whole process of the J-1 visa acquirement (to the ARGO participants and companies),
- Supporting and assessing ARGO participants for a good personal and professional adaptation process in The United States,
- Conflict mediation: Companies vs. ARGO Participant,

Documentation to be submitted:

- I. Technical proposal according to the services requested. The proposal must include the following points:
 - Description of the organization and human resources that will be made available to the ARGO Program,
 - Collaboration offer with services offered and description of the process to obtain the J-1 visa clearly described.
 - Additional Services (if applicable),

- II. Financial offer:

The organization has to detail all the costs derived from the processing of the J-1 visas.