

SERVICE CONTRACT NOTICE

Support to IPA Programming, Trainings and Project Preparation

Republic of Serbia

1. Publication reference

EuropeAid/137119/IH/SER/RS

2. Procedure

Restricted

3. Programme title

National programme for Serbia under the IPA – Transition Assistance and Institution Building Component for the year 2013

4. Financing

Financing agreement

5. Contracting Authority

The Government of the Republic of Serbia represented by the Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), Belgrade, Serbia

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The purpose of this Contract is to strengthen technical and administrative capacity of the Serbian administration in relation to the European integration process and enhance effective and efficient management and absorption of EU pre-accession funds.

The expected outcomes are as following:

- Strengthening of the capacities of the responsible institutions in the Republic of Serbia through redrafting and preparation of programming documents in line with IPA II sector approach as well as support them in screening and selection of potential investment projects for financing, based on newly established Methodology for Selection and Prioritisation of Infrastructure Projects;
- In order to build the capacities of the national institutions/organisations to carry out future programming of IPA funding, the technical assistance will prepare and provide trainings,

taking into account EU procurement rules applicable to external actions;

- Preparation of technical documentation (e.g. Pre-feasibility and/or Feasibility Study and Cost Benefit Analysis, Environmental Impact Assessment Study, Technical Designs - General Design and/or Preliminary Designs and/or Main Designs) and Tender Dossier (if necessary and feasible) for financially viable infrastructure projects envisaged for financing under IPA 2014-2020 EU pre-accession assistance.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 5.500.000

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all legal persons (participating either individually or in a grouping (consortium) of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 29 below). Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

12. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

13. Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

14. Shortlist alliances prohibited



Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG- 2.4.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.2 of the PRAG.

16. Sub-contracting

Subcontracting is allowed up to 15% of the contract value.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

April 2016

19. Provisional commencement date of the contract

November 2016

20. Initial period of implementation of tasks

36 months

SELECTION AND AWARD CRITERIA

21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
 - a) The average annual turnover of the candidate over the last three years (for these purposes last three years shall mean years 2012, 2013 and 2014) must be equal to or exceed EUR 5.500.000
 - b) Current ratio (current assets divided by current liabilities) for each of the last three years (for these purposes last three years shall mean years 2012, 2013 and 2014)



must be higher than 1 (>1). In case of a consortium this criterion must be fulfilled by each member

2) Professional capacity of candidate (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

a) At least 10 staff currently work for the candidate in the fields related to this contract.

3) Technical capacity of candidate (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

a) The candidate has provided services under at least one contract (with the proportion of the contract carried out by the legal entity being at least EUR 2.750.000) which included preparation of infrastructure projects valued at least EUR 10.000.000, that were implemented at any moment during the following period: in the course of the past 3 years (starting from 1st of January 2013 up to the receipt of application);

b) The candidate has provided services under at least one contract (with the proportion of the contract carried out by the legal entity being at least EUR 1.000.000) which included capacity building of public entities or bodies at national level in strategic planning and programming of pre-accession/accession assistance, that were implemented at any moment during the following period: in the course of the past 3 years (starting from 1st of January 2013 up to the deadline for receipt of application).

This means that the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed until the end of the reference period will be taken into consideration. If a candidate has implemented the project in a consortium, only the part of services performed by the candidate will be taken into account.

In any case, information provided as part of the application form and documentary evidence must enable the evaluation committee to clearly determine the nature, scope and value of the services actually provided by the candidate as part of those projects.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.



If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

1. Total number of the reference projects found eligible under point 21.3. a) and 21.3.b). Such contract, accepted as valid for 21.3. a) and 21.3.b), will only be counted once in this first re-examination criterion;
2. The sum of the values of the eligible part (the portion carried out by the candidate) of the projects found eligible under point 21.3. a) and 21.3.b).

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

15:00 hrs Central European Time on 22/02/2016

Any application received by the Contracting Authority after this deadline will not be considered.

24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to:

Government of the Republic of Serbia, Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5 Sremska Street, VII floor, office 701, 11000 Belgrade
Republic of Serbia

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Government of the Republic of Serbia, Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)

Division for Tender Evaluation and Contracting
3-5 Sremska Street, VII floor, office 701, 11000 Belgrade
Republic of Serbia

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

26. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. Operational language

All written communications for this tender procedure and contract must be in English.

28. Date of publication of prior information notice

19/05/2015

29. Legal basis

Council Regulation (EC) 1085/2006 of 17 July 2006 establishing an Instrument for Pre-accession Assistance (IPA) – OJ (L) 210/82 of 31 July 2006.

30. Additional information

Opening hours of the Contracting Authority for the submission of applications: 08:00 – 15:00 Central European Time.

Please note that, in order to ensure efficient electronic correspondence with the Contracting Authority, candidates must provide e-mail addresses capable of receiving e-mails of at least 20 MB (twenty Megabytes), or else specify their inbox size.

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