

SERVICE CONTRACT NOTICE

TA to Operational Structure for management of the Operational Programme and implementation of Projects Republic of Croatia

1. Publication reference

EuropeAid/134081/D/SER/HR

2. Procedure

Restricted

3. Programme

IPA

4. Financing

Financing agreement

5. Contracting Authority

Central Finance and Contracting Agency

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The objective of this contract is provision of continuous assistance to the Transport Operating Structure, especially to the Management Authority and Intermediate Bodies, in the management of the Operating Programme and also ensuring the link between IPA and Structural Instruments, facilitating the transition and supporting the preparation for a new financial perspective 2014-2020.

Three components are envisaged, as follows:

- a) Assistance with management of Transport Operating Programme 2007-2013 and relevant projects and with transition from IPA to Structural Instruments,
- b) Assistance with preparation and implementation of new 2014-2020 programming period,
- c) Provision of trainings and organization of study tours.

8. Number and titles of lots

No, one lot only.

9. Maximum budget

EUR 529.412,00

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 candidates] 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 also item 29 below). Participation is also open to international organisations. The participation of natural persons is 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 (ie, 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 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 2.3.3 of the Practical Guide to contract procedures for EC external actions.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 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

26 July 2013

19. Provisional commencement date of the contract

January 2014

20. Initial period of implementation of tasks

12 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.

Criteria for legal and natural persons:

- the annual turnover of the candidate for the years 2010, 2011 and 2012 must have been equal to or exceed EUR 530.000,00 (2010 is considered to be 2 years before last year, 2011 is considered to be a year before last and 2012 is considered to be last year),
- The current assets of the candidate at the end of the years 2010, 2011 and 2012 were larger than the current liabilities.

2) Professional capacity of candidate (based on items 4 and 5 of the application form)

Criteria for legal and natural persons:

- At least 3 staff members currently work for the candidate in fields related to this contract: institutional capacity building and management of EU funds (financial management and control) and are permanent.

3) Technical capacity of candidate (based on items 5 and 6 of the application form)

Criteria for legal and natural persons:

- the candidate has completed successfully at least one (1) contract covering the fields of institutional capacity building and management of EU funds (financial management and control). These fields can be covered by one single contract or each field can be covered by separate contracts. The contract(s) must have been implemented within three (3) years before the deadline for receipt of applications, as indicated in point 23 of this procurement notice;
- The budget of completed contracts should be equal to or exceed the amount of EUR 500.000,00. If the contract was completed through the consortium, the amount of own contribution to the contract should be at least of minimum requested budget (i.e. EUR 500.000,00).

Previous experience which would have lead to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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 reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- the total number of projects managed by the candidate according to criterion 3;
- in case of competition between 2 or more candidates having the same number of eligible projects, the candidates will be ranked in descending order according to the total amount of their own contribution to the eligible projects.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

16:00 Zagreb local time on 7 June 2013

Any application received 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/work/procedures/implementation/services/index_en.htm

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 :
Central Finance and Contracting Agency
(Središnja agencija za financiranje i ugovaranje programa i projekata EU)
Ulica grada Vukovara 284, objekt C,
10000 Zagreb, Republic of Croatia
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Central Finance and Contracting Agency
(Središnja agencija za financiranje i ugovaranje programa i projekata EU)
Ulica grada Vukovara 284, objekt C,
10000 Zagreb, Republic of Croatia

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

20 February 2013, 2013/S 036-055769

29. Legal basis

EC Council Regulation No 1085/2006 of 17.7.2006 establishing an Instrument for Pre-Accession Assistance (IPA)

30. Additional information

N/A