

## SERVICE CONTRACT NOTICE

### Capacity building of Croatian Paying Agency in preparation for the new CAP and CFP reforms Republic of Croatia

#### 1. Publication reference

EuropeAid/133073/D/SER/HR

#### 2. Procedure

Restricted

#### 3. Programme

IPA

#### 4. Financing

National Programme for Croatia under the IPA – Transition Assistance and Institution Building Component for 2011

#### 5. Contracting Authority

Central Finance and Contracting Agency

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## CONTRACT SPECIFICATION

#### 6. Nature of contract

Fee-based

#### 7. Contract description

The purpose of the project is to strengthen the internal capacities of the Paying Agency for Agriculture, Fisheries and Rural Development (PAAFRD) and achieve its readiness for smooth transition and uninterrupted functioning in implementation of support schemes in agriculture, fisheries and rural development fully in compliance with EU rules and regulations in the post-2013 period in order to ensure controllability of measures, increase the effectiveness and efficiency with necessary adaptations of new tools of the Common Agricultural Policy (CAP) and Common Fisheries Policy (CFP).

This project shall assist the adjustment of the accredited part of the Paying Agency for implementation of the European Agricultural Guarantee Fund (EAGF) schemes envisaged for the post-2013 period and assist at the same time the preparation for accreditation of the Agency for the European Agricultural Fund for Rural Development (EAFRD) implementation.

This would include software upgrade for IACS measures administration according to

requirements under new CAP reform, software upgrade for EAFRD and European Maritime and Fisheries Fund (EMFF) measures administration according to requirements established under new Program for Rural Development and Operational program for the support in Fisheries and Finance module software upgrade. Also one component of the project will deal with preparation and organization of the information campaign about the CAP and CFP novelties in the post-2013 period.

#### **8. Number and titles of lots**

No, one lot only

#### **9. Maximum budget**

1.600.000,00 EUR

#### **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.

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## **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.

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### **PROVISIONAL TIMETABLE**

#### **18. Provisional date of invitation to tender**

23 August 2013

#### **19. Provisional commencement date of the contract**

January 2014

#### **20. Initial period of implementation of tasks**

24 months

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### **SELECTION AND AWARD CRITERIA**

#### **21. Selection criteria**

Same criteria for legal and natural person

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.

- Annual turnover of the candidate for the years 2010, 2011 and 2012 must have been equal to or exceeded 850.000 EUR (2010 is considered to be 2 years before the last, 2011 is considered to be a year before last and 2012 is considered to be the last year)
- The cash and cash equivalents of the candidate at the end of the years 2010, 2011 and 2012 were positive.

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

- At least 5 staff currently work for the candidate in the field related to this contract (software development for CAP management) and are permanent.

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

- (a) The candidate has provided services under at least 1 contract covering the field of software development for CAP management.

The budget of contract should be equal to or exceed the amount of EUR 1.600.000,00.

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 1.600.000,00)

- (b) The contract must have been completed within the last three (3) years before the deadline for receipt of applications, as indicated in the point 23 of this Procurement Notice.

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

**22. Award criteria**

Best value for money.

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## APPLICATION

**23. Deadline for receipt of applications**

19 July 2013 at 16:00 Zagreb Local Time, at the premises of Central Finance and Contracting Agency, Ulica grada Vukovara 284, objekt C, 10 000 Zagreb, Croatia.

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](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
- 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

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**

2 June 2012

Notice number in OJ: 2012/S 104-173072

**29. Legal basis**

EC Council Regulation No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA).

**30. Additional information**

N/A