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**HR-Zagreb: IPA — technical assistance for the biosciences
technology commercialisation and incubation centre (BIOCentre)
2012/S 13-019527**

Location: Europe (non-EU) — Croatia

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

71356200 Technical assistance services

Additional object(s):

79400000 Business and management consultancy and related services

80000000 Education and training services

1. **Publication reference:**

EuropeAid/131490/D/SER/HR.

Internet address(es):

General address of the contracting authority: <http://www.safu.hr/>

2. **Procedure:**

Restricted.

3. **Programme:**

IPA.

4. **Financing:**

Financing agreement.

5. **Contracting authority:**

Central Finance and Contracting Agency, Zagreb, REPUBLIC OF CROATIA.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

BIOCentre is envisaged as a high-technology incubation and business development support institution that will create a network of all necessary knowledge, skills and corresponding material resources essential to supporting establishment and growth of knowledge-based enterprises (start-ups and SMEs) in the area of biosciences. The BIOCentre will provide a specific support in terms of scientific infrastructure, technological transfer, education and networking in the field of biotechnology to the target group of users — universities, scientific institutions, but also biotechnology and life sciences start-ups — which, otherwise, individually would not be capable of organising such types of facilities in terms of space, time and financing.

In that respect the BIOCentre consists of 4 components: a works component (construction of the BIOCentre), a service contract (supervision of construction and compatibility of laboratory equipment), a supply contract (laboratory and office equipment for the BIOCentre) and this service contract.

The purpose of this project is development of BIOCentre service programmes (i.e. support services) for the biosciences technology transfer and business incubation facility. Also, the service contract will have the aim to develop the organisational and administrative structure of the BIOCentre (in relation to the proposed service

programmes) as well as prepare the marketing strategy of the BIOCentre. This project also aims to provide technical assistance to the direct project beneficiary in order to define the main services to be offered by the BIOCentre to the future tenants.

8. **Numbers and titles of lots:**

The contract is divided into lots: No, 1 lot only.

9. **Budget:**

Maximum budget: 634 678 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.

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 (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 1 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 1 application, all applications in which that person has participated will be excluded.

14. **Shortlist alliances prohibited:**

Any tenders received from tenderers having a different composition than the ones on the 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. Shortlisted 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 EU external actions'.

16. **Subcontracting:**

Subcontracting is allowed.

Maximum percentage of the contract value which may be subcontracted: 1 %.

Activities which may be subcontracted: development of the website for the BIOCentre and hosting of the web page during project implementation.

17. **Number of candidates to be shortlisted:**

On the basis of the applications received, at least 4 and at most 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:**

2.4.2012.

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

10.9.2012.

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

Duration in months: 24.

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:

In the case of the applicant being a public body equivalent information should be provided:

1. the average annual turnover of the candidate for the years 2009, 2010 and 2011 must exceed 350 000 EUR (2009 is considered to be 2 years before last year, 2010 is considered to be the year before last and 2011 is considered to be the last year);

2. the annual turnover of the candidate for each of the last 3 years (2009, 2010 and 2011) must not be lower than 200 000 EUR;

3. the cash and cash equivalents of the candidate at the end of the years 2009, 2010 and 2011 are positive.

2) Professional capacity of candidate:

1. at least 6 staff currently work for the candidate in the fields of institutional capacity building (in terms of human resource and business development) and marketing strategy for technology centres, business parks or commercial laboratories and are permanent.

3) Technical capacity of candidate:

1. the candidate has completed successfully at least 2 technical assistance projects covering the fields of institutional capacity building (in terms of human resource and business development) and marketing strategy for technology centres, business parks or commercial laboratories. Both fields can be covered by 1 single project or each field can be covered by a separate project. The projects must have been completed in 2009, 2010, 2011 or 2012 (the project must have been completed in 2012 until the date of the submission of the expression of interest (application)). In case the aforementioned fields (institutional capacity building (in terms of human resource and business development) and marketing strategy for technology centres, business parks or commercial laboratories) are covered by separate projects, only 1 of the projects must have been within the budget (own contribution) equal to or exceeding the amount of 600 000 EUR. Other projects may have been within a budget (own contribution) of less than 600 000 EUR.

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. Some examples of when it may not

be considered appropriate by the contracting authority are when the tenderers rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate relies on other entities 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. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

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 8 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- 1) the total number of projects managed by the candidate according to criterion 3;
- 2) 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:**
27.2.2012 (16:00), local time.

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 at 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 exclusively to the contracting authority in the following language: English — either by recorded delivery (official postal service) to:

Central Finance and Contracting Agency, Ulica grada Vukovara 284, objekt C, 10000 Zagreb, CROATIA,

— or hand-delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:

Opening hours: 8:00–16:30.

As in abovementioned address.

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 applications 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 contract forecast notice:**

24.5.2011.

Notice number in OJ: [2011/S 99-160977](#).

29. **Legal basis:**

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

30. **Additional information:**

The conclusion of the contract resulting from this tender procedure is subject to the fulfilment of the following condition: Bilateral Agreement between the Government of Croatia and the Commission of the European Union concerning the co-financing of the major project — operation 2.2.2 of the regional competitiveness operational programme (2007–2011) — of which this contract will be a part, signed and entered into force.

Please note that the awarding of the contract is subject to the condition of the prior conclusion of a financing agreement, which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the time-frame, the nature or the condition of the implementation are altered).

If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates' or tenderers' being entitled to claim any compensation.

31. **Date of dispatch of this notice:**

9.1.2012.