

SERVICE PROCUREMENT NOTICE

Adult learning Republic of Croatia

1. Publication reference

EuropeAid/120956/D/SV/HR

2. Procedure

Restricted

3. Programme

CARDS 2004

4. Financing

CARDS 2004 Annual Action Programme for Croatia

5. Contracting Authority

Ministry of Finance of the Republic of Croatia, Central Finance and Contracting Unit

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The project will foster a modern concept of adult learning for Croatia in line with new labour market requirements, the life-long learning approach and EU best-practice examples. It will carry out activities related to the improvement of data collection and information base on adult learning, capacity building for key staff in order to develop policy in this area, revision of existing and design of new financing agreements, elaboration of quality of training programmes and providers, elaboration of basic skill programme for adults and a public awareness campaign.

8. Numbers and titles of lots

N/A

9. Maximum budget

EUR 1.500.000

10. Scope for additional services

N/A

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all legal persons of the EU Member States and the countries and territories of the regions covered and/or authorised by the Regulations on access to Community external assistance and other specific instruments applicable to the programme under which the contract is financed (see also item 30 below). 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 (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. 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

N/A

17. Number of candidates to be short-listed

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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

January 2007

19. Provisional commencement date of the contract

July 2007

20. Initial period of execution and possible extension of the contract

18 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)
 - a. Total annual turnover of candidate (consortium) of at least 2 times of the maximum budget of the contract for the years 2004 and 2005.
 - b. The cash and cash equivalents of candidate at the beginning of the year for the years 2004, 2005 and this year (2006) are positive.
 - c. The cash and cash equivalents of candidate at the end of the year for the years 2004 and 2005 are positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
 - a. At least 20 persons of all staff working for the candidate in the years 2004, 2005, 2006 working in the field of adult learning are permanent staff.
 - b. At least 20% of all staff working for the candidate in the year before last, last year and this year (2004, 2005 and 2006) are permanent staff.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)
 - a. The candidate must have managed at least one technical assistance project over the following years (2004, 2005 & 2006) in either any of the EU Member States or any of the transition countries. Such a project must have been of a similar size (in any case not below € 1 million) and had a similar scope to this one (technical assistance in human capital development). The contribution of the candidate in such a project budget must have been of at least 50%.
 - b. The candidate(s) must have been involved over the aforementioned years in projects providing the following services:
 - Creation and management of databases,
 - Advice on legislation and policy for adult learning,
 - Quality assessment of training programmes and providers

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. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

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 applications for the tender procedure. The only factor which will be taken into consideration during this re-examination is the total number of similar contracts awarded in 2004, 2005 and 2006 following the condition 3b.

22. Award criteria

As specified in the tender dossier annexed to the letter of invitation to tender which will be sent to short-listed candidates.

APPLICATION

23. Deadline for receipt of applications

8 December 2006 at 14:00 hours (Zagreb 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 (available from the following Internet address: http://europa.eu.int/comm/europeaid/index_en.htm), whose format and instructions must be strictly observed.

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:

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

Ministry of Finance of the Republic of Croatia

Department for Financing EU Assistance Programmes and Projects

Central Finance and Contracting Unit (CFCU)

(Ministarstvo financija Republike Hrvatske,

Uprava za financiranje programa i projekata pomoći EU – Središnja jedinica za financiranje i ugovaranje – SJFU)

Katančićeva 5

10000 Zagreb

Croatia

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

Ministry of Finance of the Republic of Croatia

Department for Financing EU Assistance Programmes and Projects

Central Finance and Contracting Unit (CFCU)

(Ministarstvo financija Republike Hrvatske,

Uprava za financiranje programa i projekata pomoći EU – Središnja jedinica za financiranje i ugovaranje – SJFU)

Katančićeva 5

10000 Zagreb

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 tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) 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. Additional information

N/A

29. Date of publication of contract forecast

5 February 2005

30. Legal basis

Council Regulation No. 2666/2000 of 5 December 2000, as last amended by Council Regulation (EC) No 2112/2005 of 21 November 2005.