

SERVICE PROCUREMENT NOTICE

Approximation of EU Renewable Energy Legislation and Energy Efficiency Labelling (RELEEL)

Republic of Croatia

1. Publication reference

EuropeAid/123921/D/SER/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 purpose of this project is to provide technical assistance to the Ministry of Economy, Labour and Entrepreneurship with regards to Renewable Energy Legislation (REL) and Energy Efficiency Labelling (EEL), where REL covers guarantees of origin legislation and design of tradable certificate scheme, while EEL covers implementation of labelling legislation.

This service include a legal and strategy gap analysis with the use of table of concordance between national legislation and EU acquis, drafting of any relevant legislation, norms or procedures, impact assessment of implementation and evaluation of different implementation options. The consultant should create feasibility study for energy efficiency labelling certification body.

The consultant should perform PR through workshops, seminars, video materials, web, promotion materials and media campaign.

8. Numbers and titles of lots

N/A

9. Maximum budget

EUR 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

Sub-contracting will not be allowed.

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

February 2007

19. Provisional commencement date of the contract

September 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) The average annual turnover for this year, last year and the year before last of the candidate must exceed the annualised maximum budget of the contract.
 - (b) The averages of cash and cash equivalents at the beginning and end of this year, last year and the year before last year are positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
 - (a) At least 10 staff currently work for the applicant in fields related to this contract
 - (b) At least 20% of all staff working for the candidate this year in fields related to this contract is permanent.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)
 - (a) The candidate has worked successfully on at least one project with a budget of at least that of this contract in fields related to this contract in the past three years. These fields are:
 - Guarantees of origin
 - Tradable certificates (energy efficiency (white) and renewable energy (green) tradable certificates)
 - Energy efficiency labelling
 - Promotion and information campaign

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 factors which will be taken into consideration during this re-examination are:

- The number of projects which the candidate has implemented successfully, which were directly related to renewable energy sources or energy efficiency, with the project value of more than 50 000 € (100% carried out by the legal entity or equivalent; e.g. 50% input on a project with a budget of 100 000 €).

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

15:00 Central European Time on 02 February 2007

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 :
Contact person: Ms Martina Sedmak
Ministry of Finance of the Republic of Croatia
Department for Financing EU Assistance
Programmes and Projects
Central Finance and Contracting Unit
(Ministarstvo financija Republike Hrvatske,
Uprava za financiranje programa i projekata
pomoći EU - SJFU)
Katančićeva 5, 10000 Zagreb, Croatia

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

Contact person: Ms Martina Sedmak
Tel: +385 1 4591 245
Ministry of Finance of the Republic of Croatia
Department for Financing EU Assistance

Programmes and Projects
Central Finance and Contracting Unit
(Ministarstvo financija Republike Hrvatske,
Uprava za financiranje programa i projekata
pomoći EU - 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

04 August 2006

30. Legal basis

Council Regulation (EC) No 2666/2000 of 05 December 2000, as last amended by the Council Regulation (EC) No 2112/2005 of 21 November 2005