

## **SERVICE PROCUREMENT NOTICE**

### **Development of Nature Protection Information System (NPIS) and Institutional Building for Monitoring of Biodiversity Indicators Croatia**

**1. Publication reference**

EuropeAid/123415/D/SER/HR

**2. Procedure**

Restricted

**3. Programme**

Phare 2005

**4. Financing**

Croatia 2005 Phare National Programme

**5. Contracting Authority**

Ministry of Finance of the Republic of Croatia (Central Finance and Contracting Unit)

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

The purpose of this contract is to fulfill the basic requirements needed for quality development and implementation of nature protection policy in Croatia, in accordance both with national legislation and the EU environmental acquis. It is expected to further develop existing Nature Protection Information System (NPIS), to contribute to monitoring of biodiversity indicators, to promote public access to Nature Protection data.

**8. Numbers and titles of lots**

N/A

**9. Maximum budget**

863.000 EUR

**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

May 2007

### 19. Provisional commencement date of the contract

September 2007

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

14 months

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## 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 for the year before last and last year must equal or exceed 600.000 EUR
  - (b) The cash and cash equivalents of candidate at the beginning of the year for the year before last, last year and this year shall be positive.
  - (c) The cash and cash equivalents of candidate at the end of the year for the year before last and last year shall be positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
  - (a) At least 6 staff currently working for the candidate in the fields related to this contract.
  - (b) At least 20% of all staff working for the candidate this year in fields related to this contract are 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 2 projects in the the years 2004, 2005 and 2006 in either any of the EU member states and/or CARDS/Phare countries with a budget of at least of this contract (in any case not below EUR 850.000). The contribution of the candidate in such a project budget must have been of at least 50 %, amounting to minimum EUR 850.000 (e.g., 50% in a project of EUR 1.700.000)”
  - (b) The candidate must have been involved over the aforementioned three years in projects belonging to the fields related to this contract:
    1. Implementation of Nature Protection Information system
    2. Geographic Information System (GIS) biodiversity mapping
    3. Monitoring of biodiversity indicators

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 projects implemented 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.

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# **APPLICATION**

## **23. Deadline for receipt of applications**

15:00 Central European Time on 13 May 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](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)

Katančičeva 5  
10 000 Zagreb  
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)  
Katančičeva 5  
10 000 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**

23 May 2006

#### **30. Legal basis**

Council Regulation (EEC) no 3906/89 of 18 December 1989, as last amended by Council regulation (EC) No 2257/2004 of 20 December 2004