

# SERVICE PROCUREMENT NOTICE

## Designing and implementing National Fisheries Management Strategy and delivery mechanisms for organization of market in fisheries

Croatia

### 1. Publication reference

EuropeAid/123609/D/SER/HR

### 2. Procedure

Restricted

### 3. Programme

PHARE 2005

### 4. Financing

Croatia 2005 Phare National Programme

### 5. Contracting Authority

The 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 assistance covered by this contract is aimed at aiding the Ministry of Agriculture, Forestry and Water Management – Directorate of Fisheries (MAFWM-DF) of Croatia in aligning with and implementation of Common Fisheries Policy provisions. It is considered as a part of the overall PHARE 2005 project goal, and is supposed to provide assistance to the MAFWM-DF staff in issues covering structures and marketing aspects of Croatian fisheries sector; design and implementation of a National Fisheries Management Strategy; design and implementation of delivery mechanisms to promote development of fisheries infrastructure, representative organizations (POs) and fish marketing in Croatia as well as training of MAFWM-DF staff.

Initially it is expected that the consultants shall identify the needs of the MAFWM-DF staff and design measures including suitable training program and provide specific training courses. In terms of fisheries management, it is expected that the consultants shall assist the DF-staff in preparation of a “Fisheries Management Plan”. Assistance in structural and market measures shall primarily include identification of parameters for establishment of POs, setting up of a pre-PO, drafting of market studies for fisheries products (capture and farmed), identify the changes needed to the domestic productive sectors to meet potential demand, including investment requirements, and provide assistance in assessment of fishing port development in Croatia.

### 8. Numbers and titles of lots

N/A

## **9. Maximum budget**

EUR 576.850,00

## **10. Scope for additional services**

N/A

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# **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.

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## PROVISIONAL TIMETABLE

### 18. Provisional date of invitation to tender

December 2006

### 19. Provisional commencement date of the contract

May 2007

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

18 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 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 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 15 staff in the following years (2004, 2005 and 2006) working for the applicant in the fields related to this contract
  - (b) At least 25% of all staff working for the candidate in the following years: 2004, 2005 and 2006 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 two projects with a budget of at least that of this contract in fields related to this contract in the following years (2004, 2005 and 2006)
  - (b) The candidate has relevant specialisms (experience) in the following fields related to this project:
    - Common Fisheries Policy,
    - Common Organization of the Market particularly focusing on fisheries market and Producer Organizations related issues,
    - Analysing and drafting fisheries strategies and preparing pre-accession or structural fund projects.

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 in size, implemented in 2004, 2005 and 2006, following the criterion 3a, in which the contribution of the candidate must have been of at least 50%.

## **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**

16:00 hours Zagreb local time on 08 December 2006.

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 :

**Mr Ivan Serdarušić**  
**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**  
**10000 Zagreb**  
**Croatia**

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

**Mr Ivan Serdarušić**  
**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**  
**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. Envelope should be marked “Do not open before short listing committee meeting – *Ne otvarati prije sastanka odbora za ocjenjivanje*”.

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**

20 June 2006

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

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