

SERVICE PROCUREMENT NOTICE

Technical assistance for harmonization process between land registry and cadastre data in selected region Republic of Croatia

1. Publication reference

EuropeAid/123819/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

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The project will provide technical assistance to the State Geodetic Administration and Ministry of Justice to radically improve the status of data in cadastre and land registers by mutual harmonization and their matching with the situation in the field. The project will include:

1. Vectorization of cadastral maps
2. Standardization of the existing vectorized cadastral maps
3. The comparison of cadastral maps with the real situation and the written parts of the register and carrying out field surveys, creating the necessary documentation
4. Harmonizing data in the cadastre and LR, defining the process leading to the establishment of a unique ID number of a plot in the cadastre and LR (RCO and LR courts will receive documentation on the implementation of harmonization)

8. Number and titles of lots

N/A

9. Maximum budget

EUR 2.534.516

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 30 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 (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 may 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

Subcontracting is allowed up to 30% of the contract value.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 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

September 2007

19. Provisional commencement date of the contract

December 2007

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

23 months with possibility of prolongation depending on the availability of the funding and contractor's performance.

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 of the candidate for the year before last and last year must exceed the budget of EUR 2.500.000;
 - (b) the averages of cash and cash equivalents at the beginning and end of year before last and last year (2005, 2006) are positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
 - (a) at least 5 permanent staff working for the candidate this year are working in the field 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 must have managed 1 technical assistance project within the past three years with a budget of minimum 1 250 000 euro. The candidate must indicate that it was the consortium leader, or that it contributed with minimum 70% to the project.
 - b) The candidate must have been involved over the aforementioned three years in at least one project belonging to the **field related to this contract:**
 - Cadastre and Land Administration

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:

- 1) The total number of contracts following the criterion 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

At 16:00 local time on 29 August 2007, at the premises of the Ministry of Finance, Katančičeva 5, 10000 Zagreb, Croatia

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://ec.europa.eu/europeaid/work/procedures/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. Saša Barić – Project Manager
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)
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. Saša Barić – Project manager
Phone: +385 (0)1 4591 215
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)
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.

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 May 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