

SERVICE PROCUREMENT NOTICE

Major revision of classifications and upgrading of subject-matter statistics – Technical Assistance

Republic of Croatia

1. Publication reference

EuropeAid/125582/D/SER/HR

2. Procedure

Restricted

3. Programme

Phare 2006

4. Financing

Croatia 2006 Phare National Programme

5. Contracting authority

Central Finance and Contracting Agency

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The purposes of this contract is to ensure comparability of statistical data of the Republic of Croatia by introducing revision of major classifications (classification of activities – NACE Rev.2, and classification of products – CPA 2007) into subject-matter statistics; to improve coverage and quality of migration data, projections of population and production of some demographic indicators; to produce methodology and to carry out the pilot data collection for Time Use Survey for the first time in Croatia, as well as to provide background information and data for the time use study; to introduce statistics on human resources in science technology, patents, technology balance of payments, high technology products and industries as new surveys including regional aspects.

8. Number and titles of lots

N/A

9. Maximum budget

1.888.000 EUR

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration up to maximum 30.11.2010. 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 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

Subcontracting is not allowed.

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 2008

19. Provisional commencement date of the contract

December 2008

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

18 months with possibility to extend the project in duration up to maximum 30.11.2010. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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 annual turnover of the candidate for the years 2006 and 2007¹ must be equal to or exceed EUR 1.300.000;
 - b) the cash and cash equivalents of the candidate at the end of the year 2006 and 2007 are positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
 - a) at least 7 staff currently work for the candidate in the fields related to this contract (statistics).
 - b) at least 2 staff currently working for the candidate in the fields related to the contract (statistics) are permanent.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)

The candidate has worked successfully on at least one technical assistance project covering all of the following requirements:

¹ 2006 is considered to be year before last and 2007 is considered to be last year.

- i. in the fields of Business Statistics, Population statistics, Social Statistics, Science or Technology statistics
- ii. completed in 2005, 2006, 2007 or 2008
- iii. implemented in a country eligible under Phare programmes²
- iv. with a budget (own contribution) equal to or exceeding 1.000.000 EUR

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. Such entities must respect the same rules of eligibility and notably that of nationality, as the economic operator.

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 projects managed by the candidate according to criterion 3, in case of competition between two or more candidates having the same number of eligible projects, the candidates will be ranked in descending order according to the total amount of their own contribution to the eligible projects.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

04 August 2008, 16:00 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://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 :

² EU Member States, Albania, Bosnia and Hercegovina, Croatia, FYRO Macedonia, Montenegro, Serbia and Turkey.

Iva Živković –CFCA project manager
Central Finance and Contracting Agency
(Središnja agencija za financiranje i ugovaranje programa i projekata EU)
Ulica grada Vukovara 284, 10 000 Zagreb, Croatia

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

Iva Živković –CFCA project manager
Central Finance and Contracting Agency
(Središnja agencija za financiranje i ugovaranje programa i projekata EU)
Ulica grada Vukovara 284, 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

11 May 2007

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