

## **SERVICE PROCUREMENT NOTICE**

### **Preparation of project documentation and IPA application for waste water projects**

#### **Location - Croatia**

**1. Publication reference**

EuropeAid/123851/D/SER/HR

**2. Procedure**

International restricted

**3. Programme**

ISPA

**4. Financing**

ISPA 2005/HR/16/P/PA/003- IPA Project Pipeline Preparation (Environment)

**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**

Preparation of project documentation and IPA application for waste water projects, including preparatory and feasibility study, economic cost/benefit analysis, financial analysis, environmental impact assessment, technical studies, etc., in compliance with relevant EU directives, and as required by the relevant IPA regulations for towns of Đakovo and Nova Gradiška.

**8. Numbers and titles of lots**

N/A

**9. Maximum budget**

557,209.00 EUR

**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

Sub-contracting will be allowed and the total value of the sub-contracted part of the services must not exceed 30% of the contract value and the sub-contractor must not sub-contract further.

### 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

06 August 2007

### 19. Provisional commencement date of the contract

10 January 2008

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

12 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) The total annual turnover of the candidate for the last three years (2004, 2005 and 2006) must exceed at least 2 times the maximum budget of the contract.
- (b) The averages of cash and cash equivalents at the beginning of the year before last, last year and this year (2005, 2006 and 2007) are positive.
- (c) The averages of cash and cash equivalents at the end of the year before last and last year (2005 and 2006) are positive.

#### 2) Professional capacity of candidate (based on items 4 and 5 of the application form)

- (a) at least 20 persons of all staff working for the candidate last 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 finalized at least 2 projects of similar value/complexity in the field related to this contract in the last 3 years. The value of the contract should be at least EUR 400,000.00 when 100% carried out by the Candidate, or equivalent (e.g. 50% input on a project with a budget of app. EUR 800,000.00).
- (b) The Candidate has completed at least 2(two) ISPA or Cohesion Fund applications.

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: total number of projects satisfying criterion 3a.

## **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 hrs Zagreb Local Time on 02 July 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**

**(Ministarstvo financija Republike Hrvatske,**

**Uprava za financiranje programa i projekata**

**pomoći EU – 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**  
**(Ministarstvo financija Republike Hrvatske,**  
**Uprava za financiranje programa i projekata**  
**pomoći EU – SJFU)**  
**Katančićeva 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**

26 July 2006

**30. Legal basis**

Council Regulation (EC) No 1267/1999 of 21 June 1999, as last amended by the Council Regulation (EC) No 2112/2005 of 21 November 2005.