

SERVICE CONTRACT NOTICE

Preparation of project pipeline and support to the ESF beneficiaries

EUROPE (non EU) – Republic of Croatia

1. Publication reference

EuropeAid/132480/D/SER/HR

2. Procedure

Restricted

3. Programme

IPA

4. Financing

Financing agreement

5. Contracting Authority

Croatian Employment Service, Service for Financing and Contracting of EU Projects

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The overall objective of the project is to enhance Croatia's capacity for effective and efficient use of ESF funds by preparing adequate number of high quality operations. The project will facilitate knowledge, increase skills and understanding of opportunities provided under the European Social Fund and its methodology framework among grant applicants and beneficiaries. It will also prepare a project pipeline and ensure that a sufficient number of ESF projects and Grant projects are fully mature and ready for submission to respective body responsible for the selection of projects.

8. Number and titles of lots

No, one lot only

9. Maximum budget

1.460.000 EUR

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 29 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 unless prior approval from the Contracting Authority has been obtained (see Prag 2.4.3.). 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.

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

02.10.2013.

19. Provisional commencement date of the contract

15.05.2014.

20. Initial period of implementation of tasks

Duration in months: 20

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). In case of candidate being a public body, equivalent information should be provided.

Criteria for legal and natural persons:

The annual turnover of the candidate for the years 2010 (two years before last), 2011 (the year before last) and 2012 (last year) was equal to or exceeded EUR 900.000.

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

Criteria for legal and natural persons:

At least 4 staff members currently work for the candidate in the field related to this contract and are permanent

3) Technical capacity of candidate (based on items 5 and 6 of the application form)

Criteria for legal and natural persons:

The candidate has worked successfully on at least one technical assistance project (contracted as one single contract) covering the field of capacity building of potential applicants and/or beneficiaries of European Social Fund projects, which must have been completed at any moment during the last 3 years preceding the deadline, as indicated in the point 23 of this Contract Notice.

The project(s) must have been:

- a) implemented in a country eligible under IPA programme (Council Regulation (EC) No 1085/2006 — OJ L 210/82 of 31.7.2006: EU Member States, Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Kosovo under UNSC Resolution 1244/99, Montenegro, Serbia and Turkey, countries of the European Neighbourhood and Partnership Instrument, countries of the European Economic Area);
- b) with a budget equal to or exceeding 1.000.000 EUR in which the proportion carried out by the legal entity must be equal to or exceeding 60 %.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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, for instance the parent company of the economic operator, 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 candidates. The only factors which will be taken into consideration during this re-examination are:

- 1) The number of projects satisfying the technical capacity criterion.
- 2) 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

19.08.2013 (15:30), 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, the format and instructions of which must be strictly observed. The application form is available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm

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 in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :

Croatian Employment Service, Service for Financing and Contracting of EU Projects (Hrvatski zavod za zapošljavanje, Služba za financiranje i ugovaranje projekata Europske unije), Ulica grada Vukovara 70/3, 10 000 Zagreb, Croatia (Hrvatska)

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

For the attention of: Ms Mirela Oreč, Croatian Employment Service, Service for Financing and Contracting of EU Projects, Ulica grada Vukovara 70/3, 10 000 Zagreb, Croatia, telephone +38516126208, opening hours: 07:30 – 15:30.

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 applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) 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. Date of publication of prior information notice

03.02.2012.

Official Journal No 2012/S 23-36058

29. Legal basis

Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA).

30. Additional information

N/A.